

Agenda Worksheet

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

Date: Tuesday, March 16, 2021 6:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86136970863?pwd=OTY1Yzk4Z0tmR1Y4WmRwVkvUVV3ISQT09>

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=OTY1Yzk4Z0tmR1Y4WmRwVkvUVV3ISQT09>

1. **CALL TO ORDER** – Superintendent, followed by **FLAG SALUTE**
2. **BOARD REORGANIZATION**
3. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
4. **CONSENT AGENDA**
 - a. AP Manifest- Batch #33460, \$214,352.04; Batch #33438, \$5,029.99; Batch #33459, \$5,665.55; Batch #33458, \$749.62
 - b. Payroll Manifest- Batch #33445, \$171,858.53
 - c. Enrollment
5. **MEETINGMINUTES**
 - a. WSB 2.17.21 non-public (sealed)
 - b. WSB 2.24.21 non-public (sealed)
 - c. WSB 3.2.21 non-public (sealed)
 - d. WSB 3.2.21 public (draft)
 - e. WSB with Candidate Review Committee 2.24.21 (draft)
 - f. WSB 1.19.21 non-public (sealed)
6. **REPORTS**
 - a. Student Services Report
 - Special Education Policy (section 8)
7. **OLD BUSINESS**
 - a. Job Descriptions
8. **NEW BUSINESS**

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- a. Teacher Nominations
- b. AREA MEETING

9. POLICIES (indicates first or second reading)

- a. BK – 2nd reading
- b. IHAK – 2nd reading
- c. JLC – 2nd reading
- d. JLCD – 2nd reading
- e. JLCE – 2nd reading

10. OTHER BUSINESS

11. PUBLIC COMMENTS

12. RESIGNATIONS/NOMINATIONS

13. CORRESPONDENCE

14. NON-PUBLIC:

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

15. ADJOURNMENT: _____ PM

Upcoming: The next Wakefield School Board meeting will be held Tuesday April 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-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 # 51851

Check Batch: 33460
 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
33460	19954	03/11/2021	2957	BENEFIT STRATEGIES, LLC	0.00	1,647.40
	19955	03/11/2021	575	BERNARD J WILLIAMS	0.00	52.90
	19956	03/11/2021	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	590.01
	19957	03/11/2021	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	825.37
	19958	03/11/2021	288	BUREAU OF EDUCATION & RESEARCH	0.00	279.00
	19959	03/11/2021	1190	CLEAN-O-RAMA	0.00	186.93
	19960	03/11/2021	9439	DIANA PETTIS	0.00	25.44
	19961	03/11/2021	363	DIPRIZIO GMC TRUCKS INC.	0.00	1,236.24
	19962	03/11/2021	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	7,588.00
	19963	03/11/2021	9437	EPIC LIFE INC.	0.00	415.84
	19964	03/11/2021	951	F. W. WEBB COMPANY	0.00	777.73
	19965	03/11/2021	1402	FRESH PICKS CAFE, LLC	0.00	22,123.60
	19966	03/11/2021	2096	GOVCONNECTION, INC.	0.00	942.70
	19967	03/11/2021	434	GOVERNOR WENTWORTH REGIONAL	0.00	18,877.79
	19968	03/11/2021	585	HEALTH TRUST	0.00	12,777.14
	19969	03/11/2021	375	HUSSEY SEATING COMPANY	0.00	1,856.00
	19970	03/11/2021	8926	IRVING ENERGY	0.00	3,877.47
	19971	03/11/2021	1764	LANGUAGE AND LEARNING CONNECTIONS	0.00	2,500.00
	19972	03/11/2021	118	LESLEY UNIVERSITY	0.00	3,900.00
	19973	03/11/2021	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	109.33
	19974	03/11/2021	9191	LUIS TORRES	0.00	644.00
	19975	03/11/2021	9095	MAINSTAY TECHNOLOGIES	0.00	9,900.12
	19976	03/11/2021	75	MAYRAND COMPUTER SERVICES	0.00	710.00
	19977	03/11/2021	9412	MICHELE LAMBERT	0.00	72.69
	19978	03/11/2021	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	4,145.79
	19979	03/11/2021	2949	NEW ENGLAND SHADE & STAGE	0.00	8,997.00
	19980	03/11/2021	1349	NH ASSOCIATION OF SPECIAL ED	0.00	275.00
	19981	03/11/2021	596	NH SCHOOL HEALTH CARE COALITION	0.00	94,670.00

