

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

Paul School Library

60 Taylor way, Sanbornville, NH

Date: Tuesday, March 15, 2022, at 6:00pm

Facilities Committee Meeting, 5:15pm

1. **CALL TO ORDER** - Anne Kebler, followed by **FLAG SALUTE**

2. **BOARD REORGANIZATION**
 - a. Chair. Vice Chair
 - b. Committees
 - i. Curriculum
 - ii. Facilities/CIP
 - iii. Policy
 - iv. Professional Development
 - v. Technology
 - vi. Transportation
 - vii. Wellness
 - viii. Strategic Planning

3. **PRESENTATIONS, PUBLIC HEARINGS**

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

5. **CONSENT AGENDA**
 - a. AP Manifest - Batch # 35774, \$109,054.75 (PandaDoc); Batch # 35753, \$4,347.97 (PandaDoc); Batch # 35755, \$173.31 (PandaDoc); Batch # 35715, \$129.64 (PandaDoc); Batch # 35727, \$884.36 (PandaDoc); Batch # 35730, \$173.31 (PandaDoc); Batch # 35732, \$196.01 (PandaDoc); Batch # 35725, \$4,037.99 (PandaDoc); Batch # 35735, \$2,618.79 (PandaDoc)
 - b. Payroll Manifest – Batch # 35776, \$169,625.21 (PandaDoc); Batch # 35767, \$72,559.04 (PandaDoc); Batch # 35769, \$114,685.66 (PandaDoc); Batch # 35718, \$319.14 (PandaDoc); Batch # 35717, \$736.08 (PandaDoc); Batch # 35765, \$69,767.19 (PandaDoc); Batch # 35764, \$69,368.36 (PandaDoc); Batch # 35759, \$3,400.00 (PandaDoc); Batch # 35744, \$2,909.00 (PandaDoc); Batch # 35739, \$54,141.97 (PandaDoc); Batch # 35724, \$71,456.28 (PandaDoc); Batch # 35723, \$630.00 (PandaDoc)
 - c. March Enrollment

6. **MEETING MINUTES**
 - a. 3.1.2022 Public Minutes (draft)

7. **REPORTS**
 - a. Student Services Report
 - b. Business Administrator's Report
 - c. Discipline Report
 - d. Facilities - RFQ & RFP

8. **OLD BUSINESS**
 - a. Superintendent Search
 - b. High School Scholarship
 - c. Collective Bargaining Signatures

9. **NEW BUSINESS**
 - a. New Board Member Workshop
 - b. Strategic Planning

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10. POLICIES

- a. Policy BEDH (second reading)

11. SUB COMMITTEE UPDATES

- a. Curriculum

12. OTHER BUSINESS

13. PUBLIC COMMENTS

14. NOMINATIONS/HIRES/RESIGNATIONS

- a. Jessie Woody
- b. Patrice Stevens

15. CORRESPONDENCE

- a. NHSBA - Webinar Registration

16. NON-PUBLIC: RSA 91-A:3 II (a)(c)

- a. 3.1.2022 Sealed Minutes

17. ADJOURNMENT: _____ **PM**

Upcoming: The next Wakefield School Board meeting will be held Tuesday, April 5, 2022, at 6:00pm

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 adversely affect 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.

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

adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

91-A:3, II (1): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

**Committee Meetings
Wakefield School District
2021-2022**

Curriculum	
<p>1st Thursday, 6PM Zoom Oct 7, Nov 4, Dec 2, Jan 6, Feb 3, Mar 3, Apr 7, May 5, June 2</p> <p>Diana Pettis, facilitator</p> <p><i>Current focus is on math</i></p>	<p>Membership: Caitlin Gelinas, Mary Collins, Chad Strout, Pam Stiles, Kristen White, Cara McNevech, Jasmine Robinson, Julie Crowley, Katie Tyler, Mary Wing Soares, Sharon Bonnevie, Kate Kelley, Laura Courts, Lauree Royle</p>
Facilities/CIP	
<p>3rd Tuesday, 5:00 School Library Sept 21, Oct 19, Nov 16, Dec 21, Jan 18, Feb 15, March 15, Apr 19, May 17</p> <p>Bob Ouellette, facilitator</p> <p><i>Assesses the needs of the physical plant and determines steps to take to resolve issues.</i></p>	<p>Membership: Relf Fogg, Mary Collins (alt), Joe Williams, Pam Stiles, Kristen White</p>
Joint Loss	
<p>Quarterly, 7:30 AM Sept 14, Dec 14, March 8, May 10</p> <p>Chad Strout, facilitator</p> <p><i>Establishes written minimum standards requiring the employer to provide employees with a workplace free from recognized hazards that could cause illness, injury or death; makes health and safety recommendations to the employer in writing; Designates one person responsible for the implementation and adherence of workplace safety and health standards; Ensures that the technical health and safety information is disseminated to employees; Reviews workplace accident and injury data.</i></p>	<p>Requires equal number of administrators and staff</p> <p>Membership: Mike O'Neill,</p>
Literacy Standards	
<p>1st meeting: September 14, 3:15; Remainder TBD Work to be done by beginning of November</p> <p>Pam Stiles, Chad Strout, facilitating</p> <p><i>Writing literacy standards for grades K-8 with competencies</i></p>	<p>Membership: Kristen White, Rebecca Roberts, Lauree Royle, Cara McNevech</p>
Policy	
<p>3rd Wednesday, 7:15 AM Sept 8, Oct 20, Nov 17, Dec 15, Jan 19, Feb 16, March 16, Apr 20, May 18, June 15</p> <p>Mary Collins, facilitator</p> <p><i>Updates and creates policies that reflect law and practices</i></p>	<p>Membership: Sheena Robbins, Pam Stiles, Kristen White</p>

Professional Development

1st Monday, 7:30 AM
Oct 4, Nov 1, Dec 6, Feb 7, March 7, Apr 4, May 2

Pam Stiles, facilitator

Discusses and determines professional development opportunities for staff

Membership: Caitlin Gelinas, Sheena Robbins (alt), Kristen White, Mary Wing Soares, Anne Kebler

Technology

1st Thursday, 7:15 AM
Oct 7, Nov 4, Dec 2, Jan 6, Feb 3, March 3, Apr 7, May 5, June 2

Cara McNevech, facilitator

Discusses and determines technology needs of the school and staff

Membership: Mary Collins, Bob Ouellette (alt), Pam Stiles, Kristen White, Chad Strout, Mary Wing Soares, Rebecca Roberts, Liz Hadzima

Transportation

1st Tuesday, 5:15
Sept 7, Oct 5, Nov 2, Dec 7, Jan 4, Feb 1, March 1, Apr 5, May 3, June 7

Relf Fogg, facilitator

Discusses and determines transportation needs of the district

Membership: Caitlin Gelinas, Pam Stiles, Mike O'Neill, Chad Strout

Wellness

1st Tuesday, 7:30 AM
Oct 5, Nov 2, Dec 7, Jan 4, Feb 1, March 1, Apr 5, May 3, June 7

Facilitator, TBD

Supports the wellness/health of staff. Initiates programs and practices to address wellness.

