

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

**Paul School Library**

60 Taylor way, Sanbornville, NH

**Date: Tuesday, November 2, 2021 at  
6:00pm**

**School Board Budget Work Session  
5:00pm-6:00pm**

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 # 35258, \$88,568.99 (DocuSign); Batch # 35287, \$52,340.50 (DocuSign)
  - b. Payroll Manifest- Batch # 35247, \$192,361.62 (DocuSign)
4. **MEETING MINUTES**
  - a. 10.19.2021 WSB Public Minutes (draft)
  - b. 10.20.2021 Policy Meeting Minutes
5. **REPORTS**
  - a. Superintendent's Report
  - b. School Administration Report
6. **OLD BUSINESS**
  - a. 2022-2023 Budget
7. **NEW BUSINESS**
  - a. Paraprofessional/ABA Evaluation
8. **POLICIES (indicates first or second reading)**
  - a. DK Payment Procedures (first reading)
  - b. IKB Homework (first reading)
9. **OTHER BUSINESS**
10. **PUBLIC COMMENTS**
11. **NOMINATIONS/HIRES/RESIGNATIONS**
  - a. Caroline Dexter
  - b. Debra Wilson
12. **CORRESPONDENCE**
13. **NON-PUBLIC:** RSA 91-A:3 II (a) (k)
14. **ADJOURNMENT:** \_\_\_\_\_ **PM**

**Upcoming: The next Wakefield School Board meeting will be held Tuesday, November 16, 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 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# 54014

Check Batch: 35258  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (NIA)  
 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
35258	20570	10/21/2021	310	AMAZON.COM	0.00	1,122.28
	20571	10/21/2021	2881	ANNE KEBLER	0.00	38.90
	20572	10/21/2021	378	EASTER SEALS NEW HAMPSHIRE	0.00	20,338.10
	20573	10/21/2021	9422	GOGUARDIAN	0.00	6,025.40
	20574	10/21/2021	9477	HOWARD SYSTEMS	0.00	15,289.80
	20575	10/21/2021	1950	ILENE B. SPITZER, M.D.	0.00	5,760.00
	20576	10/21/2021	9464	IMAGE AWNINGS, INC	0.00	2,200.00
	20577	10/21/2021	9483	INTERNATIONAL DYSLEXIA ASSOCIATION	0.00	1,058.00
	20578	10/21/2021	1196	KENNEY COMMUNICATIONS	0.00	1,380.00
	20579	10/21/2021	1591	LEARNING SERVICES	0.00	600.00
	20580	10/21/2021	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	11.77
	20581	10/21/2021	9191	LUIS TORRES	0.00	193.20
	20582	10/21/2021	9324	MATHEMATICALLY MINDED	0.00	297.00
	20583	10/21/2021	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	1,702.30
	20584	10/21/2021	9290	PAGE STREET LEASING, LLC	0.00	75.00
	20585	10/21/2021	9486	PETER & RACHAEL ROSS HOLDINGS, LLC	0.00	5,628.00
	20586	10/21/2021	762	STRAFFORD LEARNING CENTER	0.00	24,533.51
	20587	10/21/2021	9488	TYLER, KATHLEEN	0.00	1,320.00
	20588	10/21/2021	2164	W.B. MASON COMPANY	0.00	715.75
	20589	10/21/2021	9467	WHIT E. KRISTEN	0.00	279.98
<b>Totals:</b>					0.00	\$88,568.99


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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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## WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

DocuSigned by:  
  
 Robert Stiles, School Board Chairperson

DocuSigned by:  
  
 Mary Collins, School Board Member

DocuSigned by:  
  
 Caitlin Galinas, School Board Member

DocuSigned by:  
  