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 51851

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	19982	03/11/2021	371	PAMELA L. CLARK	0.00	247.50
	19983	03/11/2021	9374	PAMELA STILES	0.00	300.00
	19984	03/11/2021	260	PARKER EDUCATION	0.00	5,756.44
	19985	03/11/2021	1882	PEARSON	0.00	482.83
	19986	03/11/2021	506	PIONEER MECHANICAL	0.00	334.00
	19987	03/11/2021	9399	RENAISSANCE	0.00	458.50
	19988	03/11/2021	1209	SALMON PRESS, INC	0.00	150.00
	19989	03/11/2021	697	SANBORNVILLE AUTO SUPPLY	0.00	45.74
	19990	03/11/2021	412	SEACOAST MEDIA GROUP	0.00	178.17
	19991	03/11/2021	1119	STAPLES CREDIT PLAN	0.00	1,017.55
	19992	03/11/2021	1122	STATE OF NH - DMV	0.00	45.00
	19993	03/11/2021	9084	STUDENT TRANSPORTATION CONSULTING OF N.E	0.00	712.50
	19994	03/11/2021	1675	THE HOME DEPOT CREDIT SERVICES	0.00	22.94
	19995	03/11/2021	9312	THE NEW ENGLAND CENTER FOR CHILDREN	0.00	224.75
	19996	03/11/2021	316	TOWN & COUNTRY REPROGRAPHICS	0.00	676.65
	19997	03/11/2021	1354	UNH PROF. DEV. & TRAINING	0.00	378.00
	19998	03/11/2021	9368	VERIZON	0.00	403.86
	19999	03/11/2021	2164	W.B. MASON COMPANY	0.00	1,939.47
	20000	03/11/2021	834	WASTE MGMT OF NH-ROCHESTER	0.00	974.65
Totals:					<u>0.00</u>	<u>\$214,352.04</u>

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 51851

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

Lino Avellani, School Board Member

Mary Collins, School Board Member

Sheena Robbins, School Board Member

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47 Checks Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 51768

Check Batch: 33438
 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
33438	90119	02/08/2021	958	CONSOLIDATED COMMUNICATIONS	0.00	127.58
	90120	02/08/2021	669	EVERSOURCE	0.00	4,464.05
	90121	02/08/2021	1706	TIME WARNER CABLE	0.00	438.36
Totals:					0.00	\$5,029.99

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD SIGNATURES

- Robert Ouellette, School Board Chairperson
- Relf Fogg, School Board Vice Chairperson
- Lino Avellani, School Board Member
- Mary Collins, School Board Member
- Sheena Robbins, School Board Member

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 51848

Check Batch: 33459
 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
33459	90124	03/04/2021	958	CONSOLIDATED COMMUNICATIONS	0.00	127.98
	90125	03/04/2021	1706	TIME WARNER CABLE	0.00	438.38
	90126	03/04/2021	669	EVERSOURCE	0.00	5,099.19
Totals:					0.00	\$5,665.55

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD SIGNATURES

Robert Ouelllette, School Board Chairperson

Relf Fogg, School Board Vice Chairperson

Lino Avellani, School Board Member

Mary Collins, School Board Member

Sheena Robbins, School Board Member

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 51840

Check Batch: 33458
 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
33458	90122	03/03/2021	9178	PURCHASE POWER	0.00	583.31
	90123	03/03/2021	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	166.31
Totals:					<u>0.00</u>	<u>\$749.62</u>

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD SIGNATURES

Robert Ouellette, School Board Chairperson



Relf Fogg, School Board Vice Chairperson

Lino Avellani, School Board Member

Mary Collins, School Board Member

Sheena Robbins, School Board Member

2 Checks Listed.

Paul School Enrollment Report 2020-2021

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June
LP	7	9	9	9	10	10	12			
K	39	39	40	38	39	40	42			
1	57	55	55	55	55	53	51			
2	56	58	58	57	57	57	59			
3	58	60	61	61	61	61	60			
4	55	58	57	59	59	58	59			
5	59	60	63	64	65	42	41			
6	54	55	55	54	54	56	55			
7	36	36	34	30	29	49	49			
8	39	37	35	33	33	38	38			
Total	460	467	467	460	462	464	466	0	0	0

Wakefield School District/SAU 101 Paul School

Superintendent: Jerry Gregoire

Principal: James Lampron Assistant Principal: Jennifer Spector

March Enrollment Report

2020-2021

Grade	In Person	Total	In Person	Total	In Person	Total	Remote	Total
Little Paws	12	Boston	12					
K	42	Buck	15	Libby	13	Roberts	14	
1	40	Learned	21	Jakubec	19	Courts (K/1)		11
2	59	Royle	19	Kelly	20	Young (1/2)	20	
3	39	Robinson	18	Smith	21	Tyler (2/3)		21
4	42	Ellis	20	O'Neill	22	Taylor (4/5)		17
5	41	Olson	20	Nason	21			
6	30	Perkins	13	Fortgang	17	Boucher (6)		25
7	30	Bonnevie	10	Fairfield	8	Beckwith	12	Jerram (7/8)
8	38	Cormier	12	Hadzima	14	Kearns	12	
In Person	373							
Remote:	93							
Overall Total:	466							