Membership: Sheena Robbins, Caitlin Gelinas, Kristen White, Mary Wing Soares, Elayne Ellis, Mark Perkins, Pete Boucher, Tracy Searles, Lisa Wunderlich, Angela Boston, Anne Kebler

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 55307

Check Batch: 35774
 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
35774	20922	03/04/2022	1987	A&B LOCKSMITH	0.00	29.50
	20923	03/04/2022	9009	ALLISON NEAL, NEW ENGLAND TUTORS, LLC	0.00	320.00
	20924	03/04/2022	9358	ALWARD, KIMBERLY	0.00	603.72
	20925	03/04/2022	2957	BENEFIT STRATEGIES, LLC	0.00	40.69
	20926	03/04/2022	9487	BINX HEALTH, INC	0.00	160.00
	20927	03/04/2022	9228	BK Systems, Inc.	0.00	1,243.00
	20928	03/04/2022	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	450.00
	20929	03/04/2022	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	627.71
	20930	03/04/2022	1190	CLEAN-0-RAMA	0.00	2,098.60
	20931	03/04/2022	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	824.31
	20932	03/04/2022	9479	DAVIES, MEGAN	0.00	15.15
	20933	03/04/2022	9505	Digi-Block Inc	0.00	2,293.50
	20934	03/04/2022	363	DIPRIZIO GMC TRUCKS INC.	0.00	2,804.41
	20935	03/04/2022	8940	DRUMMOND WOODSUM, ATTORNEYS AT LAW	0.00	3,809.40
	20936	03/04/2022	378	EASTER SEALS NEW HAMPSHIRE	0.00	8,085.96
	20937	03/04/2022	951	F.W. WEBB COMPANY	0.00	149.96
	20938	03/04/2022	434	GOVERNOR WENTWORTH REGIONAL	0.00	29,964.50
	20939	03/04/2022	585	HEALTH TRUST	0.00	4,592.68
	20940	03/04/2022	8926	IRVING ENERGY	0.00	1,956.53
	20941	03/04/2022	8927	IRVING ENERGY-PROPANE	0.00	4,827.86
	20942	03/04/2022	9047	JW PEPPER & Son, Inc.	0.00	180.72
	20943	03/04/2022	9520	KEYSTONE PRESS	0.00	953.13
	20944	03/04/2022	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	96.17
	20945	03/04/2022	9095	MAINSTAY TECHNOLOGIES	0.00	1,355.00
	20946	03/04/2022	75	MAYRAND COMPUTER SERVICES	0.00	6,215.00
	20947	03/04/2022	2288	MSB CONSULTING GROUP	0.00	43.48
	20948	03/04/2022	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	20,750.00
	20949	03/04/2022	9519	NEW HAMPSHIRE PRINT & MAIL	0.00	169.15

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch#	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	20950	03/04/2022	9516	NORTHWEST ENERGY EFFICIENCY COUNCIL	0.00	75.00
	20951	03/04/2022	9099	ONSITE DRUG AND ALCOHOL SERVICES, LLC	0.00	99.16
	20952	03/04/2022	1882	PEARSON	0.00	635.25
	20953	03/04/2022	8827	POWERSCHOOL GROUP LLC	0.00	6,389.61
	20954	03/04/2022	1080	PROTECTION ONE ALARM MONITORING INC	0.00	125.86
	20955	03/04/2022	1582	SERVPRO OF THE SEACOAST	0.00	2,297.24
	20956	03/04/2022	9115	SHARON FARIA	0.00	16.50
	20957	03/04/2022	9497	Simple Words Books LLC	0.00	190.00
	20958	03/04/2022	1675	THE HOME DEPOT CREDIT SERVICES	0.00	187.34
	20959	03/04/2022	9312	THE NEW ENGLAND CENTER FOR CHILDREN	0.00	239.70
	20960	03/04/2022	9191	LUIS TORRES	0.00	262.08
	20961	03/04/2022	9226	TOWN OF WAKEFIELD-TAX COLLECTOR	0.00	2,245.20
	20962	03/04/2022	9293	UNION LEADER	0.00	627.60
	20963	03/04/2022	9368	VERIZON	0.00	163.60
	20964	03/04/2022	834	WASTE MGMT OF NH-ROCHESTER	0.00	663.04
	20965	03/04/2022	575	WILLIAMS, BERNARD J	0.00	37.44
	20966	03/04/2022	1944	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	140.00
Totals:					0.00	\$109,054.75

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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

Bob Ouellette
Robert Ouellette, School Board Chairperson

Relf Fogg, School Board Vice Chairperson

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Mary Collins, School Board Member

Sheena Robbins
Sheena Robbins, School Board Member

Caitlin Gelinas
Caitlin Gelinas, School Board Member

Pamela Stiles
Pamela Stiles, Superintendent

45 Checks Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Check Batch: 35753
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
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 Cash Account Numbers: (First) - (Last)
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 Minimum Check Amount: \$0.00
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 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
35753	90154	03/02/2022	669	EVERSOURCE	0.00	4,347.97
Totals:					0.00	\$4,347.97

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WAKEFIELD SCHOOL DISTRICT- SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Bob Ouellette
 Robert Ouellette, School Board Chairperson

 Relf Fogg, School Board Vice Chairperson

Mary Collins
 Mary Collins, School Board Member

Sheena Robbins
 Sheena Robbins, School Board Member

Caitlin Gelinias
 Caitlin Gelinias, School Board Member

Pamela Stiles
 Pamela Stiles, Superintendent

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Check Batch: 35755
 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: Check Date
 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
35755	90153	03/01/2022	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	173.31
Totals:					0.00	\$173.31

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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Bob Ouellette

Robert Ouellette, School Board Chairperson

RelfFogg, School Board Vice Chairperson

Mary Collins

Mary Collins, School Board Member

Sheena Robbins

Sheena Robbins, School Board Member

Caitlin Gelinas

Caitlin Gelinas, School Board Member

Pamela Stiles

Pamela Stiles, Superintendent

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Check Batch: 35715
 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: AF
 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
35715	90146	02/25/2022	958	CONSOLIDATED COMMUNICATIONS	0.00	129.64
Totals:					0.00	\$129.64

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Bob Ouellette
 Robert Ouellette, School Board Chairperson

Relf Fogg, School Board Vice Chairperson
Mary Collins
 Mary Collins, School Board Member

Sheena Robbins
 Sheena Robbins, School Board Member

Caitlin Gelin
 Caitlin Gelin, School Board Member

Pamela Stiles
 Pamela Stiles, Superintendent

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 35727
 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: AF
 Minimum Check Amount: \$0.00
 Sorted By

Include Payable Information: Nc
 Include Payable Dist Information: Nc
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
35727	90148	08/17/2021	1706	TIME WARNER CABLE	0.00	884.36
Totals:					0.00	\$884.36

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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Bob Ouellette
 Robert Ouellette, School Board Chairperson

 Relf Fogg, School Board Vice Chairperson

Mary Collins
 Mary Collins, School Board Member

Sheena Robbins
 Sheena Robbins, School Board Member

Caitlin Gelinas
 Caitlin Gelinas, School Board Member

Pamela Stiles
 Pamela Stiles, Superintendent

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Check Batch: 3573C
 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: AF
 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
35730	90149	09/23/2021	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	173.31
Totals:						\$173.31

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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT
APPROVALS

Bob Ouellette
 Robert Ouellette, School Board Chairperson

Relf Fogg, School Board Vice Chairperson

Mary Collins
 Mary Collins, School Board Member

Sheena Robbins
 Sheena Robbins, School Board Member

Caitlin Gelinas
 Caitlin Gelinas, School Board Member

Pamela Stiles
 Pamela Stiles, Superintendent

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 55220

Check Batch: 35732
 Check Header: (N/A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (NTA)
 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
35732	90150	09/15/2021	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	62.97
	90151	09/15/2021	958	CONSOLIDATED COMMUNICATIONS	0.00	133.04
Totals:					0.00	\$196.01

