

# Wakefield School Board Public Minutes

October 15, 2024

Held in the Library

Approved



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

Others Present: Brad Davis, Michele Lambert, Ashia Roy, Meaghan DeColfmacker, Allison Erricolo, Breanna Valdepena, Relf Fogg and Mary Soares of ClearView TV.

Mr. DeColfmacker led those present in the salute to the flag at 6:00.

## Agenda Review

Add Audit to Reports.

Move Facilities prior to Presentations

Add under Follow Up approval and dollar amount discussion concerning Area Agreement

## Facilities

Mr. Davis said he had four quotes for the maintenance shed. He's requesting approval from the Board. He said the top sheet was his choice as they have been great to work with and offered a \$5,000 discount. He is looking for Board approval. He said the first quote was for \$41,753. The second quote is for \$22,362. The third quote is for \$19,955 and the fourth quote is \$16,698.

**Mr. Ouelette made a motion, seconded by Mrs. Collins to approve the \$16,698.**

Mrs. Peaslee said the quotes were not in the packet so we couldn't review them. She asked if this had to go through an RFP and the proper bidding procedure. Mr. Davis said this is under \$20,000. Mr. Ouellette asked for a spreadsheet. Mrs. Peaslee believes the bidding amount is anything over \$5,000. **Mr. Ouellette rescinded his motion and Mrs. Collins rescinded her second.** This was tabled until the next meeting.

## Presentations, Public Hearings

Acting Principal Mrs. Levitt-Carlson told the Board that Aaron Nason has been the acting Vice Principal a few days a week.

### Character Strong – MTSS B Team

The Power Point presentation is available in written form at the SAU office.

There were questions from the Board: Mrs. Levitt-Carlson explained that this program is flexibly applied throughout the day. She talked about teacher Laurie Royle who greets all her students at the door daily using their name. This is a practice they would like to see throughout the school.

This resource doesn't take away from academics. It is weaved in throughout the day. Mrs. Taliaferro asked to see examples of the work being done. She asked about worksheets. Mrs. Levitt-Carlson said that is one resource used at one time but she hasn't seen any worksheets being used. Different levels of support is available for those who need it.

### Public Comment

Mr. Fogg asked when the amount for RFP's went from \$5,000 to \$20,000. He said RSA 91-A should be enforced as it's difficult to get minutes in a timely fashion. It's the Boards duty to make sure that happens. He said there should be a vendors list included in the annual report. He is requesting a full list of vendors for FY24. He asked if the district had received a bid for the buses.

### Reports

#### School Administration

Open House on September 18th was a great event for families. We were happy to have our gym used as a resource for several different booths for people to learn more about our programs. We want to let families know that our Lost and Found is beginning to overflow and we encourage guardians to remind their children to check the lost and found for items that are missing.

October 16th marks are our second early release day that will start up our staff leaning surrounding academic interventions. Each grade level will be meeting with facilitators to discuss how to appropriately support each student at their current academic level and how each teacher or staff member can support intervention time. We have finalized our fall testing. K-3 completed their STAR assessment and 4-8 grade completed NWEA. We will be utilizing the beginning of the year assessments along with student work to drive our conversations that occur on October 16th. We look forward to having a more concrete monitoring system this year to support both students and staff to make academic growth.

Committees have just started and we are thrilled to begin another year with teachers and school board members working together. Each committee is working to build on their work last year and continue to increase our progress at The Paul School. Committees for this year include: Climate and Culture, Curriculum, Health and Wellness, Joint Loss, PTA, Technology, MTSS-B. Initial dates have been proposed and we look forward to reporting out on each committee.

Clubs started on October 7th and, we are proud to announce that approximately 200 students have signed up for our first round. We want to thank the school board for continuing to support these co-curricular activities as they are imperative to our students.

Coming up at the end of October we have our first community day slated for the 31st. We are excited to celebrate on this day with our annual Paul School Halloween Parade followed by classroom celebrations. Be on the lookout for more details about this day.

Mrs. Collins asked how many after school programs are running. Mrs. Levitt-Carlson said 10 to 12. She said she would really like to have a chess club at school. If a community member would like to run an after school program get in touch with Mrs. Levitt-Carlson. The next round of clubs begin in January.