Kingswood 13
Spaulding 167
Total High School 180

updated 3/8/2021

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2-24-21 Public Minutes
School Board Meeting with the Candidate Review Committee
and Superintendent Interview
Held via Zoom
Draft

In attendance:

Board: Relf Fogg, Mary Collins, Bob Ouellette, Lino Avellani and Sheena Robbins

Candidate Review Committee Members present: Norma Joy, Sandra Taliaferro, Relf Fogg, Mary Collins, Dave Mankus, Diana Pettis, Earl Sussman and Michael O'Neill

Mr. Ouellette called the meeting to order at 5:00. Those present joined in the flag salute.

Mrs. Collins made a motion, seconded by Mr. Fogg, to enter non-public under 91-A 3:11 (b) The hiring of any person as a public employee at 6:00. Fogg aye, Robbins aye, Collins aye, Ouellette aye. (Vote 4-1)

The Board returned to public session at 7:15. During non public the Board had a discussion with the Candidate Review Committee about their recommendation and the reasons they chose this person. The Committee left the meeting at 6:00 and the Board interviewed that candidate for Superintendent.

Mrs. Collins made a motion, seconded by Mr. Fogg, to seal the non public minutes for six months. Fogg aye, Robbins aye, Collins aye, Ouellette aye, Avellani aye. (Vote 5-0)

Mrs. Collins made a motion, seconded by Mr. Fogg, to adjourn the meeting at 7:25. Fogg aye, Robbins aye, Collins aye, Ouellette aye, Avellani aye. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

WAKEFIELD SCHOOL BOARD
3-2-21 Public Minutes
Held in the Multi-Purpose Room and via Zoom
Draft

In attendance:

Board: Relf Fogg, Mary Collins, Bob Ouellette, Lino Avellani and Sheena Robbins

Administration: Superintendent Jerry Gregoire, Financial Manager Michael O'Neill, Student Services Director, Anne Kebler, all via zoom

In person: Principal James Lampron, Assistant Principal Jenn Spector and Facilities Director Joe Williams.

Mr. Ouellette called the meeting to order at 6:00. Those present joined in the flag salute.

Presentation

McAuley Alie, a fifth grader in Mrs. Taylors room was presented with a gift certificate for her drawing that will be the cover page for this year's School District Report.

Public Comment

None

Consent Agenda

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

Mrs. Collins had a question about the Amazon invoices. She also had a question on Medicaid billing that Mrs. Kebler explained. Mr. O'Neill will look this up while the meeting proceeds.

Meeting Minutes

Mr. Fogg made a motion, seconded by Mrs. Robbins, to approve the public minutes of 2-17-21 with any amendments offered. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye Avellani abstain (Vote 4-0-1)

Reports

School Administration Report

Mr. Lampron reported that students in 5-8 made a smooth transition to in person learning on Monday, February 1st and it's been great having them back in the building.

Currently rostered on bus (K-8)

Bus Blue - 37

Bus Black - 33

Bus Purple - 35

Bus White - 38

Thanks to Stacy Dubriel who's taken on the role of delivering meals - it's been much appreciated. In middle school we're currently at a place where all students have their own devices to use during the school day. At this point, all other grade levels have a dedicated grade

level cart to share and there's an additional cart in the library to borrow as needed. K-8 students are taking the mid-year Star assessments in Math and ELA. These will be completed by 3/12 and teachers will be able to pull reports and review the data during the 3/19 staff PD day. The NHSAS Testing window has been released (March 1 - June 11). We'll communicate our window as we get closer, which is typically May and into June. We hosted a remote community day. We recognized outstanding students for the month of February. Announced the winners of the positive behavior challenge raffle. 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. Kathy Frothingham was nominated by her peers as the Outstanding Staff Member for the month of February. We would like to recognize the following people for helping out when called upon: Bree Arnold, Molly Bracket, Michelle Castonguay Bob Moore, Kathy Frothingham, Colleen Bonnel, Mary Soares, Melissa Catauro, Meghan Nason, Penny Morin, Katie Bilodeau, Diana Pettis, Lisa Dubios, Beth Capen, Joe Williams, Officer Landry, Rebecca Roberts, Jaden McKellar, Alicia Wallingford, Cara McNevech, Clayton Cyr Rebecca Roberts for her positive February Valentine's messages on everybody's classroom white boards

Mrs. Robbins asked if there were any new applicants for bus drivers. Mr. Gregoire has received no applications. He said Raise-A-Dock will allow us to put a bus with a 16' sign on it advertising for drivers on their property. The DOE recommended this idea. She asked if the 7/8 graders that are now one-to-one are allowed to take their computers home. Mr. Lampron said there is still some education on how to care for the computers at home that needs to be completed. Star test results will be shared with the Board and then shared with parents.

Mr. Gregoire said that warrant article 2 stated that the Budget Committee did not recommend article 2 when they actually did. He explained how that will be fixed.

Mr. O'Neill explained the Amazon invoices from the Consent Agenda.

Old Business

Technology RFP

Mr. Fogg made a motion, seconded by Mrs. Collins, to stay with Mainstay. Mrs. Robbins had some questions. She was told that they had never reached their maximum allotted time. Mr. Lampron said it would be best to have a tech person on site for support. **Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye (Vote 4-0)**

New Business

Job Descriptions

Mr. Ouellette suggested a workshop. Mr. Gregoire suggested a committee who meets prior to the next several meetings. Mr. Ouellette would like all Board members to be part of a workshop. Mrs. Robbins said firm job descriptions would help with the jobs that will be posted. Mr. Ouellette asked Mr. Gregoire to send the Board a list of positions he has currently posted. All administrators are requested to be at the workshop which will be held Wednesday March 10th at 5:00. Mrs. Robbins asked if there were hard decisions on what positions will be happening next year or are we looking at what the needs are and making those decisions? Mr. Fogg said the budget development drives the positions. He said there isn't anything off the table and there is

certainly room for improvement to the prior discussions. We just need to keep in mind the bottom line operating budget. Mrs. Robbins asked, so, nothing is set in stone except for the bottom line? Mr. Fogg said the numbers were based on the discussions of the positions.

Mr. Ouellette thanked Mr. Avellani and Mrs. Robbins for stepping up and filling the vacant seats on the Board. This is Mr. Avellani's last meeting.

Policies (First Reading)

JLC Student Health Services and School Nurses: Will be adopting the NHSBA policy. Mrs. Collins and Mrs. Kebler met at the policy meeting to go over this policy

JLCD Administering Medicines to Students: Will be adopting the NHSBA policy.

JLCE First Aid and Emergency Care: Narcan and Opioid does not have to be in the school and they didn't feel that the school nurse should be responsible for these. Mr. Gregoire asked why we wouldn't want that medication locked up with other medications. It could save someone's life. Mrs. Collins said the SRO carries Narcan. We do not have those medications now.

IHAK Character & Citizenship Education: Mr. Fogg said something was omitted when the policy was reaffirmed in 2019. He would like to have these words inserted "doctrines" not single doctrine. These documents are important to the education of our students. He finds that many people serve on Committees and Boards have no idea what they are swearing an oath to. The Declaration of Independence, Bill of Rights and our State Constitution should be added to this policy. He asked that the Board add this paragraph back to the policy.

BK Board-Staff Communications: Mrs. Robbins asked about the last paragraph about Board members visiting schools. She wants to add "or bus yard" to the school, classrooms list. Mr. Fogg said there are times he has to go onto that town property that houses the town garage. He picks up sand and has conversations with Mr. Mitchell and doesn't want the policy to impede his access to this town property.

Mrs. Collins said the Board should read the Wakefield Special Ed Policy and Procedure Manual. Mrs. Kebler would like to go over specific sections at Board meetings she reports at. Mrs. Kebler said Section 8 is the section that is really the meat of Special Ed. This will help the Board understand Special Ed in general.

Resignations/Nominations

Mr. Fogg made a motion, seconded by Mr. Robbins, to accept the resignations of paraprofessional Brittany Joy and SAU Accounting Assistant Kristin Levesque with regret. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye (Vote 4-0)

Public Comment

Mary Soares asked why everything isn't added to the agenda posting. Why isn't the consent agenda, policies and the rest of the information not posted as part of the agenda. Mr. Gregoire said we have never done this in the past but we certainly could. There are packets people have access to when they show up to a meeting. Mrs. Soars said when the agenda is published there is no reason not to include that information. She also asked if the workshop meetings will be

public. Mr. Gregoire said they will. Mr. Gregoire asked the Board if they want him to post the packet with the agenda. Mr. Fogg said there's no requirement. Mrs. Soars said there also isn't any cost. Mr. Ouellette was talking to the Board and it was inaudible he then said no problem Mr. Gregoire. Chad Dow said he is a retired paramedic and the SAU should check the laws on administering Narcan. Dawn Alie said all the policies are online. She said larger districts have Narcan. Keri Dow feels that Narcan should be available to the school nurse. Mr. Gregoire will look into this.