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WAKEFIELD SCHOOL DISTRICT Manual 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

Bob Ouellette
Robert Ouellette, School Board Chairperson

Relf Fogg, School Board Vice Chairperson

Mary Collins
Mary Collins, School Board Member

Sheena Robbins
Sheena Robbins, School Board Member

Caitlin Gelinas
Caitlin Gelinas, School Board Member

Pamela Stiles
Pamela Stiles, Superintendent

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2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Check Batch: 35725
 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
35725	90147	08/10/2021	669	EVERSOURCE	0.00	4,037.99
Totals:					0.00	\$4,037.99

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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Bob Ouellette

Robert Ouellette, School Board Chairperson

Relf Fogg, School Board Vice Chairperson

Mary Collins

Mary Collins, School Board Member

Sheena Robbins

Sheena Robbins, School Board Member

Caitlin Gelnas

Caitlin Gelnas, School Board Member

Pamela Stiles

Pamela Stiles, Superintendent

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 35735
 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
35735	90152	09/14/2021	669	EVERSOURCE	0.00	2,618.79
Totals:					0.00	\$2,618.79

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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS


 Robert Ouellette, School Board Chairperson

Relf Fogg, School Board Vice Chairperson


 Mary Collins, School Board Member


 Sheena Robbins, School Board Member


 Caitlin Gelinas, School Board Member


 Pamela Stiles, Superintendent

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June
LP	17	18	18	17	23	23	24			
K	37	34	34	37	33	33	33			
1	48	48	46	48	48	48	48			
2	65	65	65	65	63	65	65			
3	55	56	55	55	52	53	53			
4	48	47	47	48	46	47	48			
5	44	44	44	44	44	45	45			
6	55	56	56	55	53	53	51			
7	55	56	56	55	52	52	50			
8	43	45	44	43	44	44	44			
Total	467	469	465	467	458	463	461	0	0	0

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**Wakefield School District/SAU 101
Paul School**

Superintendent: Pam Stiles

Principal: Kristen White Assistant Principal: Tracy Bemis

**March Enrollment Report
2021-2022**

Grade	Class	Inv. Total	Class	Inv. Total	Class	Inv. Total
Little Paws	Boston AM	13	Boston PM	11		
K	Barlow	9	Libby	12	Roberts	12
1	Learned	16	Jakubec	16	Courts	16
2	Royle	21	Kelly	23	Tyler	21
3	Robinson	16	Reynolds	19	Purvis	18
4	Ellis	15	O'Neill	14	Nason	19
5	Olson	23	Bonnevie	22		
6	Perkins	18	Drum	15	Boucher	18
7	Mallette-Tonken (LA)	16	Soares (Science)	17	Stevens (Math)	17
8	Fairfield (SS)	16	Hadzima (LA)	14	Leonardi (Math)	14
Overall Total: 461						

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Kingswood: 12
 Spaulding: 164
 Brewster: 1
 Total: 177

updated 3/1/2022



Wakefield School Board Public Minutes

March 1, 2022

Held in the Paul School Library

Draft

BOARD MEMBERS		ADMINISTRATORS	
Bob Ouellette, Chair	✓	Anne Kebler, Administrator	✓
Relf Fogg, Vice Chair	✓	Michael O'Neill, Financial Manager	✓
Mary Collins	✓	Kristen White, Principal	✓
Sheena Robbins	✓		
Caitlin Gelinis	✓		

Others Present: Sandra Taliaferro, Sandy Ouellette, Brennan Peaslee, John Gavell and Mary Soares from Clearview Community TV
Facilities Manager Joe Williams

Mr. Ouellette opened the meeting at 6:00 with the flag salute.

Public Comment

None

Consent Agenda

Mrs. Gelinis made a motion, seconded by Mr. Collins, to approve the Consent Agenda. (Vote 4-1)

Meeting Minutes

Mrs. Gelinis made a motion, seconded by Mr. Fogg, to approve the 2-15-22 nonpublic minutes. (Vote 5-0)

Mrs. Gelinis made a motion, seconded by Mrs. Collins, to approve the 2-15-22 public minutes. (Vote 5-0)

Reports

School Administration Report

On Thursday February 3rd, 2022, the eighth-grade students visited the Technology Center at Spaulding High School. During their tour they were able to observe classes that were in session, meet with the teachers and ask questions of current students. Students finished their tour with a demonstration by the Spaulding ROTC Program'. On Thursday, February 10th, 2022, Paul School students and staff took part in a lockdown drill. During the drill specific steps were taught and followed when the practice was over, each room was unlocked by a member of the Paul School Emergency Management team and were then given the "All Clear." After the lockdown

teachers debriefed with their students to answer questions and review lockdown expectations. In the event of an unwanted person in the building or a situation that would make it necessary for our students to remain secluded in their classroom, we practice lockdown drills to ensure that our children are comfortable with procedures and safety measures.

On Friday, February 11th, 2022, we celebrated our 100th day of school, students and staff were creative with their costumes of what they would look like if they were 100 years old and made for an exciting day. On Monday February 14th, 2022, we celebrated our 101st day of school with a focus on the book 101 Dalmatians. On Friday February 11th, 2022, we had an early release day, the focus of the day was to better understand where staff were at in their understanding of data, how to use data to drive instruction as well as using data to be effective in grouping of students. Training for our staff of grades 3-8 are accessing NWEA data and how to generate groups using RIT scores was a success. The grade levels then went back to their teams to conduct a data dive to generate groups that meet the educational needs of students. Mrs. Kebler worked with our preschool and kindergarten team to discuss the process used to screen our incoming kindergarteners and how to effectively use the data from their recent testing to drive instruction. Ms. Dubois worked with grades 1 and 2, they were able to identify some administrative issues with the STAR testing that they fixed. They reviewed reports that were beneficial for looking at intervention groups. On Monday.

February 14th, 2022, several of our 8th grade students opted in with parent permission to participate in NAEP testing. NAEP is different from our state assessments because it is a common measure of achievement across the country. The assessment is administered by proctors from the National Center for Education Statistics, within the U.S. Department of Education. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policy makers, and the public. Students were assigned to take either a mathematics or reading assessment. In addition to subject-area questions, students voluntarily completed NAEP survey questions. The assessment took approximately 90 minutes for most students, which included transition time, directions, and completion of survey questions.

On Thursday, March 3rd, 4th grade students who have opted in with parent permission will have the opportunity to participate in NAEP testing. The process and procedure will be the same as our 8th grade students experience. Mrs. Stiles has finalized our RISE Professional Development Day with a focus on Professional Development Workshops that are led by our own staff. She sent out an email asking staff who were interested in leading a workshop to reach out to her with an overview of their workshop, this information was sent to staff in a survey form, and they were able to choose three sessions they would like to attend. She sent an email to all staff with their sessions they signed up for. On February 18th, 2022 our PTA hosted an Outstanding Student Pizza Party to recognize our January recipients.

Mrs. Collins asked about positions that needed to be filled. Mrs. Kebler said the openings have been posted on EdJobs, School Spring, Newspapers. Mrs. White said the goal is to fill the Reading Specialist position. Mrs. Kebler said she had reached out to a professor that may be interested in a partnership with student teachers.

Financial Update

Mr. O'Neill said that the SAU had a Financial Review on the 15th and it went well. He said he is still looking at where things should go. He said stipends are coming out of several different sources. He said that they had spent several hours on the 24th looking at all the expenditures to figure out where everything should go. He moved \$30,000 into grants and co-curricular activities. He freed up \$250,000 for a current fund balance of \$684,625. Mr. Fogg asked if there were critical areas that need remedying. Mr. O'Neill said getting up to date with grant reporting. He said he just received notes from Mrs. Stiles and will discuss these issues with her.

