

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting Paul School Library and via Zoom

Date: Tuesday, June 1 2021 at 6:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86136970863?pwd=OTY1Yzk4Z0tmR1Y4WmRwVkVUV3ISQT09>

Meeting ID: 861 3697 0863

Passcode: FbP5zd

One tap mobile

+13017158592,,86136970863#,,,,*695854# US (Washington DC)

+13126266799,,86136970863#,,,,*695854# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 861 3697 0863

Passcode: 695854

Find your local number: <https://us02web.zoom.us/u/kt5lqDJS>

CALL TO ORDER - Chair, followed by FLAG SALUTE

1. **PRESENTATION**

- a. Grant for Outdoor Education (Jean Nelson-Buck, Joe Williams)

2. **NON-PUBLIC**

- a. 91-A:3, II (c)

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

4. **CONSENT AGENDA**

- a. AP Manifest- Batch #34678, \$183,193.21; Batch #34677, \$32,560.49; Batch #34676, \$36.36; Batch #34675, \$11,061.80; Batch #34674, \$128.58
- b. Payroll Manifest- Batch#34648, \$203,980.77; Batch #34658, \$1,350.59, Batch #34667, \$2,454.50; Batch #34659, \$61,054.40

5. **MEETING MINUTES**

- a. 5.18.21 WSB non public minutes (draft)
- b. 5.18.21 WSB public minutes (draft)
- c. 5.18.21 Facilities sub committee minutes (draft)

6. **REPORTS**:

- a. Administrative Report (Jim)

7. **OLD BUSINESS**

- a. Student Supervision (Sheena)

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Agenda Worksheet

8. SUB COMMITTEE UPDATES

- a. Facilities – RFPs approval – (Joe)

9. PUBLIC COMMENTS

10. RESIGNATIONS/NOMINATIONS/NEW HIRES

- a. K Leonardi
- b. M Davies

11. NON-PUBLIC:

- a. Sealed minutes 6.26.17
- b. Sealed minutes 7.11.17 (2 sets)
- c. Sealed minutes 11.27.17
- d. Sealed minutes 4.9.18
- e. Sealed minutes 5.15.18
- f. Sealed minutes 5.24.21

12. ADJOURNMENT: _____ PM

Upcoming: The next Wakefield School Board meeting will be held June 15, 2021

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-A3, 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 adverse 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.

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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 adverse 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 AP CHECK REGISTER

Report # 52619

Check Batch: 34678
 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
34678	20206	05/27/2021	2957	BENEFIT STRATEGIES, LLC	0.00	183.96
	20207	05/27/2021	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	275.34
	20208	05/27/2021	9457	BROBST, SUSAN	0.00	330.00
	20209	05/27/2021	330	CDW GOVERNMENT	0.00	1,693.20
	20210	05/27/2021	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	1,379.73
	20211	05/27/2021	9302	CYNTHIA MERRILL	0.00	8,400.00
	20212	05/27/2021	434	GOVERNOR WENTWORTH REGIONAL	0.00	33,318.05
	20213	05/27/2021	585	HEALTH TRUST	0.00	12,456.06
	20214	05/27/2021	23	JP PEST SERVICES INC	0.00	160.00
	20215	05/27/2021	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	65.96
	20216	05/27/2021	9191	LUIS TORRES	0.00	257.60
	20217	05/27/2021	9095	MAINSTAY TECHNOLOGIES	0.00	1,355.00
	20218	05/27/2021	542	MIDDLETON BUILDING SUPPLY, INC	0.00	4.23
	20219	05/27/2021	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	15,000.00
	20220	05/27/2021	603	NH RETIREMENT SYSTEM	0.00	1,252.11
	20221	05/27/2021	596	NH SCHOOL HEALTH CARE COALITION	0.00	93,738.00
	20222	05/27/2021	9290	PAGE STREET LEASING, LLC	0.00	75.00
	20223	05/27/2021	8827	POWERSCHOOL GROUP LLC	0.00	3,214.70
	20224	05/27/2021	9084	STUDENT TRANSPORTATION CONSULTING OF N.E	0.00	243.75
	20225	05/27/2021	9312	THE NEW ENGLAND CENTER FOR CHILDREN	0.00	6,360.00
	20226	05/27/2021	804	TREASURER, STATE OF NH	0.00	2,289.05
	20227	05/27/2021	9368	VERIZON	0.00	403.86
	20228	05/27/2021	2164	W.B. MASON COMPANY	0.00	737.61
Totals:					0.00	\$183,193.21

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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 SIGNATURES

Robert Ouellette, School Board Chairperson

Relf Fogg, School Board Vice Chairperson

Mary Collins, School Board Member

Sheena Robbins, School Board Member

Caitlin Gelinas, School Board Member

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23 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 52616

Check Batch: 34677
 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
34677	20190	05/27/2021	9228	BK Systems, Inc.	0.00	370.00
	20191	05/27/2021	330	CDW GOVERNMENT	0.00	7,170.03
	20192	05/27/2021	9387	GLOBAL INDUSTRIAL	0.00	331.73
	20193	05/27/2021	434	GOVERNOR WENTWORTH REGIONAL	0.00	974.56
	20194	05/27/2021	8926	IRVING ENERGY	0.00	165.64
	20195	05/27/2021	9184	JENNIFER L HAYWARD	0.00	21.85
	20196	05/27/2021	986	JONES SCHOOL SUPPLY CO., INC.	0.00	564.59
	20197	05/27/2021	9191	LUIS TORRES	0.00	644.00
	20198	05/27/2021	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	3,430.48
	20199	05/27/2021	506	PIONEER MECHANICAL	0.00	495.00
	20200	05/27/2021	658	PORTSMOUTH SCHOOL DEPARTMENT	0.00	11,875.00
	20201	05/27/2021	1080	PROTECTION ONE ALARM MONITORING INC	0.00	125.86
	20202	05/27/2021	746	SOULE, LESLIE, KIDDER, SAYWARD	0.00	528.00
	20203	05/27/2021	9404	STATE OF NH	0.00	1,000.00
	20204	05/27/2021	762	STRAFFORD LEARNING CENTER	0.00	4,466.00
	20205	05/27/2021	2164	W.B. MASON COMPANY	0.00	397.75
Totals:					0.00	\$32,560.49

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 52616

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD SIGNATURES

- Robert Ouellette, School Board Chairperson
- Relf Fogg, School Board Vice Chairperson
- Mary Collins, School Board Member
- Sheena Robbins, School Board Member
- Caitlin Gelinas, School Board Member

7

16 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 52614

Check Batch: 34676
 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
34676	20189	05/27/2021	2164	W.B. MASON COMPANY	0.00	36.36
Totals:					0.00	\$36.36

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD SIGNATURES

 Robert Ouellette, School Board Chairperson

 Relf Fogg, School Board Vice Chairperson

 Mary Collins, School Board Member

 Sheena Robbins, School Board Member

 Caitlin Gelinas, School Board Member

1 Check Listed.



WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 52612

Check Batch: 34675
 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
34675	20188	05/27/2021	1402	FRESH PICKS CAFE, LLC	0.00	11,061.80
Totals:						\$11,061.80

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD SIGNATURES

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Robert Ouellette, School Board Chairperson
 Relf Fogg, School Board Vice Chairperson
 Mary Collins, School Board Member
 Sheena Robbins, School Board Member
 Caitlin Gelinas, School Board Member

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 52610

Check Batch: 34674
 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
34674	20187	05/27/2021	958	CONSOLIDATED COMMUNICATIONS	0.00	128.58
Totals:						\$128.58

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD SIGNATURES

Robert Ouellette, School Board Chairperson _____

Reif Fogg, School Board Vice Chairperson _____

Mary Collins, School Board Member _____

Sheena Robbins, School Board Member _____

Caitlin Gelinias, School Board Member _____

1 Check Listed.

WAKEFIELD SCHOOL BOARD
5-18-21 Public Minutes
Held in the Library
Draft

In attendance:

Board: Bob Ouellette, Relf Fogg, Mary Collins, Sheena Robbins, and Caitlin Gelinis

Administration: Student Service Director Anne Kebler,
and upcoming Superintendent designee Pamela Stiles.

Mr. Ouellette opened the meeting at 5:00

Non Public

Mr. Ouellette made a motion, seconded by Mr. Fogg, to enter nonpublic session at 5:00 under 91-A-3-ll (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to 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. Roll call: Ouellette aye, Collins aye, Fogg aye, Robbins aye, Gelinis aye (Vote 5-0)

The Board returned to public Session at 6:07

Present

Financial Manager Michael O'Neill, Principal James Lampron.

Facilities Manager Joe Williams and Impending Superintendent designee Pamela Stiles

Others present: Michael Bukowski, Sandrea Taliaferro, Dave Silcocks, Steve Silcocks, Jessica LaBar, Jennifer Bukowski and those on Zoom

Mr. Ouellette called reconvened the meeting at 6:10. Those present joined in the flag salute.

Public Comment

Mrs. LaBar said she had heard that some in the community are trying to discredit the Partner Program saying it's a waste of money or too expensive. She shared with the Board her son's positive experience with the Program. Mr. Bukowski too shared his sons positive experience with the program. Mr. Steve Silcocks spoke about lifting the mask mandate which he was in favor of doing. Mrs. Robbins said it will be discussed tonight. Mr. Dave Silcocks reiterated what his brother said. He told the Board he was at Pride Day and did not see any social distancing and very few masks. Mrs. Bukowski also spoke in support of the Partner Program. Mr. Aaron Nason, fifth grade Paul School teacher spoke on Zoom about his son's positive experience with the Panther Program.

Consent Agenda

Mrs. Robbins made a motion, seconded by Mrs. Collins, to approve the Consent Agenda

Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg nay, Gelinas aye (Vote 4-1)

Mrs. Collins asked about check 20183, OG Tuition. Mrs. Kebler said this is for Orton Gillingham tutors. Check number 20185 is a software program. The district has two trained OG teachers, Title 1 teacher and one other. Mrs. Robbins asked about a check for a bus. Mrs. Collins said this is \$10,000 added into the budget by a parent at Deliberative Session because the class was so large. She said the eighth graders have always done fundraisers for their entire trip costs. This is a onetime item.

Meeting Minutes

Mrs. Robbins made a motion, seconded by Mrs. Collins, to approve the session #1 non public minutes of 5-4-21. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mrs. Robbins made a motion, seconded by Mrs. Collins, to approve the session #2 non public minutes of 5-4-21. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mrs. Robbins made a motion, seconded by Mrs. Collins, to approve the non public minutes of 3-27-21. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mrs. Robbins made a motion, seconded by Mrs. Collins, to approve the public minutes of 5-4-21. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mrs. Robbins made a motion, seconded by Mrs. Collins, to approve the public minutes of 4-27-21. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mrs. Robbins asked to talk about items that need follow up. The Curriculum Committee did meet and are scheduled to have another meeting in a couple weeks. The Board will have the Treasures Report in their packets monthly. She asked about minutes from the Teacher Leadership Team. Mr. Fogg said they were sent to him and will make sure the rest of the Board receives them. Mrs. Kebler was to talk to Mr. Boynton about setting up a Wellness Committee meeting. She spoke with Mr. Boynton and no meeting has been set. Mrs. Collins reported that the Tech Committee will meet tomorrow.

Reports

Students Services Report

New England Center for Children:

Mrs. Kebler explained the NECC program to the Board. She explained Neuro-developmental disorders. Thirty percent of Wakefield Students fall under this umbrella. She explained even though the NECC website states that this is an autism program other students benefit from the program. They started with a seven seat program and now have been approved for a ten seat program including those under the umbrella. She has spoken with them and asked that they change the website to reflect this. She gave the number of hours and money spent each year for

consultation fees. She said they are fully staffed for next school year. She explained the Partner Program contract for 2019/2021 and 2021/2022. This year the Partner program costs the district is \$180,000 plus the IDEA grant pays \$43,000 for a total of \$223,000. Additional costs are for the ten ABA tutors. Equipment of \$5,251.17 also comes from the operating budget. The total from the operating budget is \$503,159.12 adding in the costs from the IDEA grant the total cost for the program would be \$546,159.12. Supplies and furniture are funded through IDEA. The cost of the Partner Program has lowered the cost of consults. She went on to explain what NECC offered the students in the Panther Program versus what a homegrown program could offer.

**Wakefield School District
Special Education Policies and Procedures Manual
January 2021**

**1. CHILD FIND
Ed 1105**

The Wakefield School District ensures that all children who have disabilities, from 2.5 to age 21, who reside in the District, and who are in need of special education and related services are identified, located and evaluated. This applies to all children with disabilities, including highly mobile children (such as migrant and homeless children), children placed in homes for children, health care facilities, or state institutions, and children who are suspected of being eligible under IDEA, even though they are advancing from grade to grade. In addition, this applies to those children attending approved, non-public private schools within the geographic boundaries of the District.

For those students who are transitioning from Early Supports and Services to preschool, the District will participate in a transition planning meeting for the purposes of affecting a smooth and timely transition and implementing an Individual Education Program or Individual Family Support Plan by the child's third birthday.

All data and information collected and used under this section are subject to confidentiality requirements as described in Section 2 - Confidentiality.

The District child find program includes, at a minimum, the following:

1. The District has established referral procedures, which ensure that all students who are suspected or known to be a child with a disability are referred to the special education evaluation team for further evaluation. These procedures are found in Section 8 – Pupil Evaluation to Placement.
2. Any person may refer a child to the IEP team for reasons including but not limited to the following (list is not exhaustive):
 - a. Failing to pass a hearing or vision screening.;
 - b. Unsatisfactory performance on group achievement test or accountability measures;
 - c. Receiving multiple academic and/or behavioral warnings or suspensions/expulsions from a childcare or after school program; and
 - d. Repeatedly failing one or more subjects.
 - e. Inability to progress or participate in developmentally appropriate preschool activities; and
 - f. Receiving services from family centered early supports and services.
3. On an annual basis, the District contacts all approved nonpublic private schools (including religious elementary and secondary schools) within its geographic boundaries regardless of where the child resides. The District shall conduct a consultation meeting and advise school officials of the District's responsibilities to identify and evaluate all students who are suspected of or known to be a child with a disability enrolled in such schools. The District shall conduct child find activities that ensure equitable participation of private school students with disabilities and provide an accurate count of those students. All child find activities conducted for children

enrolled in private schools by their parents shall be similar to those activities conducted for children who attend public schools in the District. Referrals from approved nonpublic schools shall be forwarded to an appropriate special education team for further consideration.

4. On an annual basis, the District contacts all community agencies and programs within its geographic boundaries that provide medical, mental health, welfare, and other human services, to advise them of the District's responsibility to identify and evaluate all students who may be a child with a disability. This includes homes for children, health care facilities, or state institutions within the boundaries of the District that may have knowledge of children with disabilities who are involved with the state court and for whom a special education program may be appropriate. Referrals from these agencies shall be forwarded to the special education evaluation team for further consideration.
5. On an annual basis, the District publicizes and disseminates information, which describes its Child Find Program. This includes a description of the District's special education program, supports and services, including a contact person, his/her functions, and the manner by which he/she might be contacted for further information or referral.
6. The District shall annually provide all parents of children with disabilities information regarding their rights and responsibilities under federal and state special education laws.
7. The District ensures that all referrals from parents and others who suspect or know a child with a disability are forwarded to the special education evaluation team. The District shall provide the parents with a written notice of any referral other than one initiated by the parent.
 - A. Ensure there are continuing efforts related to cultural competency in relationship to public awareness and child find activities, such as the ability to communicate with and relate to parents and families in ways which are appropriate to their individual racial, ethnic, and/or cultural backgrounds.
8. The District shall coordinate with area agencies and family centered supports and services to establish a process of district notification of children served by these programs consistent with the interagency agreement between the District and the area agencies providing family centered supports and services.
 - i. Ed 1105.04(a): The DISTRICT shall develop a written early transition process for children exiting family centered early supports and services which assures that any child who is potentially a child with a disability is evaluated and eligibility for special education is determined prior to the child's third birthday. If a child is determined to be a child with a disability eligible for special education and related services, the DISTRICT shall ensure that an IEP is developed and implemented on/before the child's third birthday.
 - ii. Ed 1105.04 (b): The transition process in Ed 1105.04(a) shall include a written interagency agreement between the DISTRICT and the local area agencies, as defined by RSA 171-A:21-b, responsible for the provision of family centered supports and services in that community.

2. CONFIDENTIALITY OF INFORMATION

Ed 1119

The Wakefield School District adheres to the Confidentiality of Information regulations set forth in the NH Rules, the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and the Individuals with Disabilities Education Act (IDEA 2004; 34 CFR 300.610-627), with its implementing federal regulations. .

ACCESS RIGHTS

The District permits parents to inspect and review any education records relating to their child that is collected, maintained, or used by the District under 34 CFR Part 300. The District will comply with a request without

unnecessary delay and before any meeting regarding an IEP, or any hearing pursuant to IDEA and its regulations and in no case more than 45 days after the request has been made.

The right to inspect and review education records under this section includes:

1. the right to a response from the District to reasonable requests for explanations and interpretations of the records;
2. the right to request that the District provide copies of the records containing the information if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and
3. the right to have a representative of the parent inspect and review the records.

The District may presume that the parent has authority to inspect and review records relating to his or her child unless the District has been advised that the parent does not have the authority under applicable State law governing such matters as guardianship, separation, and divorce.

RECORD OF ACCESS

The District keeps a record of parties obtaining access to education records collected, maintained, or used under Part B of IDEA (except access by parents and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

RECORD ON MORE THAN ONE CHILD

If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information.

LIST OF TYPES and LOCATION OF RECORDS

The District provides parents on request a list of the types and locations of education records collected, maintained, or used by the District.

FEES

The District may charge a fee for copies of records that are made for parents under this part if the fee does not effectively prevent the parents from exercising their right to inspect and review those records. On , the Wakefield School Board adopted the following fee for copies: . The District does not charge a fee to search for or to retrieve information.

AMENDMENT OF RECORDS AT PARENT REQUEST

A parent who believes that information in the education records collected, maintained, or used under this part is inaccurate or misleading or violates the privacy or other rights of their child, may request this information be amended. The District will determine whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request. If the District decides to not amend the information in accordance with the request, it will inform the parent of the refusal and advise the parent of the right to a hearing.

OPPORTUNITY FOR HEARING

The District, on request from the parent, will provide an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

RESULT OF HEARING

If, as a result of the hearing, the District decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, the District will amend the information accordingly and so inform the parent in writing. If, as a result of the hearing, the District decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it will inform the parent of the right to place in the records it maintains on the child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District. Any explanation placed in the records of the child under this section

1. is maintained by the District as part of the records of the child as long as the record or contested portion is maintained by the District; and

2. if the records of the child or the contested portion are disclosed by the District to any party, the explanation is also disclosed to the party.

HEARING PROCEDURES

A hearing held under this section is conducted according to the procedures under 34 CFR 99.22.

CONSENT

Except as to disclosures addressed in 34 CFR Part 300.535(b) for which parental consent is not required by 34 CFR Part 99, parental consent is obtained before personally identifiable information is (1) disclosed to anyone other than officials of participating agencies collecting or using the information under 34 CFR Part 300, subject to this section; or (2) used for any purpose other than meeting a requirement of 34 CFR Part 300. The District will not release information from education records to participating agencies without parental consent unless authorized to do so under Part 99.

The District protects the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. All persons collecting or using personally identifiable information will receive training or instruction regarding IDEA-B policies and procedures under 34 CFR §300.123 and 34 CFR Part 99. The District maintains, for public inspection, a current listing of the names and positions of those employees within the District who may have access to personally identifiable information.

SAFEGUARDS (34 CFR 300.623):

Each district must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each district must assume responsibility for ensuring the confidentiality of any personally identifiable information. All persons collecting or using personally identifiable information must receive training or instruction regarding the state's policy and procedures under 34 CFR 300.123 and CFR part 99. Each district must maintain, for public inspection, a current listing of the names and positions of those employees who may have access to personally identifiable information.

DESTRUCTION OF INFORMATION

The District informs parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child. The information is destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed shall be maintained without time limitation.

CHILDREN'S RIGHTS (Ed 1119.03)

The District ensures the rights of privacy afforded to children are consistent with those afforded to parents, taking into consideration the age of the child and type or severity of disability. The age of majority in New Hampshire is eighteen (18) years, thus parental rights regarding educational records in IDEA and FERPA transfer to students at age 18.

DISCIPLINARY INFORMATION (Ed 1119.04)

The District includes in the records of a child with a disability a statement of any current or previous disciplinary action that has been taken against the child. Such statements shall be included in and transferred with the disabled child's record to the same extent that the disciplinary information is included in and transmitted with the student records of children without disabilities. The statement may include a description of any behavior engaged in by the child that required disciplinary action, a description of the disciplinary action taken, and any other information that is relevant to the safety of the child and other individuals involved with the child. If the child transfers from one school to another, the transmission of any of the child's records includes both the child's current individualized education program and any statement of current or previous disciplinary action that has been taken against the child.

3. FACILITIES, PERSONNEL & SERVICES

Ed 1126.01 (b)(3)

The Wakefield School District shall take steps to ensure that children with disabilities have equal access to the variety of educational programs and services available to non-disabled children. The District ensures that, to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with students who do not have disabilities. Special classes, separate classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the uses of supplementary aids and services cannot be achieved satisfactorily. Placement decisions for children with disabilities shall be made on an individual basis by the IEP team and in accordance with the procedures described in Section 8 – Pupil Evaluation to Placement.

The District shall provide a full range of opportunities, programs and services to meet the unique needs of children with disabilities in the least restrictive educational setting. The District shall ensure that every child with a disability shall have full access to the general curriculum with accommodations and modifications as delineated in the IEP. This includes the provision of non-academic and extra-curricular services. These opportunities shall be provided through public school programs within and outside of the boundaries of the District.

The District shall provide access to vocational training and transition services as appropriate. Vocational and transition services are provided primarily within the District and at the high school level. Other student specific circumstances may be addressed as determined by the IEP team.

Equipment, Materials and Assistive Technology

- The District shall provide appropriate instructional equipment and material, including assistive technology devices and assistive technology services appropriate to implement each student's IEP.

Personnel Standards

- Teachers of students with disabilities, prior to employment, shall have valid New Hampshire certification with an endorsement appropriate for the disabilities of the students they serve.
- Additionally, special education teachers within the District must meet highly qualified teacher requirements for their respective teaching assignments, as designated by federal and state guidelines.

Programs and Services (Table 1100.4: Continuum of Alternative Learning Environment)

The District provides educational services to students with disabilities along a continuum of environments including the following:

Regular Classroom

- A child with a disability attends the regular class with supports and services as required by the IEP

Regular Classroom with Consultative Assistance

- A child with a disability attends the regular class with consultative assistance being provided to the classroom teacher.

Regular Classroom with Assistance by Specialists

- A child with a disability attends the regular class with direct services provided by specialists or paraprofessionals working under the direction of professional teaching staff.

Regular Classroom plus Resource Room Help

A child with a disability attends the regular class and receives assistance in the Resource Room Program.

- When the regular education setting, with accommodations, modifications, supplementary aides and services is inadequate to meet the needs of a student with a disability, the student may receive assistance (by team agreement) in a resource setting within the public school system for a portion of the school day.
- The student can spend no more than 60% of the school day in this setting.
- Instruction provided in the resource setting will ensure each student continued access to the general curriculum.
- The total number of students with disabilities being served in the resource room at any given time shall not exceed 12 students without the assistance of support personnel. The maximum number of children in a

Resource Room shall not exceed 20 (Ed 1113.10(f)(4)). The District shall ensure that the resource settings are staffed with personnel who meet state certification requirements and federal 'Highly Qualified Teacher' requirements as applicable.

Regular Classroom plus part-time special class

- A child with a disability attends a regular class and a self-contained special education classroom

Self-contained Special Education Class

- A child with a disability attends a special education class for more than 60% of their day.
- The class is organized either by the needs of the students or by the degree of severity of the disability.
- Self-contained special education classes serve students according to chronological age with a range of not more than four years.
- The number of students in a self-contained classroom can not exceed 12.
- A minimum teacher-student ratio of 1:8 or 2:12 shall be provided unless the severity of disabilities warrants the assignment of additional staff. Maintaining this ratio can be accomplished through the assignment of two teachers or a teacher and a paraprofessional.

Full-time or Part-time Special Day School

- A child with a disability attends a public or privately operated special day program full-time or part-time

Full-time Residential Programs

- The child attends a privately or publicly approved residential program on a full-time basis.

Home Instruction

- A child with a disability receives all or a portion of her/his special education program at home in accordance with Ed 1111.05.

Hospital or Institution

- A child with a disability receives special education while in a hospital or institution.

Preschool Programs (Table 1100.3: Continuum of Alternative Learning Environments Pre-school)

Children in preschool programs shall be grouped by age levels with a range of not more than three years. Children with disabilities shall be provided with appropriate special education and related services through the District's preschool programs and services.

The maximum number of preschool children in an early childhood special education program shall be **12**, regardless of the number of staff members assigned to the program (Ed 1113.10 (d) (3)).

- **Early Childhood Program:** a preschool child with a disability attends an early childhood program
- **Home:** a preschool child with a disability receives some or all of his/her supports and services in the child's home
- **Special Education Program:** a preschool child with a disability attends a special education program
- **Service Provider Location:** a preschool child with a disability receives supports and services from a service provider
- **Separate School:** a preschool child with a disability attends a publicly or privately operated separate day school facility designed specifically for children with disabilities
- **Residential Facility:** a preschool child with a disability attends a publicly or privately operated residential school or residential medical facility on an inpatient basis

Home Instruction for School Aged Children (Ed 1111.05)

A child with a disability receives all or a portion of his/her special education program at home in accordance with Ed 1111.05.

- Home instruction for children at least six years of age but less than 21 years of age shall include no fewer than ten hours per week of specially designed instruction as specified in the child's IEP so that the child will progress in the general curriculum and meet IEP goals.
- Home instruction will include related services in addition to the ten hours of specially designed instruction and will be delivered in accordance with the NH Rules.
- Home-based programs shall not exceed 45 days in a school year unless individual circumstances warrant an extension to this time period. If the IEP team determines that home instruction should be implemented for more than 45 days of a school year, the District will complete the following requirements:
 1. Describe, in writing, the specific circumstances resulting in the need for the home instruction;
 2. Develop an IEP which includes all the required elements; and
 3. Develop a written plan of the transition of the child into a less restrictive environment.
- Home instruction shall NOT include parent designed home education programs as authorized in Ed 315.
- Home instruction shall be implemented by personnel qualified in accordance with 34CFR300.156 and Section 2122 in the ESEA.

Facilities and Location

- Instructional areas for children with disabilities shall be located in classrooms with students of a similar chronological age and shall be comparable to other classrooms within the school. They shall be located in facilities that are, in the judgment of the IEP team, in the least restrictive environment.
- The physical space used for classrooms and other instructional programs and school activities for children with disabilities shall be of sufficient size to accommodate program modifications and accommodations necessary to implement the children's IEPs and to provide for all other learning activities.

Length of School Day

- **Preschool level** - The IEP team shall determine the length of the school day for preschool students with disabilities.
- **Elementary/High School**: the school day shall be a minimum of 180 days in each year or the equivalent number of hours approved by the Commissioner of Education, NHDOE, consistent with the provisions of RSA 189:1, 189:2, 189:24, and 189:25 and Ed 306.18-306.21.

When, due to a student's limited physical and/or emotional stamina, the special education placement team recommends a school day of less than the minimums hours listed above, written consent shall be obtained from the Superintendent of Schools and the parent prior to implementing a shortened school day. A copy of the written consent shall be sent to the State Director of Special Education, a copy to the parent, and another placed in the student's school records. If it would cause a serious adverse effect upon a child's educational progress pursuant to RSA 193:1 I(c), the Superintendent shall not excuse a child from the required minimum school day. The District's obligation to provide a free and appropriate public education to a child shall still be in effect even if the child attends school for a shortened school day.

Length of School Year

The District shall provide a standard school year of at least 180 days or the equivalent number of hours per ED1113.15 (see above: Length of School Day). Students with disabilities in need of extended school year programming shall be provided for through the requirements described in Section 9 – Pupil Evaluation to Placement. Extended School Year Programming shall not be limited only to the summer months.

Supervision and Administration

The Superintendent of Schools, the Special Education Administrator, (Director of Student Services), Student Service Coordinator and the building Principals or their designees shall supervise the services and programs provided to students with disabilities.

Paraprofessionals shall work under the direct supervision of appropriately certified personnel and be supervised by the professional under whom they work as often as deemed necessary by the District, but no less than once each week. Paraprofessionals shall implement plans designed by the supervising professionals and monitor the behavior of student(s) with whom they work. They may not design or evaluate the effectiveness of programs. It is RECOMMENDED that paraprofessional performance be evaluated through a predetermined performance review process.

Diplomas

The Wakefield School District shall ensure that each child with a disability is entitled to continue in an approved program until such time as the student has earned a regular high school diploma or has attained the age of 21, whichever occurs first, or until the District determines that the student no longer requires special education in accordance with Section 8 – Pupil Evaluations to Placement.

All children with disabilities in the District shall have an equal opportunity to complete a course of studies leading to a regular high school diploma. A regular diploma shall be issued to all students who:

1. successfully achieve the minimum number of 26 credits,
2. meet specific course requirements as described in the Spaulding High School or Kingwood High School Program of Studies, and
3. meet all attendance requirements as stated in the Spaulding High School or Kingswood High School. Program of Studies (and/or Local District Policy).

The term “regular high school diploma” does not include an alternative degree that is not fully aligned with the NH School Approval Standards, such as a certificate or a Hi School Equivalency Test (HiSet). Any student who receives a diploma/certificate other than the District’s regular high school diploma remains eligible to receive a free appropriate public education until he or she reaches age twenty-one or until the IEP Team, through a formal evaluation process, determines that such student is no longer in need of, and thereby not eligible for, special education and related services.

Mrs. Kebler said that ChildFind reaches out to preschools. The decision whether the district will charge a fee for copies will come back to the Board for a decision. Mrs. Collins asked if policies had to be updated prior to approval of the manual. Mrs. Kebler will find out. Mr. Fogg asked if parents can request in-home services. Mrs. Kebler said they can and a decision is reached by the IEP Team.

Financial Manager’s Report

Mr. O’Neill said he included the payment schedule for the next fiscal year from the town to the district. He said his projected fund balance presently is \$536,532.54. The district had a food service review meeting from the state. He told the Board they needed a policy for passwords as some were given out. This is the second offense. Mrs. Collins asked about the SAU office software that is in this year’s budget. Mr. O’Neill will address this in a presentation on June 1st .

Old Business

Judy Nason Memorial Bridge

Mr. Fogg said there is no new information at this time. There are community members that are interested in becoming involved in this project.

New Business

2021-2022 School Calendar

End of the School Year Date

June 18th will be the last day of school for in person students. Remote students last day will be on June 14th. Both days will be half days. Mrs. Collins asked if the Kindergarten graduation will

change. Mr. Lampron said there was a discussion about keeping graduation in the last week of school.

Mr. Fogg made a motion, seconded by Mrs. Robbins, to approve the two last days of school for in house and for the remote learners. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinias aye (Vote 5-0)

Covid 19 Update

Mrs. Robbins asked that this discussion be added to the agenda as a lot of people have asked her about the mask mandate. She believes that community needs some answers. She explained the MOA between the Union and the School Board for the public. She said we are close to meeting the criteria stated in the MOA for ending this agreement. She had a handout for Board members. She said the intention of this motion is to restore a level of normalcy to our students and to allow more leverage for staff in incorporating creativity and fun in planning the final weeks of school activities.

Mrs. Robbins made a motion, seconded by Mr. Fogg, to lift the mask mandate for students and staff in the Wakefield School District pending confirmation that the Unions agree, and are willing to adjust the wording of the MOA in section D, 1, 2, & 3 to reflect the notion that masks are recommended but not required. This motion does not apply to visitors inside the building.

Mrs. Gelinias said the meeting wasn't about masks. Masks were added to the discussion. She doesn't believe that a motion should be made. She feels that a motion shouldn't be made prior to discussing this with the Union. Mr. Fogg said this motion clearly states it is contingent upon Union agreement. Mrs. Robbins said there is no disrespect to the Union intended. She feels the motion is time sensitive. Mrs. Gelinias questioned the open communication the Board is trying to have. Mr. Fogg read the following: **126-U:4 Prohibition of Dangerous Restraint Techniques.** –No school or facility shall use or threaten to use any of the following restraint and behavior control techniques:

I. Any physical restraint or containment technique that:

- (a) Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
- (b) Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back, or abdomen of a child;
- (c) Obstructs the circulation of blood;
- (d) Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything, including soft objects such as pillows, blankets, or washcloths;

Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinias nay (Vote 4-1)

Mrs. Robbins made a motion, seconded by Mr. Fogg, to lift mask-wearing and social distancing requirements for staff, students, and visitors while outdoors, on school grounds, pending confirmation that the Unions agree, and are willing to adjust the wording of the MOA in section D, 1 & 2 to reflect the notion that masks and social distancing are recommended but not required while outdoors.

Mrs. Robbins said her intention of this motion is to restore a level of normalcy to our students and to allow more leverage for staff in incorporating creativity and fun in planning the final

weeks of school activities. Mr. Fogg said he has witnessed no masks and no social distancing on while students are outside.

Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinias aye (Vote 5-0)

Mrs. Robbins made a motion, seconded by Mr. Fogg, to give the chairman the authority to confirm that the Unions are in agreement and discuss the possible new wording for section D, 1, 2, & 3 for renewed signatures, if needed, to complete this process by this Friday, 5/21/21.

Mrs. Robbins said the intention of this motion is to expedite this process for practical implementation. The chairman can communicate through email any updates necessary

Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinias aye (Vote 5-0)

Principal Search Committee

Mrs. Stiles said policy CFA talks about School administration appointments It says candidates for the position of Principal will file a formal written application with the Superintendent who will screen all applications and the School Board will select a number for interview. All applications will be available for review by the Board, she asked if this has been the Boards history. She said they reached out to staff. Mr. Ouellette will also serve on the committee. They have a shared folder with the applications and a list of questions. They have candidates ready for interviews.

Mr. Fogg made a motion, seconded by Mrs. Collins, to wave Policy CFA for this principal interview process. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinias aye (Vote 5-0)

Bus Issue

Mr. Lampron said there have been a few Covid exposures. There is only one bus driver available. Beginning tomorrow drop off time will be at 7:30am and pick-up will be up to 5:00pm to make this easier for parents who work. Right now, there are thirty three students who will need transportation and they are working on coordinating bus pick-ups throughout town. The Pick-ups will begin on Thursday. He thanked staff who stepped up to accommodate this schedule. The quarantine will end next Friday. There is no plan for high school students right now. The Board, by consensus is in favor of Mr. Lampron moving forward with this plan.

Facilities Report

Mr. Williams said the lighting project is underway and he is getting ready to order parts. He would like to put the entryway doors and steel doors out to RFQ. He would like to do the fire panel. If it comes out of the budget, he wants to be clear with the Budget Committee that the money will be coming out of surplus. The fire panel will soon be mandated and the cost will increase with time. He still needs to get hold of the company to see if they will still honor the \$35,000 quote. The control system may be able to be funded by ESSER money. Mrs. Stiles said ESSER funds have very strict guidelines. She doesn't believe the fire panel could be used as a response to Covid but the control system could be.

Mr. Fogg made a motion, seconded by Mrs. Collins, to replace the fire panel with funds from the Operations and Maintenance Budget Function and the control system money come from ESSER funds.

It was asked if a Public Hearing is necessary. Mr. Ouellette said that's already been done. Mrs. Colbath believes they have not had a public hearing for the lighting project. She will check. Mrs. Stiles said anything that was budgeted for prior to March 13, 2020 does not qualify for ESSER funds.

Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mr. Williams also told the board that they were getting ready to do the gym floor and that the backstops are old and some are cracked. He'd like to see this replaced prior to doing the floor. This is not in the budget. Mrs. Stiles said this could also be put in ESSER.

Mr. Fogg made a motion, seconded by Mrs. Collins, to replace the backstops with money coming from ESSER funds if not this will come back for Board review. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mr. Williams told the Board that the smaller playground was damaged by older kids playing on it. He has repair parts coming. That smaller playground has been closed.

Policy Committee

The Policy Committee will not meet again until after July first.

Public Comment

Mr. Steve Silcocks expressed his displeasure having the Union make the decision on mask wearing. Mrs. LaBar expressed her opinion on keeping mask wearing as it is currently. She said there are huge issues at school that she overlooks. She reiterated her support for the Partner Program. Mr. Dave Silcocks said there is no state mandate for masks any longer and he hopes it is lifted. Mrs. Taliaferro appreciates the Boards motions to change mask wearing. She said things are starting to open up and there is no social distance at her work anymore. Meghan DeColfmacker said the Union is well aware of the mask issue and the proposed changes. Many have been vaccinated and vaccines are available everyone, it should be personal choice.

Nominations

Mr. Ouellette said Mr. Gregoire has nominated Mr. O'Neill, Mrs. Spector and Mr. Williams for continued employment with the district. Mrs. Collins asked to see the contracts. The Assistant Principals contract should be titled Assistant Principal/Curriculum Liaison. Mr. Fogg asked if it usual for the Board to see contracts. Mrs. Stiles said it's usually taken care of by the Superintendent. She also said the district is out of compliance. By law, contracts have to be offered or non-renewal notification given by April 15th. This would be the present Superintendents responsibility. Mrs. Stiles has a job description for the Assistant Principal/Curriculum Liaison that will come to the Board on the next agenda.

Mrs. Gelinas made a motion, seconded by Mrs. Robbins, to approve the Superintendents nominations of the Financial Manager, Assistant Principal and Facilities Director. Roll call: Ouellette aye, Robbins aye, Collins nay, Fogg aye, Gelinas aye (Vote 4-1)

Resignations/Nominations

Mr. Fogg made a motion, seconded by Mrs. Collins, to accept the resignations of James Lampron and Jean Buck with regret. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Gelinas, to adjourn the meeting at 9:06.

Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

WAKEFIELD SCHOOL BOARD
5-18-21 Facilities Sub Committee Minutes
Held in the Library
Draft

In attendance: Relf Fogg, Bob Ouellette, Financial Manager Michael O'Neill and Facilities Director Joe Williams

The meeting was opened at 4:30.

Mr. Williams talked about the items that needed attention over the summer. Lighting project, Aluminum front and side doors, steel doors, fire panel, control system upgrade and gym backstops. They discussed what might be able to be financed through ESSER Funds. He told the Committee that this summer could be tricky with all that will be going on plus summer school.

Mr. Williams said the Tom Dube of Dube Plus has offered to work with the engineer on the Judy Nason Memorial Bridge project. They talked about parking busses out behind the school instead in the highway yard. They also discussed turning the white building across from the building that houses the SAU into a maintenance building.

Mr. Fogg made a motion, seconded by Mr. Ouellette to approve the Facilities Sub-Committee minutes of 4-6-21. Roll call: Fogg aye, Ouellette aye, (Vote 2-0)

Mr. Fogg made a motion, seconded by Mr. Ouellette to adjourn the Facilities Sub-Committee meeting at 5:02. Roll call: Fogg aye, Ouellette aye, (Vote 2-0)

Respectfully submitted for approval at the next Facilities Sub-Committee meeting,

Priscilla Colbath
School Board Secretary

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

Owner: The School Board of Wakefield School District

Project: Paul School Aluminum / Glass Door Project

Overview: Wakefield School District invites proposals for the Aluminum / Glass Door Project for Paul School

Project Contact: Joe Williams
Facilities Manager, SAU #101
60 Taylor Way
Sanbornville, NH 03872
603-630-2089

Due Date: Until 2:00 p.m. local time, on the 10th day of June, the Wakefield School District will receive the original proposal as herein set forth in a sealed envelope marked "Aluminum / Glass Door Project Wakefield School District RFP" at the office of:

School Administrative Unit #101
76 Taylor Way
Sanbornville, N.H. 03872

Attn.: Joe Williams

E-mail, fax, or other forms of the proposal will not be accepted. Proposals received after the closing date and time will not be accepted.

REJECTION/AWARD OF PROPOSALS: The School District reserves the right to accept or reject any or all proposals, to negotiate with any or all Bidders, and to waive any informalities in the Request for Proposals process, and to enter into an agreement with the Bidder whom the School District in its sole discretion determines is in the best interest of the School District even though the Bidder may not submit the lowest bid or proposal. Bidders shall be responsible for any and all expenses that they may incur in preparing their proposals.

WITHDRAWAL OF ANY PROPOSALS is prohibited for a period of **one-hundred eighty (180)** days after the proposal due date.

All bidders can schedule an appointments to view project between the times of 8:00am to 2:00 June 2,3, or 4th at the Paul School. Please call Facilities Manager to setup appointment. (603-630-2089) or email at joe.williams@sau101.org.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

I. GENERAL INFORMATION

1. Wakefield School District is soliciting proposals for the Replacement for three sets of Aluminum Door / Glass Project for Wakefield School District as needed for the Paul School located at 60 Taylor Way, Sanbornville, NH 03872.
2. The School District intends to enter into an agreement effective **July of 2021** for this project. The selection of the Bidder is conditioned upon the successful Bidder signing a contract agreeable to the School District. If the successful Bidder does not sign the contract, the School District may withdraw its offer and select another Bidder.
3. The School District prefers to maintain only one (1) contact person throughout the proposal process. Please appoint one (1) representative of your company with the responsibility for communicating with the School District on all matters relative to this Request for Proposal. During this process, all communications must be channeled through the Facilities Manager to ensure proper documentation and dissemination of information.
4. **The Form of Proposal and the signature page must be completed in its entirety; failure to do so may render your proposal incomplete and subject to disqualification. All information available regarding this bid is contained within this RFP.**
5. The items specified on the Attachments "A" in this RFP are intended to provide a foundation for a contractual agreement. Your bid should include items, which, in your professional opinion, are needed for the Aluminum / Glass Door Project Wakefield School District RFP. Deviations from the established format may result in disqualification of proposal. Your proposal must clearly indicate any deviations.

II. TERMS AND CONDITIONS

1. Wakefield School District reserves the right to solicit additional information from Bidders to determine which Bidder best meets the needs of the School District. Additional information may include (but is not limited to) past performance records; list of available personnel, plant and equipment; description of work which will be done simultaneously with the School District project; on-site tour and evaluation by School

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

District personnel; references, or any other pertinent information. The Wakefield School District also reserves the right to investigate any and all Bidders to determine the Bidder's ability to perform services under the RFP.

2. Successful Bidder agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$1 million per occurrence and \$2 million aggregate; professional liability with limits not less than \$1 million per occurrence and \$2 million aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit not less than \$1 million per occurrence; Employers Liability with a minimum limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of New Hampshire. Successful Bidder agrees to have the Wakefield School District added as an additional insured with respect to comprehensive general liability insurance and provide the School District with 30 days prior written notice of any material changes in the above insurance. Successful Bidder shall provide the School District with a certificate of the above insurance coverage and amounts upon execution of this agreement.
3. Successful Bidder shall indemnify the School District, its school board members, officers, employees, agents and students from and against any costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, which may arise out of Bidder's performance of services, except to the extent caused by the sole fault or negligence of the School District.
4. The School District may at any time terminate the services and/or Contract with the successful Bidder at the School District's convenience and without cause. In case of termination for the School District's convenience, the successful Bidder shall be entitled to receive payment from the School District limited to actual documented expenses as of the date of termination as its sole remedy. In no event will the School District be responsible for lost profits, compensatory or other consequential damages.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

III. FORM OF PROPOSAL

All responses to this RFP shall consist of the signature page as a cover sheet, Attachment "A", and the responses to the following information, which must be numbered exactly as listed. The following requirements constitute the minimum for all bids. Failure to do so may render your proposal incomplete and subject to disqualification.

1. Provide general information about your company. Brief description of company structure, ownership, and parent company information.
2. Provide explanation and list of your company's services.
3. How long has your company been in business?
4. Provide a list of similar projects from your company. (This list can be returned upon request.)
5. Submit a minimum of three (3) references of projects of similar size; which is preferred or larger. Please include the contact name, organization, address, phone/fax numbers, and the date of the project.
6. Use the attached spreadsheet and/or list and/or diagrams, called Attachment "A" to document the total price to provide the services. All proposals pricing should include all time, materials, labor, shipping, etc. Any fees/charges not identified at this point will NOT be allowed for the term of the contract period. Prices will be firm for six (6) months.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

**Wakefield School District
Business Office
76 Taylor Way
Sanbornville, N.H. 03872**

PROJECT NAME: Aluminum / Glass Door Project

DUE DATE: June 10, 2021

**Contact: Joe Williams
Phone: (603) 630-2089**

ISSUED: JUNE 1, 2021

ALL PAGES OF THIS DOCUMENT MUST BE RETURNED TO ENSURE A VALID BID. BIDS SUBMITTED WITHOUT ALL PAGES CAN BE RENDERED INVALID. SEND ALL CORRESPONDENCE, AND REFERENCE PROJECT NAME, TO THE ADDRESS SHOWN ABOVE ON THE LEFT. WAKEFIELD SCHOOL DISTRICT STANDARD TERMS AND CONDITIONS SHALL APPLY.

Aluminum / Glass Door Project

Please complete the following:

Terms Net 30 **E.I.N.** _____ **D & B No.** _____

Company Name _____

Signature _____

Printed Name _____ **Title** _____

Phone # _____ **Fax #** _____

Bid Items: Cost to accomplish the Work as described within the specification.

Maximum price \$ _____

F.O.B. POINT: PRICES QUOTED SHALL BE FOB WAKEFIELD SCHOOL DISTRICT UNLESS OTHERWISE SPECIFIED.
COMPLIANCE: VENDOR MUST COMPLY WITH PROVISIONS OF STATE AND FEDERAL OSHA LAWS, STANDARDS, AND REGULATIONS.
ACCEPTANCE: PLEASE ITEMIZE ALL PRICES, DISCOUNTS AND CHARGES. WE RESERVE THE RIGHT TO ACCEPT ALL OR PART, OR DECLINE THE WHOLE. THERE IS NO OBLIGATION TO BUY.
TAXES: NONE
SPECIFICATIONS: ATTACH COMPLETE SPECIFICATIONS FOR ANY SUBSTITUTION OFFERED.

STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT

Aluminum / Glass Door Project
ATTACHMENT "A"
WAKEFIELD SCHOOL DISTRICT

Specifications for Replacement of Doors and Glass:

Date and Project Timeline:

- Project to be started on or about by July 1, 2021 and completed by August 21, 2021

Aluminum / Glass Door Specifications:

Door set #1 (Exterior Door #16):

One 6'-0" X 7'-0" pair black painted medium stile Tubelite doors with 1-3/4" x 4-1/2" transom frame open for 1" Panel 15 Doors to have 1-1/2 pair butt hinges, 4" mid rails, 10" bottom rails, CVR panics, RX switch on active leaf to activate existing Mag Lock, Norton 1601 closers, and threshold. Hardware to be clear anodized. Door Glass to be Clear SB60 1" Tempered

Door set # 2 (Interior Door Main Entrance):

One 5'-8"x 7'-0" (to meet ADA, we will make the inactive door 32" and make the active 36") pair black painted medium stile Tubelite doors with 1-3/4" x 4-1/2" transom frame open for 1/4" pane1 15 Doors to have 1-1/2 pair butt hinges, 4" mid rails, 10" bottom rails, CVR panics, RX switch on both leaves to activate existing Mag Lock, Norton 1601 closers, and threshold. Hardware to be clear anodized, Door Glass to be Clear SB60 1/4" Tempered

Door set # 3 (Exterior Door and Vestibule Main Entrance):

One 6'-0" X 7'-0" pair black painted medium stile Tubelite doors with 2" X 4-1/2" transom frame with sidelites, and two T14000 thermal return walls with sub sills, open for 1" panel 15 Sidelites & return walls to have 10" bottom rows to match 10" bottom rail and 4-1/2" mid rails. Doors to have 1-1/2 pair butt hinges, 4" mid rails, 10" bottom rails, CVR panics, Norton 1601 closers and threshold. Hardware to be clear anodized. Door Glass to be Clear SB60 1" Tempered.. **INCLUDES:** Removal and disposal of existing frames and doors All job supplies needed to complete the work listed above Final cleaning of all materials installed by the Door/Glass Company

EXCLUDES: Any electrical of any kind Your security company will need to be available Any final carpentry of any kind, Any new masonry rework

NOTES:

All permits, bonds, etc. by others if applicable.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

Locks and re-keying by others.

Project Site:

- Is to remain clean and free of debris at the end of each workday.
- Summer School will be going in session from July 6, to July 30. If project takes place in this time frame, the entering of the school will be done through doors #5 or #6. Staff will also need to enter this direction.

REPLACEMENT OF EXTERIOR WINDOW PROJECT
"ATTACHMENT B"
WAKEFIELD SCHOOL DISTRICT

Owner: The School Board of Wakefield School District

Project: Steel Door Replacement Project

Overview: Wakefield School District invites proposals for the Steel Door Replacement Project for Paul School

Project Contact: Joe Williams
Facilities Manager, SAU #101
60 Taylor Way
Sanbornville, NH 03872
603-630-2089

Due Date: Until 2:00 p.m. local time, on the 10th day of June, the Wakefield School District will receive the original proposal as herein set forth in a sealed envelope marked “ Steel Door Replacement Project Wakefield School District RFP” at the office of:

School Administrative Unit #101
76 Taylor Way
Sanbornville, N.H. 03872

Attn.: Joe Williams

E-mail, fax, or other forms of the proposal will not be accepted. Proposals received after the closing date and time will not be accepted.

REJECTION/AWARD OF PROPOSALS: The School District reserves the right to accept or reject any or all proposals, to negotiate with any or all Bidders, and to waive any informalities in the Request for Proposals process, and to enter into an agreement with the Bidder whom the School District in its sole discretion determines is in the best interest of the School District even though the Bidder may not submit the lowest bid or proposal. Bidders shall be responsible for any and all expenses that they may incur in preparing their proposals.

WITHDRAWAL OF ANY PROPOSALS is prohibited for a period of **one-hundred eighty (180)** days after the proposal due date.

All bidders can schedule an appointment to view the project between the 8:00am – 2:00pm June 2,3,and 4th at the Paul School. Please call or email the Facilities Manager at (603)-630-2089 or email: joe.williams@sau101.org

I. GENERAL INFORMATION

1. Wakefield School District is soliciting proposals for the Steel Door Replacement Project for Wakefield School District as needed for the Paul School located at 60 Taylor Way, Sanbornville, NH 03872.
2. The School District intends to enter into an agreement effective **July of 2021** for this project. The selection of the Bidder is conditioned upon the successful Bidder signing a contract agreeable to the School District. If the successful Bidder does not sign the contract, the School District may withdraw its offer and select another Bidder.
3. The School District prefers to maintain only one (1) contact person throughout the proposal process. Please appoint one (1) representative of your company with the responsibility for communicating with the School District on all matters relative to this Request for Proposal. During this process, all communications must be channeled through the Facilities Manager to ensure proper documentation and dissemination of information.
4. **The Form of Proposal and the signature page must be completed in its entirety; failure to do so may render your proposal incomplete and subject to disqualification. All information available regarding this bid is contained within this RFP.**
5. The items specified on the Attachments "A" in this RFP are intended to provide a foundation for a contractual agreement. Your bid should include items, which, in your professional opinion, are needed for the Steel Door Replacement Project WSD RFP. Deviations from the established format may result in disqualification of proposal. Your proposal must clearly indicate any deviations.

II. TERMS AND CONDITIONS

1. Wakefield School District reserves the right to solicit additional information from Bidders to determine which Bidder best meets the needs of the School District. Additional information may include (but is not limited to) past performance records; list of available personnel, plant and equipment; description of work which will be done simultaneously with the School District project; on-site tour and evaluation by School District personnel; references, or any other pertinent information. The Wakefield School District also reserves the right to investigate any and all Bidders to determine the Bidder's ability to perform services under the RFP.

2. Successful Bidder agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$1 million per occurrence and \$2 million aggregate; professional liability with limits not less than \$1 million per occurrence and \$2 million aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit not less than \$1 million per occurrence; Employers Liability with a minimum limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of New Hampshire. Successful Bidder agrees to have the Wakefield School District added as an additional insured with respect to comprehensive general liability insurance and provide the School District with 30 days prior written notice of any material changes in the above insurance. Successful Bidder shall provide the School District with a certificate of the above insurance coverage and amounts upon execution of this agreement.
3. Successful Bidder shall indemnify the School District, its school board members, officers, employees, agents and students from and against any costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, which may arise out of Bidder's performance of services, except to the extent caused by the sole fault or negligence of the School District.
4. The School District may at any time terminate the services and/or Contract with the successful Bidder at the School District's convenience and without cause. In case of termination for the School District's convenience, the successful Bidder shall be entitled to receive payment from the School District limited to actual documented expenses as of the date of termination as its sole remedy. In no event will the School District be responsible for lost profits, compensatory or other consequential damages.

III. FORM OF PROPOSAL

All responses to this RFP shall consist of the signature page as a cover sheet, Attachment "A", and the responses to the following information, which must be numbered exactly as listed. The following requirements constitute the minimum for all bids. Failure to do so may render your proposal incomplete and subject to disqualification.

1. Provide general information about your company. Brief description of company structure, ownership, and parent company information.
2. Provide explanation and list of your company's services.
3. How long has your company been in business?
4. Provide a list of similar projects from your company. (This list can be returned upon request).
5. Submit a minimum of three (3) references of projects of similar size; which is preferred or larger. Please include the contact name, organization, address, phone/fax numbers, and the date of the project.
6. Use the attached spreadsheet and/or list and/or diagrams, called Attachment "A" to document the total price to provide the services. All proposals pricing should include all time, materials, labor, shipping, etc. Any fees/charges not identified at this point will NOT be allowed for the term of the contract period. Prices will be firm for six (6) months.

Wakefield School District
Business Office
76 Taylor Way
Sanbornville, N.H. 03872

PROJECT NAME: Steel Door Replacement Project

DUE DATE: June 10, 2021

Contact: Joe Williams
Phone: (603) 630-2089

ISSUED: MAY 19, 2021

ALL PAGES OF THIS DOCUMENT MUST BE RETURNED TO ENSURE A VALID BID. BIDS SUBMITTED WITHOUT ALL PAGES CAN BE RENDERED INVALID. SEND ALL CORRESPONDENCE, AND REFERENCE PROJECT NAME, TO THE ADDRESS SHOWN ABOVE ON THE LEFT. WAKEFIELD SCHOOL DISTRICT STANDARD TERMS AND CONDITIONS SHALL APPLY.

Steel Door Replacement Project
Wakefield School District

Please complete the following:

Terms Net 30 E.I.N. _____ D & B No. _____

Company Name _____

Signature _____

Printed Name _____ Title _____

Phone # _____ Fax # _____

Bid Items: Cost to accomplish the Work as described within the specification.

Maximum price \$ _____

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COMPLIANCE: VENDOR MUST COMPLY WITH PROVISIONS OF STATE AND FEDERAL OSHA LAWS, STANDARDS, AND REGULATIONS.
ACCEPTANCE: PLEASE ITEMIZE ALL PRICES, DISCOUNTS AND CHARGES. WE RESERVE THE RIGHT TO ACCEPT ALL OR PART, OR DECLINE THE WHOLE. THERE IS NO OBLIGATION TO BUY.
TAXES: NONE
SPECIFICATIONS: ATTACH COMPLETE SPECIFICATIONS FOR ANY SUBSTITUTION OFFERED.

REPLACEMENT OF EXTERIOR WINDOW PROJECT
ATTACHMENT "A"
WAKEFIELD SCHOOL DISTRICT

Specifications for Steel Door Replacement Project :

Date and Project Timeline:

- Start date on or about July 1, 2021.
- Working in inclement weather, weekends, extended hours for completion of project will maintain quoted price per the contractor.
- Steel Door Replacement Project must be completed by August 21, 2021. Working in inclement weather, weekends, extended hours to complete project is the responsibility of the vendor.

Door Removal:

- Door removal to be vendor responsibility. Doors, Framing, Masonry, and any other materials must be discarded properly (dumpster to be vendors responsibility). There are nine doors in total being metal, wood, and glass.
- Removal includes all framing, door, door hardware, kickplates, thresholds, excess masonry, and door stops.
- All electric divises must be removed prior to demolition.
- Entry way to door opening must be secure after demolition and prior to installation. These openings need to be secure nightly, wood frame etc.
- Removal of doors will be as numbered #2,3,4,8,9,10,11,12, and 19.

Door Installation:

- Any electronic devices to doors need to be reinstalled by vendor, or subcontracted.
- Installation of doors will be as numbered #2,3,4,8,9,10,11,12, and 19.
- Vendor is to take measurements for all doors that are existing and have same size compatability. 16 gauage = heavy duty or extra heavy duty to be used for doors and frames, and have all doors be steel with closures (Norton 1601 closures), push bars CVR panic, blanks on outside where needed, the new doors that need to be re-keyed to our master key system.
- All doors must meet NFPA specifications. Fire rated for 90 minutes.
- Weather stripping is to be installed on all doors.
- Door sweeps are to be installed on all doors.
- Paninc bars installed must meet NFPA specifications. Panic bars must be same as or CVR panics or better quality than what is currently in place.
- Closures, hinges and doors all must have proper support, clean edges of

- framing (no sharp edges), reinforced corners, backing plates, framing, etc.
- Doors must be attached to masonry, wood, or steel part of the rough opening. Doors are to be insulated around framing and door. R value is minimum R-19
 - Doors must be straight, level, swing freely, all hardware must work freely and without failure.
 - All hardware shall be reinforced where needed in the door. Hardware is to be anodized.
 - All doors are to be black in color. Hardware is also to be color black.

Project Site:

- Is to remain clean and free of debris at the end of the workday.
- Summer School will be going on so we may need alter schedule of different areas of installation of doors.

WARRICK SCHOOL DISTRICT
 School Administrative Unit #101

Intent to Hire - Teacher/Administrator

Name: Leonardi
 Employer Name: Lampron
 Date: (Date Submitting) 5/25/21

Documents Required when submitting this form:	
Completed Application	<input checked="" type="checkbox"/>
Resume	<input checked="" type="checkbox"/>
Transcripts	<input checked="" type="checkbox"/>
Hampshire Educator Certificate	<input checked="" type="checkbox"/>
Three Letters of Recommendation	<input checked="" type="checkbox"/>
Reference Sheet	<input checked="" type="checkbox"/>

I wish to hire the following employee:

Employee's Name: Kathleen Leonard
 Existing Employee (Yes or No): No
 Existing, current position: Grade 7/8 math
 Position being hired for:
 Replaces: (Name) Cormier
 Is this a NEW or EXISTING position? Existing

Accumulated Degree from: Manhattan College Degree: Math Year: 87
Lesley graduate level Math 2017

Hiring Manager Comments: Kathleen impressed the hiring committee with her experience and her classroom structure. Had an amazing reference from her current principal.

Superintendent Comments:

Certification: ID # _____ Expiration Date: _____
 Certification: ID # _____ Expiration Date: _____
 Certification: ID # _____ Expiration Date: _____

To be filled in by the Superintendent	
Account Number: <u>100-1100-51120-1-00-00000</u>	Salary Amount: <u>55,776</u>
<u>Jerry [Signature]</u>	Step: <u>11</u>
Date: _____	Track: <u>MA 18</u>

RECEIVED

MAY 27 2021

Wakefield School District School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) SAU Administrative Assistant
From: (Name) Michael O'Neill
Date: (Submitting) 5.27.21

Documents Required when submitting this form:

- Completed Application
- Resume (Para's and ABA Tutors)
- Certs or Transcripts (Para's/ABA Tutors)
- Reference Sheet

✓
✓
N/A

I wish to hire the following employee:

Employee's Name: Megan Davies
 Existing Employee (Yes or No): no
 If existing, current position: _____
 Position being hired for: Administrative Assistant
 Replaces (Name): Michele Lambert
 Is this a NEW or EXISTING position? Existing

Hours Per Day: 8
 Days Per Week: 5
 Day Per Year: 260

Non-Certified: _____ ID# _____ Expiration Date: _____
 Certified: _____ ID# _____ Expiration Date: _____

Hiring Manager Comments:

Superintendent Comments:

To be filled in by the Superintendent

Account Number: 100-2320-51150-1-00-00000 Hourly Rate: \$ 18.00
 Signature of Superintendent: [Signature] Step: _____
 Date: _____