Non Public

Mr. Fogg made a motion, seconded by Mrs. Robbins, to enter nonpublic session at 7:25 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 (Vote 4-0)

The Board returned to public session at 7:45.

Mr. Fogg made a motion, seconded by Mrs. Collins, to seal the non public minutes for six months. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Avellani aye (Vote 5-0)

Consent Agenda vote:

Vote: Roll call: Ouellette aye, Robbins aye, Collins nay, Fogg nay, Avellani aye. (Vote 3-2)

Adjournment

Mr. Avellani made a motion, seconded by Mrs. Robbins, to adjourn the meeting at 7:48. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye Avellani aye (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Staff Member	Recommended for Renomination	Grade
Barlow, Valerie	X	1/2
Beckwith, Alexander	X	7
Bemis, Tracy	X	Art
Bonnevie, Sharon	X	7 / Reading
Boston, Angela	X	PK
Boucher, Peter	X	6 Remote
Boynton, Jeff	X	P.F
Buck, Jean	X	K
Capen, Beth	X	Spec.Ed
Caturaro, Melissa	X	Spec. Ed
Cornier, Jessica	X	8
Courts, Laura	X	K/1 Remote
Crowley, Julie	X	Math
Dubois, Lisa	X	Spec. Ed
Ellis, Elayne	X	4
Fairfield, Samuel	X	7/8
Fortgang, Jessica	X	6
Frothingham, Kathy	X	Spec. Ed
Hadzima, Elizabeth	X	8
Hastings, Kim	X	Health
Jakubec, Jackie	X	1
Jerram, Lori	X	7/8 Remote
Kearns, Gavin	X	7/8

Staff Member	Recommended for Renomination	Grade
Kelly, Meghan	X	2
Learned, Jennifer	X	1
Libby, Meghan	X	K
McNeveich, Cara	X	Library Media
Nason, Aaron	X	5
Nason, Meghan	X	Spec. Ed
O'Neil, Diane	X	Title 1
O'Neill, Robert	X	4
Olson, Cathy	X	5
Perkins, Mark	X	6
Pettis, Diana	X	Title 1
Roberts, Rebecca	X	K
Robinson, Jasmine	X	3
Royle, Lauree	X	2
Smith, Heidi	X	3
Sullivan, Julie	X	Music
Taylor, Noelle	X	4/5 Remote
Tritter, Michael	X	Guidance
Tyler, Kathleen	X	2/3 Remote
Wilson, Debra	X	Social
Wunderlich, Lisa	X	Nurse

BOARD-STAFF COMMUNICATIONS

The Wakefield School District wishes to maintain open channels of communication with the staff. The basic line of communication will, however, be through the Superintendent of Schools.

All communications or reports to the board or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the superintendent. Staff members are encouraged to attend public meetings of the board. As such, they provide an excellent opportunity to observe first-hand the board's deliberations on issues that affect the district.

Board Communications to Staff

Communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent.

Visit to Schools

Board members are encouraged to visit schools but must recognize that their presence in the schools could be a subject to a variety of interpretations by school employees. Therefore, individual board members interested in visiting schools or classrooms will inform the superintendent of such visits and make arrangements for visitations. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Mr. Stephen Brown, Chairperson
Mr. Relf Fogg
Mrs. Bonnie Cyr
Mr. Robert Ouellette
Mrs. Norma Joy

Adopted by the Board: 21 August 2013

BOARD-STAFF COMMUNICATIONS

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Mr. Robert Ouellette, Chairperson
Mr. Relf Fogg
Ms. Mary Collins
Ms. Sheena Robbins

Adopted by the Board: 21 August 2013
Revised:

CHARACTER AND CITIZENSHIP EDUCATION

Those in charge of curriculum development will have the responsibility for integrating into the curriculum, as appropriate, the following principles:

1. Pursuant to Part 2, Article 83 of the New Hampshire Constitution, humanity, benevolence, and truth and honesty with self and others.
2. Fairness, integrity, and justice.
3. Respect, courtesy, and human worth.
4. Community service.
5. Pursuant to RSA 186:13, the rights and responsibilities of citizenship.
6. Each individual has dignity and worth.
7. A free society requires respect for persons, property, principles and self.
8. Each individual has a right to learn and freedom to achieve.
9. Each individual, regardless of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, or disability, has the right to equal opportunity.
10. Each individual has the right to personal liberties.
11. Each individual is responsible for his/her own actions, and should exercise self-discipline where and when appropriate.
12. Each individual has a responsibility to the group as well as to the total society.
13. A democratic government is established by majority vote.
14. Democratic societies are based on law.
15. Problems are solved through reason and orderly processes.
16. An individual should be tolerant of another's beliefs and should have the freedom to express his/her own.
17. Each individual has the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.