Mrs. Robbins asked if this is where we should be this time of year. Mr. O'Neill said there is no need for concern like freezing the budget. He said he is working to utilize grants the best way. He said there is a significant amount of Covid grant money left. He said we have until 2024 to spend ESSER 3 money. Mr. Ouellette, Mrs. Collins and Mrs. Robbins asked for a breakdown of the money spent and money left in the ESSER funds and what it was spent on. Mrs. Kebler will put on the next agenda an update on all of the grants. Mr. O'Neill will provide this information to the Board at the next meeting. Mrs. Kebler told the Board that a report was submitted to the DOE on the ESSER 2 grant. Mr. O'Neill said we received \$720,656 in ESSER 2 funds and the total spent is about \$127,000 so far. Mrs. Kebler said there are two big projects coming from this fund. Mr. O'Neill said \$160,000 has been used out of 1.5 million from ESSER 3. Mr. O'Neill said \$1,285,000 has been identified for upcoming projects. Mrs. Kebler explained that the first three pages of the packet the Board received tonight explains what was done in the seven-hour meeting with Mr. O'Neill. She said retirement is now up to date. She said a lot of the grant money was allocated for positions that they weren't able to hire. Mr. O'Neill said he would rather wait until everything is in before doing a grant report. When the grant ends the position ends and that is stated in the individuals contract.

DOE Grant Audit

The Federal Fiscal Monitoring Audit.

The state chose three grants, IDEA, Title 1 and CARES-ESSER. Mr. O'Neill said there were issues with timesheets and the purchasing policy needed to be updated. He said they were all minor issues. The Board discussed timeclocks, an online program, and other ways to keep timecards accurate.

Mr. Fogg made a motion, seconded by Mrs. Collins, to have information on timeclocks and programs on the agenda in a month. (Vote 5-0)

Old Business.

2022-2023 Calendar

Mrs. Kebler presented the calendar for 2022-2023 and said the reason the early release days are scheduled as they are because if they changed them to be incorporated into a short week they were concerned that wouldn't get the required 80% attendance on that day.

Mrs. Gelinas made a motion, seconded by Mr. Fogg, to approve the 2022-2023 calendar as presented. (Vote 5-0)

Mrs. Gelinas suggested the calendar should be added to the agenda for the AREA meeting with Spaulding in April.

Food Service

Mrs. Kebler met with parents, Mrs. Taliaferro, Mrs. Joy, and Mrs. Garnett interested in being on a committee to investigate food service options. Food service has to go out to bid in April. She said we need a short term and a long-term goal. We don't have time to switch to inhouse service for next year. They will be looking at bids and talking to the current food service. She said she has the names of three food service companies. Mr. O'Neill will have the RFQ for food service, that is written by the state, for the Board at the next meeting.

COVID Update

Mrs. Kebler said the mask mandate has been lifted by the state including school buses. Masks are now optional. They are ready to bring things back to normal. The fourth and fifth graders will now be eating lunch in the cafeteria followed by the lower grades. Mrs. Collins asked if volunteers could be allowed back in the school. Mrs. White said it would be teacher optional. She will check with the teachers. Background checks will take a while. Teachers want to get back to normal. Mrs. Collins asked about standards that have been lowered for speech. Mrs. Kebler said we are meeting students where they are. We are not lowering the standards. Mrs. Robbins asked if field trips will take place and Mrs. White answered yes, they will.

Judy Nason Bridge

Mr. Fogg said that he and Mr. Ouellette never met with the Horizons engineer. He said he and Mr. Williams could work on an RFP. Mrs. Kebler said that Mrs. Stiles told the engineer to put this on hold. Mrs. Kebler said she could reach out to the engineer. Mr. Fogg said that the structure was sound when shown to others. Mrs. Kebler said she will make this a priority.

School Bus Driver Training

Jennifer Kruger is available to train drivers on Saturday. Mr. Gavell said the drivers have all the information they need. Mr. Fogg said the drivers are concerned about transportation being outsourced. Mrs. Collins said that would not be cost effective. Mr. Ouellette agreed and said that this isn't anything the Board has even entertained. He said there will be seven drivers when these next two are trained. Mrs. Gelinis said everything is working well as it is. Mrs. Kebler said no one can be rostered without being an employee. She said the roster list is signed off by the Superintendent designee.

SAU Management Plan

Mrs. Stiles will work twelve hours a week and this will be covered by the \$12,000 severance paid by the Board.

Mr. Fogg made a motion, seconded by Mrs. Gelinis, to approve the SAU Management Plan. (Vote 5-0)

New Business

Kingswood Continuation

Mrs. Gelinis made a motion, seconded by Mrs. Collins, to approve the following students for continuation to Kingswood High School. (Vote 5-0)

The students and their current grade levels are: Kali Chase 9, Sophia Gutierrez 10, Gaven Peaslee 10, Hailey Peaslee 9, Wyatt Pitts 9, Landen Swain 9 Marquis Williams 10

IAQ Controllers

Mr. Williams told the Board that the upgrade for the controllers for \$34,500 that would be compatible with what we now have. He hoped to get this done during April vacation but if not, it will be done over the summer.

Mrs. Gelinas made a motion, seconded by Mr. Fogg, to approve the proposal as presented. (Vote 5-0)

Mr. Williams said the RFP for sidewalk paving, gym floor etc. will be on the next agenda if everything passes next Tuesday.

The Water Precinct has asked for permission to do some more intense drilling on the school's Rines Road property. Casings will be added, capped, and clearly marked. The permission was granted in the first letter.

High School Scholarship

Mrs. Kebler supplied questions that had been asked in previous years. After some discussion it was decided that Board members would send in questions for the scholarship applicants to write an essay about and Mrs. Kebler will choose the question to be asked.

Policies (1st reading)

BEDH-Public Participation at Board Meetings

Mrs. Collins said there are now six items in the rules of order. There will be two opportunities for public comment on items that are on the agenda one at the beginning of the agenda and one before the Board goes into nonpublic session. Any comment that refers to personnel or students will not be tolerated as per RSA 91-A:3 and will be considered out of order. Any comments that do not adhere to the six rules of order or disrupts business of the Board may be ruled out of order. Speakers shall identify themselves clearly for the record. Mrs. Collins said there is no rule of order to relinquish your time to another person. Mrs. Colbath suggested adding the Chain of Command to this policy.

Other Business

Mrs. Kebler said a nurse from a temp agency will be on board tomorrow.

Public Comment

Mrs. Ouellette said kids should not be discussed in public. Mrs. Taliaferro said the Chain of Command needs to be followed. Mrs. Peaslee suggested putting the Chain of Command in the Parent Handbook.

Nominations/Hires/Resignations

None

Non-Public

Mr. Ouellette made a motion, seconded by Mrs. Gelinas, to go into nonpublic under 91-A 3: II (c) at 8:15. Gelinas aye, Collins aye, Robbins aye, Fogg aye, Ouellette aye (Vote 5-0)

The Board returned to public session at 8:59

Adjournment

**Mr. Ouellette made a motion, seconded by Mrs. Gelinas, to adjourn the meeting at 8:59
(Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

SAU # 101
Student Service Report
March 15, 2022

Special Education update:

The middle school special education team has begun the transition process for our 8th grade students with educational disabilities. Our team works with the special education departments at both Spaulding and Kingswood to aid in a seamless transition of the supports and services that these students require. The teams put a lot of time and effort into including not only the students in these activities and conversations, but also the families.