### Finance

Mr. Markiewicz said the FY22 audit report is in their packets. The most important piece is the last page. That's the page you find the auditors findings and anything that we are not doing properly and need to do properly. One of the major issues the district was having when he came on board had to do with federal grants. If you read the federal grant conciliations you'll see that the district was not timely submitting the requests to DOE for reimbursement for federal grant advancements.

When he came on board they were three or four months behind. At that time, he was asked to put together a corrective action plan. Currently, with the help of Jen, Michele and the Superintendent they have put a processes in place and it's working well. We spend the money first then we get reimbursed. We are also doing a reconciliation of our grants, reconciling our income to our expenses. We are also recognizing the revenue in the month it was earned. Sometimes it takes two or three months before we receive a check from the DOE so recognizing it in the month earned makes the auditor happy. That's the only exposure that the auditor felt should be brought to our attention. We are currently in a very good place with grants. He said we had a lot of challenges with ESSER 2 & 3.

Mr. Markiewicz said it took a very long time to get the audit report back from the auditor. He said we had given the auditors all the information they needed to complete this audit a long time ago. He believes they had some problems internally. Starting next week, the auditors will be working on the reports for FT23 and TY24. He hopes to have them back by February and that will catch us up. He said it's taken a lot of work to get this report from the auditor, Michele concurred.

Mrs. Taliaferro asked Mr. Markiewicz if the first paragraph on page 10 of the audit under Compensated Absences which states the district allows three teachers to retire annually and receive a one time payment of \$9,000 each is the same as page 14 of the audit, note 4 Compensated Absences \$36,000. She asked if we paid four teachers that year instead of three? Mr. Markiewicz will have to check that. Mrs. Taliaferro asked Mr. Markiewicz if page 33 of the audit was what he just went over. Mr. Markiewicz answered no. She asked him to explain the first paragraph. Mr. Markiewicz said it's an inflow and outflow of money.

He said if the auditors felt that anything should be brought to the attention of the Board it would be found in the management letter. Mrs. Taliaferro said to her, it does sound like an issue. Mr. Markiewicz said it isn't. Mrs. Taliaferro asked about page 37 of the audit, third paragraph. Mr. Markiewicz said that is the opening letter telling you some of the parameters they used to conduct the audit. Mrs. Taliaferro asked about the first paragraph on page 43 of the audit. Mr.

Markiewicz said he wasn't here at that time. He suspects what was happening was some of the purchases that went to the general fund that was thought would ultimately end up with the grant fund and it didn't. Mrs. Taliaferro asked who was in charge of the grants? Mrs. Kebler said this district doesn't have a grant manager. Most of the grants written in the past few years have been written by her. The reporting is done by the finance department. In FY22 the grants were written by the superintendent and reconciliation was done by the financial manager.

Mr. Ouellette said we had grants we never took advantage of even though we thought we were going to take advantage of them? Mr. Markiewicz said when he came on board the grants were a mess and it took a lot of work to get them straightened out. Mr. Ouellette said it sounds like a full time job keeping track of the length of them, how much in each grant, how much is spent, how much you have left. It sounds like a difficult job. Mr. Markiewicz said it's very difficult. Grants are also amended and all that paperwork has to be done and reconciled.

Mrs. Taliaferro asked if anybody got a stipend to help with the grants. Mrs. Kebler said not back then. Mrs. Kebler said one problem was that ESSER 2 & 3 were running at the same time. She said that Jen and Michele had done an excellent job straightening this out. Mr. Ouellette asked if we used all the funds in ESSER 3. Mrs. Kebler said she believes so.

Mr. Markiewicz said in your packet is the monthly financial report ending September 2024. The report for the fiscal year ending in June will be in the packet next month. We are working to get the correct numbers for Spaulding and Kingswood. We are also looking at contracted services under function 1200 to make sure the amount is accurate. Mrs. Kebler said as we hire paraprofessionals we will eliminate the contracted service personnel. She said we've hired what we need and as we hire more the four remaining contracted services personnel will be eliminated. Mr. Markiewicz said we were able to hire exceptional staff due to the Boards support of the pay scale.