Teaching in the area of character and citizenship will take place throughout the K-12 program.

Mr. Robert Ouellette, Chair
Mrs. Tracey Kolb, Vice Chair
Mrs. Jen McCawley
Mrs. Sandy Johnson
Mr. Relf Fogg

Adopted by the Board: 14 March 2001
Revised by the Board: 6 May 2002
Revised by the Board: 7 March 2012
Reaffirmed by the Board: 15 January 2014
Revised by the Board: 18 June 2019
Page 1 of 2

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(5), Character and Citizenship
NH Code of Administrative Rules, Section Ed 306.04(i), Character and Citizenship

Revised: September 2017

Revised: May 2008

Reviewed: July 2005

Revised: November 1999, July 2004

Mr. Robert Ouellette, Chair
Mrs. Tracey Kolb, Vice Chair
Mrs. Jen McCawley
Mrs. Sandy Johnson
Mr. Relf Fogg

Adopted by the Board: 14 March 2001
Revised by the Board: 6 May 2002
Revised by the Board: 7 March 2012
Reaffirmed by the Board: 15 January 2014
Revised by the Board: 18 June 2019

IHAK - CHARACTER AND CITIZENSHIP EDUCATION

(Download policy)

Sample Policy

Category: Priority/Required By Law

Those in charge of curriculum development will have the responsibility for integrating into the curriculum, as appropriate, the following principles:

1. Pursuant to Part 2, Article 83 of the New Hampshire Constitution, humanity, benevolence, and truth and honesty with self and others.
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17. Each individual has the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.

Teaching in the area of character and citizenship will take place throughout the K-12 program.

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(5), Character and Citizenship

NH Code of Administrative Rules, Section Ed 306.04(i), Character and Citizenship

Revised: September 2017

Revised: May 2008

Reviewed: July 2005
Revised: November 1999, July 2004

NHSBA note, September 2017: This policy is updated to incorporate the current list of principles from Ed 306:04(i).

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

STUDENT HEALTH SERVICES

See also EBBC, JLCE

The Board may appoint a school nurse to function in the school health program and to provide school health services. A school nurse shall be a registered professional nurse licensed in New Hampshire. The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN).

Responsibilities of the school nurse include, but are not limited to: providing direct health care to students and staff; providing leadership for the provision of health services; promoting a healthy school environment; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for developing procedures to address and meet special physical health needs of students. Such procedures may be developed and implemented on a case-by-case basis.

All injuries or illnesses occurring during the school day are to be reported to the school nurse or the building principal. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report to the supervising adult. The school nurse, principal or designee will notify parents/guardians before a student who is injured or ill is permitted to go home. Students will not be allowed to leave school without first notifying either the school nurse or principal of his/her injury or illness. Additionally, parent/guardian notification and authorization is necessary before any student will be released from school due to injury or illness.

Emergency medical care will be provided pursuant to the guidelines of Board Policy EBBC/JLCE.

Any pupil who is required to take prescribed medication during the school day will do so consistent with the provisions of Department of Education Rule 311.02. Clarification of these provisions are in Board Policy JLCD and Appendix JLCD-R.

In addition to the provisions of this policy, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to student health needs, maintaining accurate health records, screening for vision, hearing and BMI according to national recommendations, participating on 504 and IEP teams (if requested), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy.

Legal References:

RSA 200:27, School Health Services

RSA 200:29, School Nurse

Mr. Robert Ouellette Chairman

Mrs. Tracey Kolb

Mrs. Jennifer McCawley

Mrs. Sandra Johnson

Ms. Tani Moody

Adopted by the Board: 5 June 2018

RSA 200:31, School Health Personnel
RSA 326-B, Nurse Practice Act
NH Code of Administrative Rules, Section Ed 306.12(b), School Health Services
NH Code of Administrative Rules, Section Ed 311, School Health Services

Revised: May 2008
Revised: July 1998, November 1999, February 2007

Mr. Robert Ouellette Chairman
Mrs. Tracey Kolb
Mrs. Jennifer McCawley
Mrs. Sandra Johnson
Ms. Tani Moody

Adopted by the Board: 5 June 2018

STUDENT HEALTH SERVICES & SCHOOL NURSES

See also EBBC, JLCE

A. General Health Services: The Board may appoint one or more school nurses to carry out appropriate school health-related activities.