 Pamela Stiles, Superintendent

20 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 54050

Check Batch: 35287  
 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
35287	20590	10/28/2021	310	AMAZON.COM	0.00	129.20
	20591	10/28/2021	2957	BENEFIT STRATEGIES, LLC	0.00	1,089.03
	20592	10/28/2021	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	380.00
	20593	10/28/2021	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	1,255.42
	20594	10/28/2021	1190	CLEAN-O-RAMA	0.00	1,216.29
	20595	10/28/2021	8940	DRUMMOND WOODSUM, ATTORNEYS AT LAW	0.00	57.00
	20596	10/28/2021	9485	FOREST TRUCK & AUTO, LLC	0.00	5,464.41
	20597	10/28/2021	1402	FRESH PICKS CAFE, LLC	0.00	22,508.20
	20598	10/28/2021	1262	HOUGHTON MIFFLIN HARCOURT	0.00	3,591.25
	20599	10/28/2021	8927	IRVING ENERGY-PROPANE	0.00	19,203
	20600	10/28/2021	9200	JAMES FARJNA	0.00	270.00
	20601	10/28/2021	23	JP PEST SERVICES INC	0.00	605.00
	20602	10/28/2021	9475	<b>KAMI</b>	0.00	297.00
	20603	10/28/2021	1236	LAKESHORE LEARNING MATERIALS	0.00	29.99
	20604	10/28/2021	9490	LINDER, CRYSTAL	0.00	502.32
	20605	10/28/2021	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	4.77
	20606	10/28/2021	1397	LOVELL LAKE FOOD CENTER	0.00	5.93
20607	10/28/2021	9191	LUIS TORRES	0.00	708.40	
20608	10/28/2021	9095	MAINSTAY TECHNOLOGIES	0.00	5,935.50	
20609	10/28/2021	75	MAYRAND COMPUTER SERVICES	0.00	1,035.00	
20610	10/28/2021	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	134.85	
20611	10/28/2021	9099	ONSITE DRUG AND ALCOHOL SERVICES, LLC	0.00	93.76	
20612	10/28/2021	9374	PAMELA STILES	0.00	702.93	
20613	10/28/2021	1080	PROTECTION ONE ALARM MONITORING INC	0.00	251.72	
20614	10/28/2021	1101	SANBORNVILLE WATER DEPARTMENT	0.00	2,743.28	
20615	10/28/2021	9312	THE NEW ENGLAND CENTER FOR CHILDREN	0.00	1,320.00	
20616	10/28/2021	9489	Fluency & Fitness	0.00	1,250.00	
20617	10/28/2021	9368	VERIZON	0.00	163.60	

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	20618	10/28/2021	2164	W. S. MASON COMPANY	0.00	12.50
	20619	10/28/2021	834	WASTE MGMT OF NH-ROCHESTER	0.00	1,516.12
<b>Totals:</b>					0.00	\$52,340.50

## WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

DocuSigned by:  
  
 Ruth O'Connell, School Board Chairperson

Reff Fogg, School Board Vice Chairperson

Mary Collins, School Board Member  
 DocuSigned by:  
  
 Mary Collins, School Board Member

DocuSigned by:  
  
 Caitlin Gelinas, School Board Member

DocuSigned by:  
  
 Pamela Stiles, Superintendent

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30 Checks Listed.



# Wakefield School Board Minutes

October 19, 2021

Held in the Paul School Library

Draft

BOARD MEMBERS		ADMINISTRATORS	
Bob Ouellette, Chair	✓	Pam Stiles, Superintendent	✓
Relf Fogg, Vice Chair	✓	Michael O'Neill, Financial Manager	
Mary Collins	✓	Anne Kebler, Special Ed/Coordinator	
Sheena Robbins	✓	Kristen White, Principal	✓
Caitlin Gelinas by Video	✓	Tracy Bemis, Assistant Principal	

Audience: Sandra Taliaferro, Officer Mike Fenton and Mary Soares with Clearview TV.

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

### **Public Comment**

None

### **Consent Agenda**

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

**(Vote 4-1)**

Mr. Fogg questioned why they are issuing checks to a law firm that they no longer retain. Mrs. Stiles said that the Board voted to change legal firms in the Spring but this was not communicated to the law firm. This was caught in July and a letter was to go into payables and it did not. This has been remedied and this will be their last check.