### **Consent Agenda**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the Consent Agenda. (Vote 3-2)**

### **Meeting Minutes**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the non public minutes of 10-1-24 Session 1.** After some discussion, Mr. Ouellette rescinded his second and Mrs. Collins rescinded her motion.

The minutes of 10-1-24 Session 1 were tabled until non public.

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the non public minutes of 10-1-24 Session 2. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the public minutes of 10-1-24. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the Board Goals Workshop minutes of 10-1-24. (Vote 5-0)**

Mrs. Taliaferro said the minutes had questions I thought we were going to have answers for this meeting along with transportation. She asked if they were bumped to the next meeting. Mrs. Peaslee said there will be a transportation meeting next. Mrs. Taliaferro asked that Mr. Markiewicz have his laptop with him so he could answer questions.

### **Policies (First Reading)**

There will be some changes to these policies and they will be aligned with the contractors policies.

EEAB- Establishment of School Bus Routes

Mrs. Peaslee asked if we had to have this policy. She said most of it has to do with First Student. Mrs. Kebler said that First Student is waiting for us to have our policies updated so they can make sure that they're following our policies. They will look at our policies and make suggestions so the policies will be aligned. Mrs. Roy explained some of the reasoning behind some of the policies. This is the first reading for all the policies.

EEAE- School Bus Safety Program

JICC- Student Conduct on School Buses

JICDD- Student Discipline Out of School Actions

GBCD- Background Investigation and Criminal Record Check

GBCD-R-RG(1)- Criminal History Records Information Internal Controls and Procedures

EHB- Data/Records Retention

EEAEA- Mandatory Drug and Alcohol Testing-School Bus Drivers and Contracted Carriers-

ECAF- Audio & Video Surveillance on District Transportation Procedures and Guidelines

EEAA- Video & Audio Surveillance on School Property

JRA- Student Records and Access (FERPA)

EEA – Student Transportation Services (withdraw)

### **Committee Updates**

#### **Climate and Culture**

Mrs. Kebler noted a few things the committee will be implementing. Mrs. Collins said that they are now naming a staff member of the week instead of the month. Mr. DeColfmacker mentioned the Amazon wish list.

### **Nominations/Hires/Resignations**

FYI Sara Benard was hired as a Para.

### **Follow Up**

Mr. DeColfmacker said the person that he suggested for a conference call with the Board to discuss the AREA Agreement charges \$235 per hour. He said she suggested it would take about three hours. She would look at our agreement and do some research and tell us what our options are. The Board felt the money should come out of the legal line. After some discussion the Board decided to proceed with the consultant. Mrs. Taliaferro would like to know what the \$6,016 encumbrance is for on the legal line.

**Mr. Ouellette made a motion, seconded by Mrs. Collins, that the Board approve up to four hours at \$235 per hour. (Vote 5-0)**

Mrs. Collins asked the Board if they would agree not to print three versions of one policy. Mrs. Peaslee said she needs it all. Mr. DeColfmacker said he also likes all the information. He asked about iPads. Mrs. Kebler said there were iPads purchased for the Board.

Mrs. Kebler praised Mrs. Roy for all her hard work and the amazing job she has done on the policies.

Mrs. Kebler said there was a question about bus trainers at the last meeting. She said we did send two drivers to be trained, neither driver had any interest in being transportation coordinator. Mrs. Taliaferro asked if the Board is going to get an amendment to the bus contract concerning field trips etc. The contract states we are not allowed to use anyone else.

### **Public Comment**

Mr. Fogg said it's important to have an outside appraisal done on the buses. He asked where the money is going to come from to cover the cost this year. He asked what would happen if the taxpayers wanted their own buses. He asked if the district got an offer on the buses yet.

### **Non Public**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to enter non public at 8:20 under RSA 91-A:3 II (c). Roll call: Taliaferro aye, DeColfmacker aye, Collins aye, Ouellette aye, Peaslee aye.**

The Board reentered public session at 8:25.

### **Adjournment**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to adjourn the meeting at 8:25. (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary