

Agenda Worksheet

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

Date: Tuesday, June 15, 2021 at 6:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86136970863?pwd=OTY1Yzk4Z0tmR1Y4WmRwVWkVUV3ISQT09>

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/j/86136970863?pwd=OTY1Yzk4Z0tmR1Y4WmRwVWkVUV3ISQT09>

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **PRESENTATIONS, PUBLIC HEARINGS**
 - a. Technology Committee Presentation by Gavin Kearns and Cara McNevech (Mary)
3. **PUBLIC COMMENTS**: Public's opportunity to speak to items on the agenda.
4. **CONSENT AGENDA**
 - a. AP Manifest- Batch # 34722, \$440.70; Batch # 34721, \$4,688.70; Batch # 34724, \$1,134,815.88; Batch # 34723, \$3,436.60
 - b. Payroll Manifest- Batch# 34679, \$188,386.83
 - c. Enrollment
5. **MEETING MINUTES**
 - a. 6/1/21 WSB public minutes (draft)
 - b. 6/1/21 WSB non public session 1 (sealed)
 - c. 6/1/21 WSB non public session 2 (sealed)
6. **REPORTS**
 - a. Business Administrator's Report
7. **NEW BUSINESS**
 - a. Shade Project (Joe)
 - b. Greater Wakefield Lion's Club, Shred-a-thon on 9/11/2021? (Bob)
8. **PUBLIC COMMENTS**

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9. RESIGNATIONS/NOMINATIONS

- a. D. O'Neil
- b. J. Fortgang
- c. M. Duval-Buell
- d. S. Cook (FYI)
- e. J. Spector

10. CORRESPONDENCE

11. NON-PUBLIC: RSA 91-A:3 II, if required.

- a. 6/15/18 non public sealed minutes (2 sets)
- b. Draft-Nonpublic sealed one year to June 2, 2021 (6)
- c. 91-A:3.II (a)

12. ADJOURNMENT: _____ **PM**

Upcoming: The next Wakefield School Board meeting will be held Tuesday, July 6, 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-A:3, II (b): The hiring of any person as a public employee.

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

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

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.

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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 # 52744

Check Batch: 34722
 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
34722	20231	06/10/2021	1706	TIME WARNER CABLE	0.00	440.70
Totals:						440.70

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 Gelinas, School Board Member

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 52742

Check Batch: 34721
 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
34721	20230	06/10/2021	669	EVERSOURCE	0.00	4,688.70
Totals:					0.00	\$4,688.70

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 # 52748

Check Batch: 34724
 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
34724	20235	06/10/2021	310	AMAZON.COM	0.00	871.35
	20236	06/10/2021	2957	BENEFIT STRATEGIES, LLC	0.00	263.11
	20237	06/10/2021	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	804.33
	20238	06/10/2021	330	CDW GOVERNMENT	0.00	52,488.00
	20239	06/10/2021	342	CROWELL'S TOWING & REPAIR	0.00	90.31
	20240	06/10/2021	363	DIPRIZIO GMC TRUCKS INC.	0.00	6,748.44
	20241	06/10/2021	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	11,798.00
	20242	06/10/2021	1266	HILLSIDE LANDSCAPING INC.	0.00	1,032.59
	20243	06/10/2021	8926	IRVING ENERGY	0.00	1,623.45
	20244	06/10/2021	998	LAKES REGION SEPTIC SERVICE	0.00	300.00
	20245	06/10/2021	9459	LIANA SOTTILE	0.00	1,106.56
	20246	06/10/2021	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	165.94
	20247	06/10/2021	9191	LUIS TORRES	0.00	515.20
	20248	06/10/2021	9156	MARIETHERESE D'AGOSTINO	0.00	4,965.76
	20249	06/10/2021	75	MAYRAND COMPUTER SERVICES	0.00	1,808.50
	20250	06/10/2021	568	NAPA AUTO PARTS	0.00	101.08
	20251	06/10/2021	9374	PAMELA STILES	0.00	300.00
	20252	06/10/2021	260	PARKER EDUCATION	0.00	6,798.27
	20253	06/10/2021	506	PIONEER MECHANICAL	0.00	4,837.00
	20254	06/10/2021	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES L	0.00	173.31
	20255	06/10/2021	686	ROCHESTER SCHOOL DEPARTMENT	0.00	1,021,228.27
	20256	06/10/2021	9456	SCHOOLS, HEALTH & LIBRARIES BRAODBAND CO	0.00	99.00
	20257	06/10/2021	1866	SEACOAST LEARNING COLLABORATIVE	0.00	11,645.00
	20258	06/10/2021	1119	STAPLES CREDIT PLAN	0.00	116.10
	20259	06/10/2021	9084	STUDENT TRANSPORTATION CONSULTING OF N.I.E	0.00	375.00
	20260	06/10/2021	1675	THE HOME DEPOT CREDIT SERVICES	0.00	476.66
	20261	06/10/2021	1354	UNH PROF. DEV. & TRAINING	0.00	3,214.00
	20262	06/10/2021	9293	UNION LEADER	0.00	311.00

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
20263		06/10/2021	834	WASTE MGMT OF NH-ROCHESTER	0.00	559.65
Totals:					0.00	\$1,134,815.88

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 Gelinias, School Board Member

29 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 52746

Check Batch: 34723
 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	
34723	20232	06/10/2021	9450	ELLIOTT MOORE	0.00	2,160.00	
	20233	06/10/2021	273	HEINEMANN	0.00	1,275.30	
	20234	06/10/2021	2164	W.B. MASON COMPANY	0.00	1.30	
Totals:						0.00	\$3,436.60

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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WAKEFIELD SCHOOL BOARD
6-1-21 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, Financial Manager Michael O'Neill, Principal James Lampron, Assistant Principal Jenn Spector.

Others present: Facilities Manager Joe Williams, Kindergarten teacher Mrs. Jean Buck

Mr. Ouellette called the meeting to order at 6:04. Those present joined in the flag salute.

Presentations

Grant for Outdoor Education

Kindergarten teacher Mrs. Buck told the Board that she has been offered a \$4,000 grant to set up an outdoor classroom as part of a course she is taking. She said this is a learning opportunity for kids, teachers and the community. The grant money is to be used for design, creation and enhancement of natural play-scapes. She said kids are more focused when they're outside. She is asking the Board to accept the grant. The classroom will be located behind the school in a designated space. She presented a power point. She told the Board that this has been a rough year and this will provide opportunities for discovery and learning. This space will also include a nature trail. Mr. Williams explained that AWWA said they would be happy to do this project with a letter of agreement signed by the Superintendent or Board Chairman. The Board reviewed the packet from AWWA showing the scope of the project, timeline, the supplies that would be needed, costs incurred and donation amount to AWWA. Mr. Fogg asked Mr. Williams to let the Board know well in advance if the project amount would run past the amount of the grant.

Mr. Fogg made a motion, seconded by Mrs. Collins, to accept the \$4,000 grant from Four Winds Nature Institute. (Vote 5-0)

Non Public

Mrs. Gelinis made a motion, seconded by Mrs. Collins, to enter nonpublic session at 6:42 under 91-A-3-11 (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 7:08.

Public Comment

Jess LeBar asked if the Board had any further discussion or made any decisions about keeping the Partner Program. Mr. Ouellette said that the Board had not had a discussion and the program is status quo. She said it is a very important program which uses highly trained teachers and

ABA tutors which helps many families in town. Mrs. Colbath said she wanted to say that this Board has never had a discussion about eliminating the program. Mrs. LeBar said that she heard there were some rumblings in the community that the program was too expensive and they wanted the Board to get rid of it.

Consent Agenda

Mrs. Robbins made a motion, seconded by Mrs. Gelinas, to approve the Consent Agenda. (Vote 5-0)

Meeting Minutes

Mr. Fogg made a motion, seconded by Mrs. Robbins, to approve the non public minutes of 5-18-21 with any amendments offered. (Vote 5-0)

Mr. Fogg made a motion, seconded by Mrs. Collins, to approve the public minutes of 5-18-21 with any amendments offered. (Vote 5-0)

Mr. Fogg made a motion, seconded by Mrs. Collins, to approve the public minutes of 5-24-21 as presented. (Vote 4-0-1)

Reports

Principals Report

EOY Activities Update

Field Day: Wednesday June 9th with a rain date June 10th

EOY Grades-Remote Students: Grades close Thursday 6/10, Report cards get mailed home

Monday 6/14. In Person Students: Grades close Wednesday 6/16, Report cards go home Friday 6/18

Step Up Day: Friday, June 18. Buttoning up details at tomorrow morning's staff meeting

Graduation: Scheduled for Saturday June 19. Parade starting at the Ballfields @ 1:30 followed by an outdoor ceremony at Paul School.

Summer School: Invitation letters have been sent out

NHSAS Update: Classrooms will be done testing by the end of this week and the following week will be for students who need to make up sections. Testing window closes NHSAS June 11.

We've been able to accommodate remote learners with small groups.