### **Meeting Minutes**

**Mr. Fogg made a motion, seconded by Mrs. Collins, to approve the public minutes of 10-5-21 with any amendments offered. (Vote 5-0)**

**Mr. Fogg made a motion, seconded by Mrs. Collins, to approve the public minutes of 9-28-21 with any amendments offered. (Vote 5-0)**

### **Reports**

#### Student Services Report

The report is in the Board packet. Mrs. Stiles said there is now a student support team that includes the social worker, school psychologist, guidance counselor, principal and superintendent who are formulating some processes and tools for staff to work with students who are struggling behaviorally or emotionally.

Business Administrators Report

Mrs. Stiles said that Mr. O'Neill is sick at home so has no report tonight.

Facilities Managers Report

The front doors should be done by the end of the week and the wiring project is moving forward.

**Old Business**

Staff and the Student Handbook Approval

Mrs. Collins said in page 9 of the Student Handbook under excused absences she'd like to change the words 'have an obligation to avoid' to 'should avoid'. On page 16 of the Staff Handbook the Volunteer Policy IJOC references Policy ABA which is not on the website. The school now covers the cost for background checks for volunteers. As these handbooks have already been distributed these suggestions will be put into next year's handbooks. Mrs. Gelinas asked to have the 'safe word' blocked out of next year's Staff Handbook. By consensus, the Board agreed to the changes

Covid Update

Mrs. Stiles said there were three active Covid cases right now in school and none are staff. The Board discussed their options. Mrs. Gelinas wanted to continue with the masks. Mr. Ouellette asked the administrators what their recommendation would be. Mrs. Stiles said she agreed with Mrs. Gelinas. Mrs. White said it is difficult for the little ones to understand the on again, off again mask wearing. If the threshold numbers rise this can be discussed again at the next meeting.

**Mrs. Robbins made a motion, seconded by Mrs. Collins, to make masks optional at school. (Vote 3-2)** Mr. Fogg said we should continue to strongly encourage but not mandate mask wearing.

2022-2023 Budget Development

Mrs. Stiles presented the Board members with the first draft of the proposed budget. The highlights are the overview by function, comparison of potential warrant articles, the proposed budget, employee numbers, staff health and benefit costs, enrollment numbers current and projected, grant overview, CIP numbers, and the two CBA's. She said she knows the practice has been to go through the budget and make adjustments and changes. She asked when they would like to do that. After some discussion the Board decided to meet at 5:00 on their regular meeting date of November 2nd with a backup date for a second meeting on November 3rd at 4:00 if needed.

**New Business**

None

**Policies**

None

**Sub Committee Updates.**

Transportation Minutes

FYI\_



### Professional Development Minutes

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Mrs. Stiles reported that the committee is looking at providing professional development utilizing the expertise of the Paul School staff. This was presented at the October 8<sup>th</sup> workshop. They talked about evaluations, blizzard bags, a book talk, three to five minute videos any staff member can do to show where they have had success with students and doing professional development to share with their peers. She thanked Mrs. Collins and Mrs. Colbath for the Chinese luncheon they presented and the Board for making it possible. She said the staff was very appreciative.

### Facilities Meeting Discussion

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Mr. Ouellette told the Board that a section of the roof has a leak. The quote to repair the leak is \$5,500. Mr. Williams has a company that will do the work. The policy would either have to be waived or Mr. Williams would have to be successful with negotiating a lesser amount of \$4,995. If this isn't attended to right now, we could be looking at a much larger bill.

**Mrs. Collins made a motion, seconded by Mr. Ouellette to waive policy DJE - Bidding Requirements, if needed, for the roof repair. (Vote 4-1)**

### CIP Projects

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The well for watering the fields cost \$30,000, playground cost \$66,000 grant funded and the gym floor cost \$145,000. There is \$71,100 in the gym trust fund.

### Other Business

**Public Comment** Mrs. Taliaferro suggested that if a student in a particular classroom contracts Covid perhaps just that class should wear a mask for ten days.

Mrs. Collins said we're not logged on to Facebook during our meetings. She does not feel that Mrs. Soars should be reading other people's comments. Their names are unknown to the Board and they can't be recorded in the minutes.

### Nominations

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T. McGaw Special Ed Para; new hire

### Correspondence

### Non Public Session

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None

Mrs. Gelinas suggested a student showcase which would be teachers and students showcasing something they are proud of for the Board at a meeting.

### Adjournment

**Mr. Ouellette made a motion, seconded by Mr. Fogg, to adjourn the meeting at 6:44. (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary

# POLICY COMMITTEE MEETING MINUTES

October 20, 2021

Paul School Library

PRESENT: Kristen White ~ Principal

Board members ~ Sheena Robbins, Mary Collins

Policy DK Payment Procedures - No changes

Policy IBK Homework – Change “is” to “Can be” first sentence.

Insert “Not to exceed” before each grade level frequency.

We will be looking at other schools’ homework policies to establish reasonable homework times.

Policy EBB Safety Procedures/Safe Schools Committee – Table policy. Items listed in the policy have their own policy addressing topics in more detail.

November 2, 2021  
Superintendent's Report

1. The school is the recipient of a \$1900 grant from the NH Charitable Organization. The funds are to be used to support the music/voice program at Paul School. Ms. Sullivan has been made aware of the grant and will be purchasing items for her program. NH Charitable Organization has been thanked on behalf of the Board.
2. I have been in touch with W.C.Cressey & Son regarding a bus purchase. Evan Rossett will be taking a look at the two buses we will be trading in toward the purchase of one large bus. He will get back to me with numbers after he visits the bus yard.
3. The number of positive covid cases has greatly decreased over the past two weeks. Approximately 80 Binx Boxes have been used and have been very helpful in getting students and staff back to school quickly.
4. The District Leadership Team is focusing on creating a positive school climate, in particular for students:
  - a. Identified roles and responsibilities of the guidance counselor, school psychologists, assistant principal and social worker
  - b. Added one day to the contract for the school psychologist
  - c. NECC will be offering CALM training which will focus on how to utilize interventions that can de-escalate challenging behaviors. Staff in attendance will learn effective procedures that will benefit students and adults. 26 staff have signed up for this Saturday session.
  - d. Discussions regarding a Student Success room where a student who is struggling behaviorally in the classroom can go to de-escalate and learn some strategies for being successful.
  - e. Looking at ways to put middle school students in leadership roles within the school.
  - f. Looking at opportunities to create "community" experiences to enhance pride in being a Paul School student.
5. On Tuesday, November 9, the 2022-2023 proposed budget will be presented to the Town Budget Committee.

School Administration Report  
November 2, 2021

- At our October staff meeting we focused on staff wellness. One of our school psychologists Jackie Tormney made a presentation to staff about services she can provide to assist our school community with mental health concerns. Staff are currently completing a bingo board that promotes self care and those who have finished the tasks can enter their names in the raffle for prizes. Amy Swanson finished the meeting with chair yoga that could be used to refocus both staff and students.
- Due to weather, we had to postpone our Nature's Classroom events for Pre-K and grades 1-4, however Kindergarten students were able to participate in Art, Shelters and BioBlitz. Grades 5 and 6 were able to participate in Wilderness Survival, Field Journaling, and the BioBlitz! Students in grades 7 and 8 were able to participate in Survival/Orienteering, Nature Art, and Building a Civilization. We are hopeful that we can reschedule for the Spring of 2022.
- On Friday October 22, 2021 we held our first Annual Paul School Staff Outdoor Games event. We are thankful to our PTA who provided food. Our winners of the Cornhole Tournament were Lucus Salsbury and Meghan Nason.
- We had picture day on October 27th in the gym. Student pictures will appear in the yearbook and on student ID cards.
- At our October Community Day we celebrated our Outstanding students as well as Jennifer Hayward who was nominated by her peers for the Outstanding Staff Member for the month of October. We were very impressed with our student volunteers who created skits to show how to be PAWS-itive classmates at recess. Students are working on being kind, respectful, responsible and safe at recess to earn extra recess with teamwork inspired games.
- In an effort to highlight the positive happenings within the building, we have created a "Cheers for Peers" bulletin board in our staff room where staff members can publicly thank their colleagues for their hard work and dedication to the Paul School community. Students have been earning Positive Office Referrals for their commitment to building a positive school community.
- FFV program is up and running and each day our students receive a fresh fruit or vegetable with their snacks. Approximately 300 students are accessing our breakfast and lunch program daily. Students can grab breakfast from our kitchen staff in the hallway as they come into the building in the morning. Lunch is delivered to classrooms at scheduled lunch times.
- The new doors are all installed. The interruptions were minimal and Portland Glass expedited the job quickly. Next time you're in the building, notice the new doors.