Wakefield School District Special Education Numbers:

- Little Paws (PreK): 9 identified students and 15 non identified
- Paul School: (K-8): 83 students
- Spaulding High School: (9-12): 19 students
- Kingswood: (9-12): 1 student
- Out of District Placements: 5 students

Total number of students with disabilities: 117

Total number of 504 students: 28

Respectively Submitted

Lisa Dubois, Interim Director of Special Education

Pamela Stiles
Superintendent of Record

Anne Kebler
Interim SAU Administrator

Michael O'Neill
Financial Manager

SCHOOL ADMINISTRATIVE UNIT #101

Wakefield School District
76 Taylor Way
Sanbornville, New Hampshire 03872
Telephone (603) 871-8502
Fax (603) 871-8608

Lisa Dubois
Interim
Student Services Director

Megan Davies
Administrative Assistant

Date: March 09, 2022

To: Wakefield School District School Board
Pam Stiles, Superintendent of Record
Anne Kebler, Interim SAU Administrator

From: Michael O'Neill, Financial Manager

RE: MS-22 Report of Appropriations as Voted – 03.09.22

Below is a chart indicating the detail of the March 8, 2022 Official Ballot results by Fund that corresponds with the **MS-22 Report of Appropriations as Voted** that requires School Board signatures.

Warrant Article #	Description	General Fund 100	MS-22 Total
2	Teacher's CBA	\$87,611	\$87,611
4	Paraprofessional's CBA	\$32,018	\$32,018
6	Operating Budget	\$10,720,981	\$10,720,981
7	SPED Expendable Trust Fund Transfer	\$50,000	\$50,000
8	Transportation Expendable Trust Fund Transfer	\$45,000	\$45,000
9	Gym Floor Expendable Trust Fund Transfer	\$44,000	\$44,000
10	Building Repairs and Renovations Expendable Trust Fund Transfer	\$23,000	\$23,000
11	Parking Lot and Sidewalk Maintenance Expendable Trust Fund Transfer	\$15,000	\$15,000
12	Replacing Boilers Expendable Trust Fund Transfer	\$75,000	\$75,000
13	Judy Nason Memorial Bridge (2)	\$0	\$0
14	Well Replacement Trust Fund Transfer	\$15,000	\$15,000
15	Building Repairs and Renovations Expendable Trust Fund Transfer	\$30,000	\$30,000
	TOTAL	\$11,137,610	\$11,137,610

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SAMPLE BALLOT

BALLOT 1 OF 2

**OFFICIAL BALLOT
ANNUAL SCHOOL ELECTION
WAKEFIELD, NEW HAMPSHIRE
MARCH 8, 2022**

Valerie Ward
SCHOOL DISTRICT CLERK

INSTRUCTIONS TO VOTERS

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this:
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

<p>MODERATOR For one year Vote for not more than one</p> <p>DINO A. SCALA <u>834</u> <input checked="" type="radio"/></p> <p><small>(Write-in)</small> <input type="radio"/></p>	<p>SCHOOL DISTRICT TREASURER For one year Vote for not more than one</p> <p>CARLENE STEWART <u>764</u> <input checked="" type="radio"/></p> <p><small>(Write-in)</small> <input type="radio"/></p>	<p>SCHOOL BOARD MEMBER For three years Vote for not more than two</p> <p>RELF FOGG <u>266</u> <input type="radio"/></p> <p>RANDIE FOX <u>77</u> <input type="radio"/></p> <p>NORMA JOY <u>247</u> <input type="radio"/></p> <p>BRENNAN PEASLEE <u>350</u> <input checked="" type="radio"/></p> <p>SANDREA TALIAFERRO <input checked="" type="radio"/></p> <p><u>363</u> <input type="radio"/></p> <p><small>(Write-in)</small> <input type="radio"/></p> <p><small>(Write-in)</small> <input type="radio"/></p>
<p>SCHOOL DISTRICT CLERK For one year Vote for not more than one</p> <p>VALERIE WARD <u>873</u> <input checked="" type="radio"/></p> <p><small>(Write-in)</small> <input type="radio"/></p>		

ARTICLES

Article 2: To see if the School District will vote to approve the cost items included in the collective bargaining agreement reached between the Wakefield School District and the Wakefield Teachers' Association, which calls for the following increases in salaries and benefits at the current staffing level:

Fiscal Year	Estimated Increase
2022 - 2023	\$87,811
2023 - 2024	\$85,320
2024 - 2025	\$87,321

"and further to raise and appropriate EIGHTY-SEVEN THOUSAND SIX HUNDRED ELEVEN DOLLARS (\$87,811) for the 2022-2023 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing level?" (Majority vote required.)
Estimated Tax Impact: \$0.08

YES
NO

688
223

The Wakefield School Board recommends \$87,811 by a vote of (4-0.)
The Wakefield Budget Committee recommends \$87,811 by a vote of (10-0.)

Article 3: Shall the School District, if Article 2 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 2 cost items only? YES
NO

611
276

TURN BALLOT OVER AND CONTINUE VOTING

SAMPLE BALLOT

ARTICLES CONTINUED

Article 4: To see if the School District will vote to approve the cost items included in the collective bargaining agreement reached between the Wakefield School District and the Wakefield Paraprofessional Union, which calls for the following increases in salaries and benefits at the current staffing level:

Fiscal Year	Estimated Increase
2022 - 2023	\$32,018
2023 - 2024	\$28,156

"and further to raise and appropriate the sum of THIRTY-TWO THOUSAND EIGHTEEN DOLLARS (\$32,018) for the 2022-2023 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels?" (Majority vote required.) Estimated Tax Impact: \$0.03

YES
 NO

582
 300

The Wakefield School Board recommends \$32,018 by a vote of (4-0)
 The Wakefield Budget Committee does not recommend \$32,018 by a vote of (5-3)

Article 5: Shall the School District, if Article 4 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 4 cost items only?

YES
 NO

531
 304

Article 6: Shall the Wakefield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling TEN MILLION SEVEN HUNDRED TWENTY THOUSAND NINE HUNDRED EIGHTY-ONE DOLLARS (\$10,720,981). Should this article be defeated, the default budget shall be ELEVEN MILLION, SEVENTEEN THOUSAND, FIVE HUNDRED TWELVE DOLLARS (\$11,017,512) which is the same as last year, with certain adjustments required by previous action of the Wakefield School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only? (Majority vote required.) Estimated Tax Impact Proposed Budget: (\$0.01). Default Budget: \$0.29.

YES
 NO

656
 218

The Wakefield School Board recommends \$10,720,981 by a vote of (4-0)
 The Wakefield Budget Committee recommends \$10,720,981 by a vote of (18-0)

Article 7: To see if the School District will vote to raise and appropriate the sum of FIFTY THOUSAND DOLLARS (\$50,000) to be added to the Educationally Disabled Children Expendable Trust Fund previously established? (Majority vote required.) Estimated Tax Impact \$0.04

YES
 NO

662
 213

The Wakefield School Board recommends \$50,000 by a vote of (4-0)
 The Wakefield Budget Committee recommends \$50,000 by a vote of (10-0)

Article 8: To see if the School District will vote to raise and appropriate the sum of FORTY-FIVE THOUSAND DOLLARS (\$45,000) to be added to the Transportation Trust previously established? (Majority vote required.) Estimated Tax Impact \$0.04.

