

**School Administration Unit #101  
Wakefield School District Board  
Meeting:**

**Paul School Library**

60 Taylor way, Sanbornville, NH

**Date: Tuesday, October 5, 2021**

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
3. **CONSENT AGENDA**
  - a. AP Manifest – Batch # 35176, \$196,377.14
  - b. Payroll Manifest – Batch # 35141, \$211.02
4. **MEETING MINUTES**
  - a. 9.28.2021 Non-Public Minutes (draft)
5. **REPORTS**
  - a. First meeting of month:
    - i. Superintendent's Report
    - ii. School Administration Report
6. **OLD BUSINESS**
  - a. Staff Handbook Approval
  - b. Student Handbook Approval
7. **NEW BUSINESS**
  - a. 2022-2023 Budget Preparation
8. **POLICIES (indicates first or second reading)**
  - a. Staff Dress Code GBEBA (2<sup>nd</sup> reading)
  - b. Supplemental Materials IJK (2<sup>nd</sup> reading)
  - c. Supplemental Materials (Resource) IJK-R (2<sup>nd</sup> reading)
9. **SUB COMMITTEE UPDATES**
10. **OTHER BUSINESS**
11. **PUBLIC COMMENTS**
12. **NOMINATIONS/HIRES/RESIGNATIONS**
13. **CORRESPONDENCE**
14. **NON-PUBLIC:** RSA 91-A:3 II, if required.
15. **ADJOURNMENT:** \_\_\_\_\_ **PM**  
**NON Meeting (Negotiations)**

**Upcoming: The next Wakefield School Board meeting will be held Tuesday, October 19, 2021**

91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

91-A:3, II (b): The hiring of any person as a public employee.

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

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

91-A:3, II, (e): Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

91-A:3, II (i): Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

91-A:3, II (j): Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

91-A:3, II (k): Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are 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 # 53721

Check Batch: 35176  
 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
35176	20500	09/29/2021	310	AMAZON.COM	0.00	2,159.19
	20501	09/29/2021	2957	BENEFIT STRATEGIES, LLC	0.00	1,215.39
	20502	09/29/2021	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	116.39
	20503	09/29/2021	1282	CAPSTONE	0.00	1,566.25
	20504	09/29/2021	1190	CLEAN-O-RAMA	0.00	1,666.22
	20505	09/29/2021	907	COMPANION CORP.	0.00	1,200.00
	20506	09/29/2021	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	53.30
	20507	09/29/2021	9159	COUNTRY PICKER	0.00	1,210.00
	20508	09/29/2021	9479	DAVIES, MEGAN	0.00	75.00
	20509	09/29/2021	8940	DRUMMOND WOODSUM, ATTORNEYS AT LAW	0.00	85.50
	20510	09/29/2021	9480	DUBE, HEATHER	0.00	100.00
	20511	09/29/2021	9481	DUBREUIL, STACEY	0.00	100.00
	20512	09/29/2021	1402	FRESH PICKS CAFE, LLC	0.00	2,975.00
	20513	09/29/2021	9326	FRESH PICKS LLC	0.00	22,508.20
	20514	09/29/2021	9400	GENERATION GENIUS, INC	0.00	995.00
	20515	09/29/2021	585	HEALTH TRUST	0.00	4,748.89
	20516	09/29/2021	9320	HEARTLAND	0.00	925.00
	20517	09/29/2021	2161	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	2,800.00
	20518	09/29/2021	8926	IRVING ENERGY	0.00	442.08
	20519	09/29/2021	23	JP PEST SERVICES INC	0.00	140.00
	20520	09/29/2021	1236	LAKESHORE LEARNING MATERIALS	0.00	798.81
	20521	09/29/2021	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	31.96
	20522	09/29/2021	9191	LUIS TORRES	0.00	772.80
	20523	09/29/2021	9095	MAINSTAY TECHNOLOGIES	0.00	12,870.10
	20524	09/29/2021	75	MAYRAND COMPUTER SERVICES	0.00	1,695.00
	20525	09/29/2021	9463	MICHAEL O'NEILL	0.00	480.00
	20526	09/29/2021	1683	MILTON FABRICATION & WELDING	0.00	2,000.00
	20527	09/29/2021	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	4,473.75