We hosted a remote community day: Recognized outstanding students for the month of May.

Announced the winners of the Bee Bucks behavior incentive raffles, rolled out the End Strong

Initiative, Classroom teachers watched the video with their students or posted it for them to watch at their leisure. It's also posted on YouTube and our school's Facebook page.

Mr. Lampron was nominated by his peers as the Outstanding Staff Member for the month of May.

Thanks for the before and after school supervision: Meghan Gregoire, Lisa Toohey, Luke Salisbury, Aaron Nason, Jodi Jones, Tracy Searles, Robbin Fifield, and Mary Soares.

Mr. Lampron shared an email he received thanking him and all Paul School staff for the great job they all did this year.

We would like to recognize the following people for helping out when called upon:

Penny Morin, Robbin Fifield, Colleen Bonnell, Michelle Castonguay, Molly Brackett, Bree Arnold, Lisa Toohey, Clayton Cyr, Jolene Welch, Cindy Trentsch, Deb Wilson, Jaden McKellar, Julie Crowley, Meghan DeColfmacker, Theresa Drum, Tammy Canney, Jenn Learned, Betsy Gorney. Thank you to Norma Joy and Katie Howard for volunteering to bring in pizza and ice cream for our 6th grade students. Thank you to Nicole Dolaher for pioneering and coordinating our 'adopt an 8th grade graduate' program. Facebook page - "Paul School 8th grade 2021" Write about your son or daughter, sports, snacks, music

Hiring Update: We've made recommendations to the superintendent for the following positions: MS Math. Still interviewing for: MS Science, MS Math, Kindergarten, Principal transition plan) Mrs. Robbins asked if Kindergarten students will be coming back to school the day after they graduate for step-up day. Mr. Lampron will check and make sure.

Old Business

Student Supervision

Mrs. Robbins wanted to thank the staff, from the Board, for stepping up and coming in early to allow earlier parent drop off. Mr. Lampron told the Board that Mrs. Buck will see the outdoor classroom through even though she has submitted her letter of resignation.

Sub-Committee Updates

Facilities RFP approval

Mr. Williams requested approval to send out two RFP's that are in the Board packet. One for the aluminum/glass door project and one for the 9 steel door replacement project. A Public Hearing will be held when bids are selected.

Mr. Fogg made a motion, seconded by Mrs. Collins, to approve the RFP's for aluminum/glass door project and the 9 steel door replacement project as presented. (Vote 5-0)

Public Comment

None

Resignations/Nominations

Mr. Fogg made a motion, seconded by Mrs. Gelinas, to approve the hiring of Kathleen Leonardi for 7th or 8th grade math TBD. (Vote 5-0)

No Board action was taken on the Administrative Assistant position which is still in negotiations.

Non Public

Mrs. Gelinas made a motion, seconded by Mrs. Collins, to enter nonpublic session at 7:42 under 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 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, Gelinas aye (Vote 5-0)

The Board returned to public session at 9:20.

Mr. Fogg made a motion, seconded by Mrs. Gelinas, to adjourn the meeting at 9:20. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Wakefield School District/SAU 101 Paul School

Principal: James Lampron Assistant Principal: Jennifer Spector
Superintendent: Jerry Gregoire

June Enrollment Report 2020-2021

Grade	In Person	Total	In Person	Total	In Person	Total	Remote	Total
Little Paws	13	13						
K	44	15	Libby	14	Roberts	15	Courts (K/1)	7
1	43	22	Learned	21	Young (1/2)	21		
2	60	19	Royle	19				
3	41	19	Robinson	19	Smith	22	Tyler (2/3)	17
4	44	21	Ellis	21	O'Neil	23	Taylor (4/5)	15
5	41	20	Olson	20	Nason	21		
6	36	17	Perkins	17	Fortgang	19	Boucher (6)	20
7	34	12	Bonnevie	12	Fairfield	10	Jerram (7/8)	9
8	45	16	Cormier	16	Hadzima	13	Beckwith	12
					Kearns	16		
In Person	401							
Remote:	68							
Overall Total:	469							

Kingswood 12
Spaulding 168
Total High School 180

updated 6/1/21

Paul School Enrollment Report

2020-2021

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June
LP	7	9	9	9	10	10	12	13	13	13
K	39	39	40	38	39	40	42	42	44	44
1	57	55	55	55	55	53	51	52	50	50
2	56	58	58	57	57	57	59	59	60	60
3	58	60	61	61	61	61	60	60	59	58
4	55	58	57	59	59	58	59	59	59	59
5	59	60	63	64	65	42	41	41	41	41
6	54	55	55	54	54	56	55	56	57	56
7	36	36	34	30	29	49	49	45	43	43
8	39	37	35	33	33	38	38	41	45	45
Total	460	467	467	460	462	464	466	468	471	469

May 28, 2021

SAU 101 - Wakefield School District
76 Taylor Way
Sanbornville, NH 03872

To Whom It May Concern,

I have been a member of the Wakefield community for over 20 years. I love my town, our school and especially the students. I have my dream job as the Title 1 Interventionist working with struggling readers and math support. This is the line of work that makes my heart happy and I have always envisioned being able to stay until I retire.