YES
 NO

606
 273

The Wakefield School Board recommends \$45,000 by a vote of (4-0)
 The Wakefield Budget Committee recommends \$45,000 by a vote of (10-0)

Article 9: To see if the School District will vote to raise and appropriate the sum of FORTY-FOUR THOUSAND DOLLARS (\$44,000) to be added to the Gym Floor Capital Reserve Account previously established? (Majority vote required.) Estimated Tax Impact \$0.04.

YES
 NO

598
 277

The Wakefield School Board recommends \$44,000 by a vote of (4-0)
 The Wakefield Budget Committee recommends \$44,000 by a vote of (10-0)

Article 10: To see if the School District will vote to raise and appropriate the sum of TWENTY-THREE THOUSAND DOLLARS (\$23,000) to be added to the Building Renovation Expendable Trust Fund previously established? (Majority vote required.) Estimated Tax Impact \$0.02

YES
 NO

608
 266

The Wakefield School Board recommends \$23,000 by a vote of (4-0)
 The Wakefield Budget Committee recommends \$23,000 by a vote of (10-0)

Article 11: To see if the School District will vote to raise and appropriate the sum of FIFTEEN THOUSAND DOLLARS (\$15,000) to be added to the Parking Lot & Sidewalk Maintenance Capital Reserve Account previously established? (Majority vote required.) Estimated Tax Impact \$0.01.

YES
 NO

603
 273

The Wakefield School Board recommends \$15,000 by a vote of (4-0)
 The Wakefield Budget Committee recommends \$15,000 by a vote of (10-0)

GO TO NEXT BALLOT AND CONTINUE VOTING

SAMPLE BALLOT

BALLOT 2 OF 2

**OFFICIAL BALLOT
ANNUAL SCHOOL ELECTION
WAKEFIELD, NEW HAMPSHIRE
MARCH 8, 2022**

Katrina J. Wood
SCHOOL DISTRICT CLERK

ARTICLES CONTINUED

Article 12: To see if the School District will vote to raise and appropriate the sum of SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) to be added to the Replacing Boilers Capital Reserve Account previously established? (Majority vote required.) Estimated Tax Impact \$0.07

YES
NO

678
217

The Wakefield School Board recommends \$75,000 by a vote of (4-0.)
The Wakefield Budget Committee recommends \$75,000 by a vote of (10-0.)

Article 13: To see if the School District will vote to establish a Judy Nason Memorial Capital Reserve Account (2) under the provisions of RSA 35:1 for the purpose of designing, constructing and maintaining a memorial bridge at Paul School and to raise and appropriate the sum of TEN THOUSAND DOLLARS (\$10,000) to be placed in this fund. Further, to name the Wakefield School Board as agents to expend from said fund. ? (Majority vote required.) Estimated Tax Impact \$0.01.

YES
NO

433
457

The Wakefield School Board recommends \$10,000 by a vote of (4-0.)
The Wakefield Budget Committee recommends \$10,000 by a vote of (9-1.)

Article 14: To see if the School District will vote to establish a Well Replacement Capital Reserve Account under the provisions of RSA 35:1 for the purpose of installing a well at the Paul School and to raise and appropriate the sum of FIFTEEN THOUSAND DOLLARS (\$15,000) to be placed in this fund. Further, to name the Wakefield School Board as agents to expend from said fund? (Majority vote required.) Estimated Tax Impact \$0.01.

YES
NO

637
253

The Wakefield School Board recommends \$15,000 by a vote of (4-0.)
The Wakefield Budget Committee recommends \$15,000 by a vote of (10-0.)

Article 15: To see if the School District will vote to establish a Maintenance Building Replacement Capital Reserve Account under the provisions of RSA 35:1 for the purpose of replacing the current maintenance buildings at Paul School and to raise and appropriate the sum of THIRTY THOUSAND DOLLARS (\$30,000) to be placed in this fund. Further, to name the Wakefield School Board as agents to expend from said fund? (Majority vote required.) Estimated Tax Impact \$0.03.

YES
NO

601
291

The Wakefield School Board recommends \$30,000 by a vote of (4-0.)
The Wakefield Budget Committee recommends \$30,000 by a vote of (11-0-1.)

YOU HAVE NOW COMPLETED VOTING THIS BALLOT

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Report of Appropriations as Voted
Wakefield Local School

(RSA 21-J:34 and RSA 198:4-a)

For the period beginning July 1, 2022 and ending June 30, 2023

Form Due Date: **20 Days after the Annual Meeting**

SCHOOL BOARD CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the school district meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
	Superintendent	
	School District Clerk	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>

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Appropriations

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
Instruction						
1100-1199	Regular Programs	02,04,06	\$5,776,160	\$2,916,615	\$0	\$2,859,545
1200-1299	Special Programs	04,06	\$2,352,513	\$2,001,513	\$0	\$351,000
1300-1399	Vocational Programs		\$0	\$0	\$0	\$0
1400-1499	Other Programs	06	\$49,927	\$49,927	\$0	\$0
1500-1599	Non-Public Programs		\$0	\$0	\$0	\$0
1600-1699	Adult/Continuing Education Programs		\$0	\$0	\$0	\$0
1700-1799	Community/Junior College Education Programs		\$0	\$0	\$0	\$0
1800-1899	Community Service Programs		\$0	\$0	\$0	\$0
Instruction Subtotal			\$8,178,600	\$4,968,055	\$0	\$3,210,545
Support Services						
2000-2199	Student Support Services	06	\$293,011	\$293,011	\$0	\$0
2200-2299	Instructional Staff Services	06	\$198,934	\$198,934	\$0	\$0
Support Services Subtotal			\$491,945	\$491,945	\$0	\$0
General Administration						
2310 (840)	School Board Contingency		\$0	\$0	\$0	\$0
2310-2319	Other School Board	06	\$46,682	\$46,682	\$0	\$0
General Administration Subtotal			\$46,682	\$46,682	\$0	\$0
Executive Administration						
2320 (310)	SAU Management Services		\$0	\$0	\$0	\$0
2320-2399	All Other Administration	06	\$237,696	\$237,696	\$0	\$0
2400-2499	School Administration Service	06	\$375,541	\$375,541	\$0	\$0
2500-2599	Business	06	\$173,339	\$173,339	\$0	\$0
2600-2699	Plant Operations and Maintenance	06	\$629,664	\$629,664	\$0	\$0
2700-2799	Student Transportation	06	\$560,215	\$560,215	\$0	\$0
2800-2999	Support Service, Central and Other	06	\$146,928	\$146,928	\$0	\$0
Executive Administration Subtotal			\$2,123,383	\$2,123,383	\$0	\$0
Non-Instructional Services						
3100	Food Service Operations		\$0	\$0	\$0	\$0
3200	Enterprise Operations		\$0	\$0	\$0	\$0
Non-Instructional Services Subtotal			\$0	\$0	\$0	\$0

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Appropriations

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
Facilities Acquisition and Construction						
4100	Site Acquisition		\$0	\$0	\$0	\$0
4200	Site Improvement		\$0	\$0	\$0	\$0
4300	Architectural/Engineering		\$0	\$0	\$0	\$0
4400	Educational Specification Development		\$0	\$0	\$0	\$0
4500	Building Acquisition/Construction		\$0	\$0	\$0	\$0
4600	Building Improvement Services		\$0	\$0	\$0	\$0
4900	Other Facilities Acquisition and Construction		\$0	\$0	\$0	\$0
Facilities Acquisition and Construction Subtotal			\$0	\$0	\$0	\$0
Other Outlays						
5110	Debt Service - Principal		\$0	\$0	\$0	\$0
5120	Debt Service - Interest		\$0	\$0	\$0	\$0
Other Outlays Subtotal			\$0	\$0	\$0	\$0
Fund Transfers						
5220-5221	To Food Service		\$0	\$0	\$0	\$0
5222-5229	To Other Special Revenue		\$0	\$0	\$0	\$0
5230-5239	To Capital Projects		\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund	07,09,11 ,12,15	\$214,000	\$0	\$0	\$0
5252	To Expendable Trusts/Fiduciary Funds	08,10,14	\$83,000	\$0	\$0	\$0
5253	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0
5254	To Agency Funds		\$0	\$0	\$0	\$0
5300-5399	Intergovernmental Agency Allocation		\$0	\$0	\$0	\$0
9990	Supplemental Appropriation		\$0	\$0	\$0	\$0
9992	Deficit Appropriation		\$0	\$0	\$0	\$0
Fund Transfers Subtotal			\$297,000	\$0	\$0	\$0
Total Voted Appropriations			\$11,137,610	\$7,630,065	\$0	\$3,210,545

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Supplementary Information

Description	Function	Object	Elementary	Middle/Jr.	High	Total
Tuition to NH LEA's	All	561	\$0	\$0	\$120,000	\$120,000
Other Tuition	All	562-569	\$49,201	\$0	\$230,000	\$279,201
Land & Improvements	All*	710				\$0
Buildings	All*	720				\$0
Additional Equipment	All*	730	\$0	\$0	\$0	\$0
Summer School	1430		\$4	\$0	\$0	\$4

* includes all functions except 4100

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GENERAL FUND

Raise and Appropriate	\$3,215,834.20	
Interest	\$588.99	
Other Income	\$8,866.11	
Adequacy Education	\$1,289,583.83	
State Education Tax	\$2,183,973.00	
Medicaid Reimbursement	\$7,366.10	
Transfer from Trusts	\$18,220.00	
		\$6,724,432.23

FOOD SERVICES

Sales at School	\$41.50	
FFVP	\$7,998.01	
Child Nutrition-State	\$716.10	
Child Nutrition-Federal	\$158,448.76	
		\$167,204.37

GRANTS

IDEA 19-20	\$24,149.70	
IDEA Preschool 19-20	\$4,480.11	
IDEA 20-21	\$44,548.07	
Title 1 20-21	\$152,461.82	
Title 1 21-22	\$36,071.39	
Title IIA 19-20	\$13,483.50	
Title IIA 20-21	\$2,501.11	
CARES 1 (covid)	\$147,356.41	
ESSER 2 (covid)	\$62,636.73	
ESSER 3 (covid)	\$6,347.79	
Remote Learning	\$3,513.60	
Comp Ed Covid Grant	\$2,913.19	
		\$500,463.42

Total Revenue as of 3/8/22 \$7,392,100.02
Verified

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SAU 101											
Grant Reporting Update											
3/10/2022											
Project #	Project Title	Year	Last Report	Approved/Submitted Date	Project End Date	Allocation	Budgeted Amounts	Spent/Encumbered through 3/10/22	Budget Balance	Unbudgeted Allocations	Total Available
20211630	CRRSA-ESSER II	2020-2021	21-Oct	3/10/2022	9/30/2023	\$ 729,656.08	\$ 690,807.11	\$ 355,236.77	\$ 335,570.34	\$ 38,848.97	\$ 374,419.31
20211650	IDEA/Preschool	2020-2021	21-Aug	3/10/2022	9/30/2022	\$ 143,687.54	\$ 142,828.35	\$ 97,876.59	\$ 44,951.76	\$ 859.19	\$ 45,810.95
20211650	Preschool	2020-2021	21-Aug	3/10/2022	9/30/2022	\$ 7,795.34	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 5,795.34	\$ 5,795.34
20211033	Title I Part A	2020-2021	21-Aug	11/22/2021	Closed	\$ 182,006.45	\$ 182,006.45	\$ 182,006.45	\$ -	\$ -	\$ -
20211714	Title II Part A	2020-2021	21-Dec	3/10/2022	9/30/2022	\$ 25,576.31	\$ 23,668.00	\$ 11,893.50	\$ 11,774.50	\$ 1,908.31	\$ 13,682.81
20211746	Title IV A	2020-2021	22-Jan	3/10/2022	9/30/2022	\$ 14,378.08	\$ 14,100.00	\$ 8,448.00	\$ 5,652.00	\$ 278.08	\$ 5,930.08
						\$ 1,103,099.80	\$ 1,055,409.91	\$ 657,461.31	\$ 397,948.60	\$ 47,689.89	\$ 445,638.49
20220397	ARPA ESSER III	2021-2022	21-Dec	3/8/2022	9/30/2024	\$ 1,640,308.22	\$ 1,287,903.46	\$ 154,072.94	\$ 1,133,830.52	\$ 352,404.76	\$ 1,486,235.28
20220588	IDEA/Preschool	2021-2022	21-Nov	3/10/2022	9/30/2023	\$ 145,107.62	\$ 109,769.56	\$ 74,684.44	\$ 35,085.12	\$ 35,338.06	\$ 70,423.18
20220588	Preschool	2021-2022	21-Nov	3/10/2022	9/30/2023	\$ 7,822.18	\$ 6,433.50	\$ 6,433.50	\$ -	\$ 1,388.68	\$ 1,388.68
20220328	Title I Part A	2021-2022	22-Jan	3/10/2022	8/31/2022	\$ 292,650.94	\$ 239,498.82	\$ 179,617.52	\$ 59,881.30	\$ 53,152.12	\$ 113,033.42
Not Started	Title II Part A	2021-2022	None	N/A	9/30/2023	\$ 16,578.85		\$ -	\$ -	\$ 16,578.85	\$ 16,578.85
Not Started	Title IV A	2021-2022	None	N/A	9/30/2023	\$ 10,000.00		\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
						\$ 2,112,467.81	\$ 1,643,605.34	\$ 414,808.40	\$ 1,228,796.94	\$ 468,862.47	\$ 1,697,659.41