3

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	20528	09/29/2021	2128	NAPA AUTO PARTS	0.00	70.74
	20529	09/29/2021	1349	NH ASSOCIATION OF SPECIAL ED	0.00	555.00
	20530	09/29/2021	596	NH SCHOOL HEALTH CARE COALITION	0.00	94,725.00
	20531	09/29/2021	9099	ONSITE DRUG AND ALCOHOL SERVICES, LLC	0.00	93.76
	20532	09/29/2021	506	PIONEER MECHANICAL	0.00	2,593.24
	20533	09/29/2021	1080	PROTECTION ONE ALARM MONITORING INC	0.00	125.66
	20534	09/29/2021	379	QUALITY FIRE PROTECTION	0.00	2,235.00
	20535	09/29/2021	1255	SCHOLASTIC CLASSROOM MAGAZINE	0.00	208.78
	20536	09/29/2021	8916	SCHOOL DATEBOOKS	0.00	794.43
	20537	09/29/2021	708	SCHOOL HEALTH CORPORATION	0.00	1,430.84
	20538	09/29/2021	2163	SCHOOL SPECIALTY	0.00	295.46
	20539	09/29/2021	1119	STAPLES CREDIT PLAN	0.00	77.96
	20540	09/29/2021	9404	STATE OF NH	0.00	1,000.00
	20541	09/29/2021	762	STRAFFORD LEARNING CENTER	0.00	20,415.86
	20542	09/29/2021	9312	THE NEW ENGLAND CENTER FOR CHILDREN	0.00	134.85
	20543	09/29/2021	804	TREASURER, STATE OF NH	0.00	259.77
	20544	09/29/2021	772	TREASURER, OF THE STATE OF NH-SURPLUS DIS	0.00	75.00
	20545	09/29/2021	9293	UNION LEADER	0.00	940.72
	20546	09/29/2021	9368	VERIZON	0.00	163.60
	20547	09/29/2021	2164	W.B. MASON COMPANY	0.00	922.64
	20548	09/29/2021	2164	W.B. MASON COMPANY	0.00	0.00
	20549	09/29/2021	1845	W.C. CRESSEY & SONS, INC.	0.00	1,055.00
<b>Totals:</b>					<u>0.00</u>	<u>\$196,377.14</u>

5

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

**WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS**

- 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
- Pamela Stiles, Superintendent

5

50 Checks Listed.

Report of the Superintendent  
October 5, 2021

1. Budget preparations for the 2022-2023 school year have begun. I am working with administration on an initial draft to present to the board later this month.
2. The response to intervention program, which we are calling ASPIRE (Advancing Student Progress Instituting Research-based Education), will be rolled out on October 8. Kristen and I have had a pre-meeting with interventionists to discuss how best to move forward in this environment of short staffing and heightened anxiety. We are focused on what can be done and how to maximize our time with students.
3. On October 8, I will be taking some time to talk with the staff about how best to manage coverage in the building. Right now we are reassigning staff during the day because there are not enough substitutes for coverage. There will be a discussion about how we might be able to provide some stipends for additional work being done when in-house staff go above and beyond (using grant funds). A major benefit to this approach is including the staff in shared decision-making and having them be part of the process.
4. The curriculum subcommittee writing the English Language Arts standards have begun the work. We have a target date of the beginning of November to complete K-4. We will then take the rest of that month to complete grades 5 through 8. Once completed, we will make a presentation to the board.
5. The two offices have been restructured to maximize efficiency and cut down on unnecessary redundancy. The conversations have been very productive and are already helping to make the two offices run more smoothly.
6. The meeting with the CIP committee went well; five projects were brought forward. Thank you to Joe for his leadership and attention to detail. That information will be used as we craft the upcoming budget.
7. Transportation continues to be a challenge. I want to thank the drivers for their flexibility and their communication. While not ideal, we have been able to provide transportation to students in grades K through 12 during shortages. I also want to thank the parents who have provided information in a very timely manner which helps us to determine routes when we are down drivers.

School Administration Report  
October 2021

- We are excited to have Tracy Bemis join our Paul School Administrative team as our new Assistant Principal/Curriculum Liaison. Tracy has been a proud member of the Paul School community for the last seventeen years as our art teacher, facilitator for both our PBIS and Target Teams. Welcome Tracy!
- In the first six weeks in the Paul School Library/Media Center we had 1,380 books checked out to students/teachers, 460 devices, labeled and deployed to students who have completed their technology contracts as well as staff, there have been 210 library lessons taught and we had 120 independent daily visitors to the library.
- We will celebrate our first socially distant Community Day outside on the softball field on Thursday September 30<sup>th</sup>. Our seventh and eighth grade students have been working with our PBIS team, Mrs. McNevich and Mrs. Soares to create a skit around expectations of being safe at recess to present during this event. We celebrated our outstanding students, most improved students and our Outstanding Staff member, Sharon Bonnevie for the month of September.
- Our Kindergarten students went on a field trip to McKenzie Farm where they learned about the apple orchards and the life cycle of apples and pumpkins.
- We have conducted our first school wide fire drill, everyone was out of the building and accounted for in 5 minutes 40 seconds.
- The week of October 25<sup>th</sup> through October 29<sup>th</sup> we will have Nature's Classroom coming to our school for a Nature's Classroom on Wheels Program. We will be using our outdoor classroom and our beautiful outdoor facilities to provide hands-on learning experiences.
- Our soccer team had their first game and we saw a lot of great team work and skills on the field.
- Since the beginning of school we have had 26 cases of Covid -19.
- So far the following grade levels have been affected: 1, 2, 3, 5, 6 and 7. Grades 2 and 3 have had the most cases. Commonalities in these cases have not been found and all have been reported to the state. Teachers are working collaboratively with parents, students and administration to assure continued learning occurs.
- Our Binx PCR test kits have arrived! Within the first twenty four hours of receiving them, the nurse has already distributed seven of them. These testing kits are independent from the school and results are not known until the results are shared by the parents.
- Flu vaccination clinic was completed on Sept 17, 2021. The flu vaccination clinic for students is scheduled for October 29, 2021.