Upcoming Dates:

- Monday November 1st- Professional Development Committee Meeting
- Tuesday November 2nd- Paul School Leadership Team Meeting

- Tuesday November 2nd- School Board Meeting
- Wednesday November 3rd- Universal Team Meeting
- Thursday November 4th- Technology Committee Meeting
- Thursday November 4th- Curriculum Team Meeting
- Thursday November 11th- No School Veterans Day
- Friday November 12th- First Quarter ends
- Monday November 15th- Mentor-Mentee Meeting
- Tuesday November 16th- Paraprofessional/ABA Tutor Meeting
- Tuesday November 16th- School Board Meeting
- Wednesday November 17th- PTA Meeting
- Wednesday November 17th- Universal Team Meeting
- Thursday November 18th- Early Release - Teacher Conferences
- Friday November 19th- Early Release - Teacher Conferences
- Monday November 22nd- PTA Fun Run and PBIS Incentive Recess
- Tuesday November 23rd-PTA Fun Run and PBIS Incentive Recess
- Wednesday November 24th- Friday November 26th- No School- Thanksgiving Break
- Tuesday November 30th- Community Day

## Wakefield School District Support Staff Evaluation Guide Sheet

Name of Employee: \_\_\_\_\_ Certification (if applicable): \_\_\_\_\_

Position/Job Title: \_\_\_\_\_

### Comments REQUIRED for Exceeds Expectations, Needs Improvement, Unacceptable

Area	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
<b>Safety and Equipment Care</b> "Safety and equipment" include but are not limited to: chemicals, machinery, adaptive devices, and the dangers associated with potentially harmful student behaviors.	Recognizes that in public schools, safety issues and care of equipment (when applicable) are essential to our community. Notices hazards and proactively takes corrective measures.	N/A	N/A	Is often careless and does not provide for a safe environment, facilities, and/or equipment for our school community.
<b>Initiative</b>	Self-reliant and figures out most tasks on his/her own. Seeks better ways to do things to make improvements for students and staff; effectively communicates information/concerns to Case Manager.	Can handle most tasks on his/her own and sometimes seeks ways to make improvements. Generally communicates with Case Manager	Does bare minimum of what he/she is directed to do and seldom takes initiative to make things better for students and staff. Rarely communicates with Case Manager.	Does not complete tasks and shows little to no desire for self-improvement; rarely to never communicates with Case Manager
Comments:				
<b>Willingness to Learn</b>	Actively seeks opportunities to learn more about position; Attends program meetings, trainings, and professional development opportunities on a very consistent basis.	Will partake in program meetings, trainings and professional growth opportunities when offered.	Occasionally takes advantage of program meetings, trainings and growth opportunities.	Does not have successful participation in program meetings, trainings or growth opportunities.
Comments:				
<b>Attitude</b>	Carries out tasks with a positive attitude and exhibits pride in work; volunteers to help others and positively accepts difficult assignments. Supports and encourages colleagues, students, and the mission of the school while also staying on task.	Gets along well with colleagues and students and gives assistance when asked. If asked, will perform additional or difficult tasks; shows concern for quality and appearance of work.	Carries out assigned tasks in a routine but adequate manner; cooperates as necessary. Reluctant to perform additional or difficult tasks.	Not cooperative or positive with colleagues and/or students; because of reputation is not sought out by others for help; shows outward lack of interest and energy for job and does not accept additional or difficult tasks.
Comments:				