B. School Nurse Qualifications and Responsibilities. A school nurse shall be a registered professional nurse licensed in New Hampshire and certified by the New Hampshire Department of Education. The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN). As provided by New Hampshire law, the school nurse is responsible for any delegation of health care tasks.

Responsibilities of the 21st century school nurse include, but are not limited to: providing direct health care to students; providing leadership, care coordination and qualitative improvement of school health services; promoting a healthy school environment and control/surveillance of infectious diseases; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to individual student health needs through Individual Healthcare Plans, maintaining accurate health records, participating on 504 and IEP teams (as needed or required), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy. Finally, the school nurse will assist the administration in developing/updating forms necessary and appropriate for health-related issues (e.g., emergency, individual student health needs, administration of medication, etc.).

C. Injuries, Illnesses and Medications. Emergency medical care will be provided pursuant to Board Policy EBBC/JLCE.

Any pupil who is required to take prescribed medication during the school day will do so consistent with the provisions of Department of Education Rule 311.02 and Board Policy JLCD.

Injuries and illnesses occurring during the school day are to be reported to the school nurse or the building principal. Accidents shall be reported in accordance with Board Policy EBBC. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report all illnesses and injuries to the supervising adult. Students will not be allowed to leave school due to injury or illness without first notifying either the school nurse or principal as well as the student's parent/guardian or other person identified on the student's emergency contact form on file with the school.

Mr. Robert Ouellette, Chair
Mr. Relf Fogg
Ms. Mary Collins
Mr. Lino Avellani
Ms. Sheena Robbins

Adopted by the Board:

20

Legal References:

RSA 200:27, School Health Services

RSA 200:29, School Nurse

RSA 200:31, School Health Personnel

RSA 326-B, Nurse Practice Act

NH Code of Administrative Rules, Section Ed 306.12(b), School Health Services

NH Code of Administrative Rules, Section Ed 311, School Health Services

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Mr. Robert Ouellette, Chair
Mr. Relf Fogg
Ms. Mary Collins
Mr. Lino Avellani
Ms. Sheena Robbins

Adopted by the Board:

ADMINISTERING MEDICINES TO STUDENTS

The Superintendent shall be responsible for establishing specific procedures to control medications administered in schools. Such procedures are found in Appendix JLCD-R.

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration.

Students shall not share any prescription or over-the counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program.

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication during the School Day, are followed.

Legal References:

- RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted*
- RSA 200:43, Use of Epinephrine Auto-Injector*
- RSA 200:44, Availability of Epinephrine Auto-Injector*
- RSA 200:45, Pupil Use of Epinephrine Auto-Injectors - Immunity*
- RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted*
- RSA 200:47, Use of Asthma Medications by Pupils - Immunity*
- N.H. Code of Administrative Rules - Section Ed. 306.12(b)(2), Special Physical Health Needs of Students*
- N.H. Code of Administrative Rules - Section Ed. 311.02(d); Medication During School Day*

Mrs. Priscilla Colbath, Chairperson
Mrs. Janet Gagnon
Mrs. J. Lisbeth Olimpio
Mrs. Judith Nason
Mr. Peter Kasprzyk

Adopted by the Board: 6 December 1995
Revised by the Board: 7 August 1998
Reaffirmed by the Board: 21 March 2001
Revised by the Board: 7 September 2011

ADMINISTERING MEDICATION TO STUDENTS

Category: Priority/Required by Law

Related Policies: EHB, JLC & JLCE
Related Forms: JLCD-R, JLCD-F1, JLCD-F2 & JLCD-F3

A. General Provisions for Administration of Medication.

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in **{**}JLCD-R**.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student’s need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

- 1. Prescription Medication will be only be administered in school only after receiving and filing in the student’s health record the following:
 - a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures **{**}JLCD-R**).
 - b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures **{**}JLCD-R**).
- 2. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber’s order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician’s assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire’s Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

Mr. Robert Ouellette, Chair
Mr. Relf Fogg
Ms. Mary Collins
Mr. Lino Avellani
Ms. Sheena Robbins

Adopted by the Board:

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy JLCE.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

G. Medication Records.

Mr. Robert Ouellette, Chair
Mr. Relf Fogg
Ms. Mary Collins
Mr. Lino Avellani
Ms. Sheena Robbins