Upcoming Dates:

- Tuesday October 5th- Paul School Leadership Team Meeting
- Tuesday October 5th- School Board Meeting
- Thursday October 7th- Technology Committee Meeting
- Thursday October 7th- Curriculum Team Meeting
- Friday October 8th- No School Teacher Workshop Day- Staff Picture Day
- Monday October 11th No School Columbus Day

- Wednesday October 13th- Literacy Standards Meeting
- Tuesday October 19th- School Board Meeting
- Wednesday October 20th- Paul School Staff Meeting
- Wednesday October 20th- Policy Meeting
- Thursday October 21st- PTA Meeting
- Thursday October 22nd- Community Day
- Wednesday October 27th- School Picture Day- Smile
- Friday October 29<sup>th</sup>- Student Flu Clinic



STAFF DRESS CODE

The Wakefield School Board expects all staff members to properly reflect the school district and be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

The board retains the authority to specify the following dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. All staff members shall, when assigned to district duty:

- A. Be physically clean, neat and well groomed;
- B. Dress in a manner reflecting their assignments;
- C. Dress in a manner that does not cause damage to district property;
- D. Dress and be groomed in such a way so as not to cause a health or safety hazard.

Staff will adhere to the same expectations of students as stated in the—Student/Family handbook. Staff is allowed to wear pants/slacks, dresses, and skirts to school. Skirts and shorts should be of appropriate length, and not be made of spandex or light, see-through materials. Staff members may not wear the following attire: blue jeans (with the exception of Fridays and a contribution to the “Jeans Fund”), sweat suits, sweatpants, net tops, bare midriff tops, pajama pants, or unsafe footwear.

Notwithstanding these prohibited items, the Board recognizes that the nature of certain teaching assignments (i.e., Art, Physical Education, field trips, etc.) may require exceptions to the above policy and will be dealt with on an individual basis. Per New Hampshire law, footwear will be worn in the building at all times. If a staff member feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request shall be made to the Principal or Assistant Principal.

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

**Adopted by the Board: April 4, 2001**  
**Revised by the Board:**  
**Reaffirmed by the Board: November 3, 2010**  
**Revised by the Board: September 7, 2011**  
**First Reading: September 28, 2021**  
**Second Reading:**

## Supplemental Materials Selection and Adoption Movies

### Purpose

The Board believes that movies, videos, and other audiovisual materials are important tools in the educational process. At the same time, the Board believes that the use of movies and videos should be limited so that they are used legally and appropriately in achieving legitimate educational objectives. Therefore, it is the Board's purpose to have a policy that promotes the appropriate educational use of movies and videos in schools by maximizing classroom instructional time, encouraging parental participation in the education process, and fostering community values.

### Policy

It is Board policy to establish course curriculum and work in partnership with parents to promote an appropriate learning environment that reflects community values. Therefore, the following guidelines represent Board policy regarding how and when movies and videos may be used as an instructional strategy to supplement approved course curriculum.

### Educational Relevance

The showing of movies and videos should be limited to a specific educational purpose.

### Administrator's Authorization

At least five (5) days prior to the showing, the instructor/teacher shall submit to the principal, in writing, the following information on the particular films :

1. Title and brief description
2. Purpose for showing the movie/video
3. Match with course objectives
4. Proposed date(s) of viewing
5. When and how parents will be notified, or if necessary, grant consent
6. Audience rating (G, PG, PG-13)

### Age Appropriate Movies

Elementary Level: Only G rated movies may be shown without parental permission. However, parents must be notified that the movie will be shown in class. Any PG rated movie to be shown

at the elementary level requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video.

Grades 7 and 8: Only G rated movies may be shown without parental permission. Any movie with a PG or PG-13 rating to be shown in 7th or 8th grade requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video.

Discretion of the Principal: The Principal may approve the viewing of an 'R' rated movie for students in grade 7 or 8 if he/she determines that the content is appropriate and has educational value. Any movie with an 'R' rating to be shown in 7th or 8th grade requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video.

PARENTAL/GUARDIAN NOTIFICATION FORM

Use of Commercially Produced Movie/Video Recordings

Wakefield School District  
Paul School

Date: \_\_\_\_\_

Dear Parent/Guardian:

I am planning on showing \_\_\_\_\_ movie/video

to your child's class. This film/video is rated \_\_\_\_\_.

The purpose of showing this film/movie/video is class is:

\_\_\_\_\_  
\_\_\_\_\_

Name of Teacher: \_\_\_\_\_

\*\*\*\*\*

**Movies Rated G-** Parents do not need to return the permission slip. This notice is for information only.

**Movies Rated PG (grades K-8) or PG-13 (grades 7 and 8 only)** - Please sign below and have your child return it to their homeroom teacher by \_\_\_\_\_.

**Movie Rated R (grades 7 and 8 only)** may only be shown with approval by the Principal after determining that the material is appropriate and has educational value.

\_\_\_\_\_ My child has my permission to view this film/movie/video.

\_\_\_\_\_ I do not want my child to view this film/movie/video. Please substitute a meaningful, related, alternative activity.

Name of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_