After much consideration and sleepless nights, I have unfortunately decided to resign at the end of this school year 2020-2021. Due to my husband's medical condition and the need for me to be at home, I believe this is a necessary choice for me and my family. I had hoped my husband's health would have improved more this year but we are finding that it is still in flux. I hope Paul School will consider hiring me again in the future if my situation changes. I will certainly miss the school, staff, students and all the memories from my time there.

Sincerely,

Diane ONeil
Title 1 Interventionist

Dear Mr. Lampron and Mr. Gregoire,

I am writing this letter to inform you of my resignation from my current position as 6th grade teacher here at Paul School. My last day of employment will be June 30th, 2021. Prior to leaving, I will be sure all professional responsibilities have been met to ensure a smooth transition for whomever fills this position.

I am thankful for the opportunity to learn and teach alongside two veteran teachers, and create many positive relationships with students and staff alike. I will take with me new knowledge I've gained by working here to continue to develop my teaching craft.

Please acknowledge this letter as my official notice of resignation. Thank you for your support with this difficult decision.

Sincerely,

Jessica Fortgang

School Administrative Unit #101

Intent to Hire - Teacher/Administrator

Applicant's Name: Gregoire
From: (Name) Lampron
Date: (Date Submitting) 6/1/21

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: Melanie Duval-Buell
Existing Employee (Yes or No): No
Existing, current position: existing
Position being hired for: 7/8 science
Replaces: (Name) Kearns

Is this a NEW or EXISTING position? Existing

Accredited Degree from: Franklin Pierce Degree: Arts Year: 2005
Graduate Degree from: _____

Hiring Manager Comments: Melanie impressed the committee with her willingness to go beyond the call of classroom responsibilities. She presented as team oriented and student centered. Her references were positive.

Superintendent: _____

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

To be filled in by the Superintendent

Account Number: _____
[Signature]
Signature of Superintendent: _____ Date: 6/9/21

Salary Amount: \$49,609
Step: 10
Track: BA + 30

Wakefield School District School Administrative Unit #101

Support Staff Hire

To: (Name) Superintendent Gregoire
 From: (Name) Anne Kebler
 Date: (Date Submitting) 6/9/2021

Documents Required when submitting this form:	
Completed application	X
Resume (Para's and ABA Tutors)	X
Reference Sheet	X
Transcripts (Para's/ABA Tutors)	

I wish to hire the following employee:

Employee's Name Sara Cook
 Existing Employee (Yes or No) No
 If existing, current _____
 Position being hired for: ABA Tutor
 Replaces: (Name) _____
 Is this a NEW or EXISTING position? New

Hours Per Day 8
 Days Per Week 5
 Days Per Year 191

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

Hiring Manager Comments: All references highly recommended.
Pay rate is certified step 1 - \$ 14.88
with a differential of 75 cent = \$ 15.63

Superintendent Comments: _____

To be filled in by the Superintendent	
Account Number:	Hourly Rate: <u>\$15.63</u>
	Step: <u>1</u>
FY 20-21 IDEA grant (line number to be determined)	Certified: <u>Yes</u>
	Non_Certified: _____
Signature of Superintend _____	Date <u>18</u>

June 9, 2021

Jennifer Spector
20 Curran Way
Somersworth, NH 03878

School Administrative Unit #101
76 Taylor Way
Wakefield, NH 03872

Dear Mr. Gregoire and Wakefield School Board,

I am writing to inform you that I will be resigning from my current position as Assistant Principal of the Paul School in the Wakefield School District. My last day of work will be June 30.

I am proud to have worked in Wakefield for the past 16 years and of my accomplishments and contributions to the students and staff at the Paul School. I am thankful for the opportunities I had to learn and grow both personally and professionally. I'm also thankful for the relationships I've been able to create with students, staff, families, administrators, community members along the way.

Please acknowledge this letter as my official notice of resignation. I will ensure that all of my responsibilities are completed and will work to ensure a smooth transition. I wish you continued success.

Sincerely,

Jennifer Spector