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<b>Efficiency/ Productivity</b>	Establishes procedures to maximize efficiency and productivity to provide the optimal conditions for student learning; is almost always planning ahead to avoid problems; provides maximum number of hours of direct educational services.	Completes tasks in a timely manner and successfully plans for time management; provides acceptable number of hours of direct educational services.	Time is sometimes lost or mismanaged and usually takes all time available to complete tasks; provides fewer than required number of hours of direct educational services.	Work schedule is considered random and requires excessive time to complete tasks; provides inconsistent and inadequate number of hours of direct educational services.
<b>Flexibility and Stability</b>	Has control in all settings; handles changes in situations with ease and responds to input from parents, students, and colleagues by appropriately modifying/changing tasks.	Has emotional control in various situations; accepts criticism and acts upon recommendations.	Occasionally displays a loss of temper or overt display of emotions; takes recommendations from others but does not often act upon them to change. Makes an effort to keep doing what he/she has always done.	Displays frequent loss of temper and is unwilling to accept constructive criticism; will not change or deviate in any way from his/her traditional way of doing things.
<b>Conduct/Dress Code</b>	Dresses appropriately and professionally for the position he/she is in; alert and attends to tasks. Recognizes ethical responsibility as a role model for students..		Usually meets acceptable standards but occasionally comes disheveled or dressed inappropriately	Does not dress appropriately for his/her position and is often disheveled even perhaps offensive in appearance.
<b>Reliability</b>	Always arrives on time and stays until regular dismissal unless other arrangements have been made. Displays outstanding dedication to the school.	Can be counted on to complete a full day's work without concern. Consistently follows through on concerns.	Is occasionally late or leaves early; follow-through on issues or concerns is somewhat sporadic. Absences are a concern.	Is frequently late, absent, and/or leaving early.
<b>Data Collection (is applicable)</b>	Accurately and consistently gathers data on targeted skills. Presents findings in a clear and understandable way	Accurately and somewhat consistently gathers data on targeted skills. Presents findings in a clear and understandable way	Data may not be fully accurate or consistent. Presents findings in a way that is not always clear or understandable.	Data is not accurate or consistent. Presents findings in a way that is unclear and difficult to understand..
<b>Student Support (ABA only)</b>	Maintains to the highest level student notebooks, student specific material; creates opportunities for generalization and maintenance of skills; modifies work whenever needed; contributes with outstanding insights to reports, specific student guidelines and IEPs	Maintains to a good level student notebooks, student specific material; creates some opportunities for generalization and maintenance of skills; modifies work when directed to do so; contributes with good insights to reports, specific student guidelines and IEPs	Maintains to a fair level student notebooks, student specific material; creates a few opportunities for generalization and maintenance of skills; modifies work only when directed to do so; contributes with fair insights to reports, specific student guidelines and IEPs	Poorly maintains student notebooks, student specific material; does not create opportunities for generalization and maintenance of skills; does not modify work; fails to contribute insights to reports, specific student guidelines and IEPs

	Comments:			
<b>Communication (ABA only)</b>	Communicates clearly and consistently with parents and relays that information to Case Manager to affect student progress.	Communicates clearly and somewhat consistently with parents and relays that information to Case Manager to affect student progress.	Communicates somewhat clearly and inconsistently with parents and relays that information to Case Manager in an inconsistent manner.	Fails to communicate with parents and does not communicate with the Case Manager.
	Comments:			

**Supervisor/Administrator Comments:** Please use this space to make comments regarding this evaluation.

The required conference with this employee was held on \_\_\_\_\_.

**Employee Comments:** Please use this space to make comments regarding this evaluation.

I have reviewed this report with the appropriate supervisor, or administrator, and have been given the opportunity to express my views regarding this evaluation of my performance. My signature does not necessarily mean that I agree to or accept the contents of this report.

\_\_\_\_\_  
**(Signature of employee)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Signature of supervisor)**

\_\_\_\_\_  
**(Date)**



**PAYMENT PROCEDURES**

All manifests, supported by original invoices, must be approved and signed by the majority of the Wakefield School Board.

The District's Treasurer will sign all checks that will be distributed from the SAU office.