Adopted by the Board:

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as **{**}JLCD-R**. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

.RSA 200:40-b, Glucagon Injections
 RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted
 RSA 200:43, Use of Epinephrine Auto-Injector
 RSA 200:44, Availability of Epinephrine Auto-Injector
 RSA 200:44-a, Anaphylaxis Training Required
 RSA 200:45, Student Use of Epinephrine Auto-Injectors - Immunity
 RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted
 RSA 200:47, Use of Asthma Medications by Students - Immunity
 RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers
 RSA 200:55, Administration of Bronchodilator, Space or Nebulizer
 RSA 326-B, Nurse Practices Act
 N.H. Code of Administrative Rules, Ed. 306.12(b)(2), Special Physical Health Needs of Students
 N.H. Code of Administrative Rules, Ed. 311.02(d); Medication During School Day
 N.H. Code of Administrative Rules, Nur 404; Ongoing Requirements

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Mr. Robert Ouellette, Chair
 Mr. Relf Fogg
 Ms. Mary Collins
 Mr. Lino Avellani
 Ms. Sheena Robbins

Adopted by the Board:

FIRST AID AND EMERGENCY MEDICAL CARE (STUDENT ACCIDENTS AND ACCIDENT REPORTS)

All school personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; (5) filing accident/injury reports; (6) other duties as assigned by the incident commander.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain, at the start of each school year, emergency contact information of parents or legal guardian for each student and staff member. See appendix JLCE-R for a sample form.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

Additionally, the school physician, school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.

The district makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The district does not provide student accident insurance.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

NH Code of Administrative Rules, Section Ed 306.04(a)(19), Emergency Care

NH Code of Administrative Rules, Section Ed. 306.12(b), School Health Services

Appendix: JLCE-R

Mrs. Priscilla Colbath, Chairperson
Mrs. Judith Nason
Mrs. J. Lisbeth Olimpio
Mrs. Vivian Macedo
Mr. Stephen Brown

Adopted by the Board: 4 April 2001
Revised by the Board: 7 September 2011
Revised by the Board: 19 September 2012

Identical Policy: EBBC

Related policies: EBBB, JLC & JLCD

EMERGENCY CARE & FIRST AID

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents/guardians for each student and staff member.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. The school physician, if any, the school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.

The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy JLCD, or applicable laws or regulations.

Accident reports must be prepared and filed consistent with Board policy EBBB.

Mr. Robert Ouellette, Chair
Mr. Relf Fogg
Ms. Mary Collins
Mr. Lino Avellani
Ms. Sheena Robbins

Adopted by the Board:

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy JLCD and District procedures **{**}JLCD-R**. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Naloxone/Narcan and Opioid Antagonists: footnote

~~The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.~~

~~The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.~~

~~The Superintendent is authorized to procure such medication on behalf of the District.~~

~~All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions and Board policy JLCD and District procedures **{**}JLCD-R**.~~

~~Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.~~

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

Ed 306.04(a)(21), Emergency Care For Students And School Personnel

Ed 306.12, School Health Services

Mr. Robert Ouellette, Chair
Mr. Relf Fogg
Ms. Mary Collins
Mr. Lino Avellani
Ms. Sheena Robbins

Adopted by the Board:

Katie Bilodeau
292 David Drive
Sanbornville NH 03872
Kduquay530@gmail.com

Mr. Jerry Gregoire
Superintendent
SAU 101
76 Taylor Way
Sanbornville NH 03872

Mr. Gregoire,

February 28, 2021

Please accept this letter as my formal resignation from my position as Special Education Secretary at the Paul School effective March 12, 2021.

Thank you very much for the opportunity you have given me to learn about the other side of Special Education. I have genuinely enjoyed my time at the Paul School and I believe this experience will help me in my next endeavor.

I am happy to help in anyway I can to make this transition easier for my fellow co-workers, our students and their families.

Sincerely,


Katie Bilodeau

Jerry Gregoire
Wakefield School District
76 Taylor Way
Sanbornville, NH 03867

March 1, 2021

Jerry,

I am writing to formally notify you of my resignation from my position as Accounting Assistant with the Wakefield School District effective March 12, 2021. I have accepted a Lead Accountant position with another school district. This was a difficult decision as I have been an employee of the District for many years. In the end, this opportunity is what is best for my career and family.

I have enjoyed my tenure as part of the amazing SAU team and am thankful for the opportunities that have come my way, as well as your professional guidance and support. It has been a pleasure working with you.

Sincerely,

A handwritten signature in cursive script that reads "Kristin Levesque".

Kristin Levesque