Statutory Reference:  
RSA 197:23 (a)

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

**Adopted by the Board: 14 March 2001**  
**Reaffirmed by the Board: 6 May 2002**  
**Reaffirmed by the Board: 6 June 2012**

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**HOMEWORK**

In order to ensure the best learning opportunities for the children of Wakefield and to improve the instructional level for the Wakefield children, it is the policy of this school district to implement the following:

1. The purpose of homework is **can be** to help the student become self-directed, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce or enhance school experiences.
2. The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in school or home.
3. The emphasis shall be placed on the value of the assignment to the child. Homework shall not be assigned simply for the sake of providing busy work for children. When homework is assigned, there will be timely and meaningful follow-up and feedback by the teacher.
4. The objective of this policy provides students with regular homework assignments.

**GUIDELINES**

Homework assignments for primary students should be informal (review of math, spelling, etc., to reinforce skills introduced in the classroom).

In the elementary grades, assignments in academic studies should be introduced (e.g., mathematics, spelling, developing reports).

**TOTAL AMOUNT OF HOMEWORK**

The following time frames for each grade level are maximum time guidelines. When this is considered, the amount of time spent on homework daily can vary. This is to accommodate academic programs and individual needs.

Level	Frequency
Kindergarten	No regular homework normally expected
Grades 1-3	<b>Not to exceed</b> 15-30 minutes per day
Grade 4	<b>Not to exceed</b> 30-45 minutes per day
Grade 5	<b>Not to exceed</b> 1 hour per day
Grades 6-8	<b>Not to exceed</b> 1-2 hours per day

**Mrs. Connie Twombly, Chairperson**  
**Mrs. Peggy Richards**  
**Mr. Joseph Fleck**  
**Ms. Sarah Hayes**  
**Mrs. Desiree Tumas**

**Adopted by the Board:** 3 March, 1987  
**Revised by the Board:** 4 October, 1995  
**Revised by the Board:** 25 July, 1998  
**Reaffirmed by the Board:** 14 March, 2001  
**Reaffirmed by the Board:** 6 May, 2002

Wakefield School District  
SAU 101

<b>Staff New Hires</b>				
Name	Title	Effective Date	Replacing/New	Salary
Caroline Dexter	Art Teacher	---	Tracy Bemis	\$61,728

<b>Resignations</b>			
Name	Title	Effective Date	Salary

<b>Retirements</b>			
Name	Title	Effective Date	Salary
Deb Wilson	Social Worker	End of Contractual period (2021-2022)	\$59,182

COPY

WAKEFIELD SCHOOL DISTRICT  
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

**Submit with this form:**  
Completed Application  
Reference Sheet  
Resume (if applicable)  
Transcripts (if applicable)  
Certification (if applicable)  
Three letters of  
recommendation (if applicable)

Name of Employee: Caroline Dexter  
Position being hired for: Art  
Existing Employee? Yes  No   
Replacing: Tracy Bernis

NH Certification ID # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Baccalaureate Degree from: Westfield State College  
Degree Bachelor of Arts Year 2000  
Graduate Degree from: Salem State University  
Degree Masters of Art Year 2014

Hours Per Day: \_\_\_\_\_ Days Per Week: \_\_\_\_\_ Days Per Year: \_\_\_\_\_  
Time Card: Yes  No   
Collective  Bargaining: WTA  
WPA No  Affiliation

Hiring Manager Comments:  
Caroline's references speak very highly of her ability to foster relationships with students, staff and community. Her ability to create projects

Submitted by: [Signature] Date: 10/28/21

MA Step 13  
\$61,728

**To be filled in by Superintendent**  
Account Number: \_\_\_\_\_  
Hourly Rate: \_\_\_\_\_ Salary: Track/Step: \_\_\_\_\_

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10/20/2021

Superintendent Pam Stiles  
SAU 101  
76 Taylor Way  
Sanbornville, NH 03872

Dear Superintendent Stiles,

I am writing to inform you that I will be retiring from the Wakefield School District effective at the end of this contractual period (2021-2022 school year). I would like to thank the Wakefield School District for the honor of serving within my home community. I will miss the children, their families, my colleagues, and administration. It has been a pleasure.

Sincerely,

A handwritten signature in cursive script that reads "Debra J. Wilson".

Debra J Wilson, Social Worker