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

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Account Number / Description	Adopted Budget 7/1/2021 - 6/30/2022	Revised Budget 7/1/2021 - 6/30/2022	Current Period 3/1/2022 - 3/31/2022	Reported Period 7/1/2021 - 6/30/2022	Encumbrances 7/1/2021 - 6/30/2022	Amount Remaining 7/1/2021 - 6/30/2022
100 GENERAL FUND						
1100 REGULAR EDUCATION						
1. 100-1100-51120-1-00-00000 ELEMENTARY TEACHER SALARIE	1,657,284.00	1,657,284.00	55,341.17	923,725.09	580,848.12	152,710.79
2. 100-1100-51140-1-01-00000 SUPPORT SALARIES	64,872.00	64,872.00	1,392.11	29,883.66	19,654.09	15,334.25
3. 100-1100-51220-1-00-00000 SUBSTITUTES SALARIES	48,649.00	48,649.00	3,880.19	55,547.28	500.00	(7,398.28)
4. 100-1100-51235-1-00-00000 STUDENT TUTORING SERV - SALAR	10,000.00	10,000.00	0.00	179.55	0.00	9,820.45
5. 100-1100-51250-1-00-00000 STAFF STIPENDS/OTHER	10,000.00	10,000.00	772.00	10,697.00	17,050.00	(17,747.00)
6. 100-1100-52110-1-00-00000 TEACHERS HEALTH INSURANCE	392,414.00	392,414.00	34,823.37	263,072.65	106,536.24	22,805.11
7. 100-1100-52110-1-01-00000 SUPPORT STAFF HEALTH INS	26,338.00	26,338.00	0.00	8,737.88	8,500.00	9,100.12
8. 100-1100-52120-1-00-00000 TEACHERS DENTAL INSURANCE	18,159.00	18,159.00	1,405.22	10,839.89	4,334.87	2,984.24
9. 100-1100-52120-1-01-00000 SUPPORT DENTAL INSURANCE	1,777.00	1,777.00	57.86	511.83	173.58	1,091.59
10. 100-1100-52200-1-00-00000 TEACHERS FICA	128,311.00	128,311.00	4,311.24	71,763.65	46,553.52	9,993.83
11. 100-1100-52200-1-01-00000 SUPPORT FICA	4,962.00	4,962.00	104.56	2,458.90	2,155.72	347.38
12. 100-1100-52270-1-00-00000 OTHER - FICA	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
13. 100-1100-52310-1-00-00000 SUPPORT RETIREMENT	0.00	0.00	0.00	909.23	703.00	(1,612.23)
14. 100-1100-52310-1-01-00000 SUPPORT RETIREMENT	9,121.00	9,121.00	195.74	4,201.96	2,158.82	2,760.22
15. 100-1100-52320-1-00-00000 TEACHERS RETIREMENT	352,565.00	352,565.00	12,294.22	196,003.05	83,545.99	73,015.96
16. 100-1100-53210-1-00-00000 REGULAR ED - CONTRACTED SER	90,000.00	90,000.00	320.00	25,872.64	6,890.00	57,237.36
17. 100-1100-55610-1-00-00000 TUITION-PUBLIC	2,472,071.00	2,472,071.00	29,964.50	949,957.88	1,502,979.68	19,133.44
18. 100-1100-56100-1-00-00000 SUPPLIES	34,801.00	34,801.00	180.72	32,319.02	6,085.77	(3,603.79)
19. 100-1100-56410-1-00-00000 CURRICULUM/TEXTBOOKS	14,124.00	14,124.00	0.00	14,971.88	9,635.29	(10,483.17)
20. 100-1100-56500-1-00-00000 REG ED SOFTWARE	12,677.00	12,677.00	0.00	11,653.00	0.00	1,024.00
21. 100-1100-57330-1-00-00000 REG ED NEW FURNITURE&FIXTUR	1.00	1.00	0.00	5,668.74	0.00	(5,667.74)
22. 100-1100-58100-1-00-00000 REG ED DUES	320.00	320.00	0.00	709.00	65.00	(454.00)
TOTAL 1100 REGULAR EDUCATION	\$5,351,546.00	\$5,351,546.00	\$145,042.90	\$2,619,683.78	\$2,398,369.69	\$333,492.53
1200 SPECIAL EDUCATION						
23. 100-1200-51000-1-02-00000 STUDENT SERV DIRECTOR - SALA	85,000.00	85,000.00	3,333.33	63,333.32	26,666.68	(5,000.00)
24. 100-1200-51120-1-00-00000 SPECIAL ED TEACHER SALARIES	298,626.00	298,626.00	11,447.18	175,583.27	125,918.70	(2,875.97)
25. 100-1200-51140-1-01-00000 SPECIAL ED SUPPORT SALARIES	390,801.00	390,801.00	8,249.63	142,722.26	118,459.26	129,619.48

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2021 - 6/30/2022	Revised Budget 7/1/2021 - 6/30/2022	Current Period 3/1/2022 - 3/31/2022	Reported Period 7/1/2021 - 6/30/2022	Encumbrances 7/1/2021 - 6/30/2022	Amount Remaining 7/1/2021 - 6/30/2022
26. 100-1200-51200-1-00-00000 SUMMER SCHOOL SALARIES	15,000.00	15,000.00	0.00	11,370.00	433.50	3,196.50
27. 100-1200-51220-1-00-00000 SPECIAL ED - SUBSTITUTES	1,000.00	1,000.00	0.00	899.85	0.00	100.15
28. 100-1200-51230-1-01-00000 SPECIAL ED ABA TUTORS - SALAR	288,662.00	288,662.00	8,857.17	161,371.03	120,636.58	6,654.39
29. 100-1200-51235-1-00-00000 TUTORING SERVICES - SALARIES	11,480.00	11,480.00	210.00	7,560.00	0.00	3,920.00
30. 100-1200-51240-1-00-00000 SPED - SUBSTITUTES - SUPPORT S	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00
31. 100-1200-52100-1-00-00000 STUDENT SERV DIRECTOR - HEAL	0.00	0.00	0.00	749.93	0.00	(749.93)
32. 100-1200-52110-1-00-00000 SPECIAL ED HEALTH INSURANCE	97,896.00	97,896.00	9,676.99	71,815.70	33,070.05	(6,989.75)
33. 100-1200-52110-1-01-00000 SPECIAL ED SUPPORT HEALTH IN	184,206.00	184,206.00	9,291.86	75,301.31	28,372.46	80,532.23
34. 100-1200-52110-1-02-00000 STUDENT SERV DIRECTOR- HEAL	21,399.00	21,399.00	576.92	14,652.58	2,422.80	4,323.62
35. 100-1200-52120-0-00-00000 SPECIAL ED OTHER DENTAL	0.00	0.00	0.00	48.22	0.00	(48.22)
36. 100-1200-52120-1-00-00000 SPECIAL ED DENTAL INSURANCE	3,250.00	3,250.00	310.80	2,238.50	994.33	17.17
37. 100-1200-52120-1-01-00000 SPECIAL ED SUPPORT DENTAL	13,034.00	13,034.00	599.92	5,138.68	1,939.50	5,955.82
38. 100-1200-52120-1-02-00000 STUDENT SERV DIRECTOR - DENT	592.00	592.00	37.10	315.30	155.78	120.92
39. 100-1200-52200-1-00-00000 SPECIAL ED TEACHERS FICA	22,845.00	22,845.00	809.44	12,891.98	9,866.45	86.57
40. 100-1200-52200-1-01-00000 SPECIAL ED SUPPORT FICA	55,611.00	55,611.00	1,217.67	22,274.83	18,381.83	14,954.34
41. 100-1200-52201-1-00-00000 STUDENT SERV DIRECTOR -FICA	6,503.00	6,503.00	240.32	4,519.31	2,054.68	(70.99)
42. 100-1200-52270-0-00-00000 OTHER - FICA	0.00	0.00	0.00	0.00	33.15	(33.15)
43. 100-1200-52310-1-00-00000 SPECIAL ED SUPPORT RETIREMEN	0.00	0.00	0.00	(3,605.51)	0.00	3,605.51
44. 100-1200-52310-1-01-00000 SPECIAL ED SUPPORT RETIREMEN	95,533.00	95,533.00	2,285.34	45,150.24	24,699.60	25,683.16
45. 100-1200-52320-1-00-00000 SPECIAL ED TEACHERS RETIREME	68,547.00	68,547.00	2,450.35	37,001.26	16,843.19	14,702.55
46. 100-1200-52320-1-02-00000 STUDENT SERV DIRECTOR - RETIR	17,867.00	17,867.00	700.73	13,312.99	5,605.30	(1,051.29)
47. 100-1200-52370-1-00-00000 OTHER - RETIREMENT	0.00	0.00	0.00	0.00	1,632.51	(1,632.51)
48. 100-1200-53210-1-00-00000 SPECIAL ED CONTRACT SRVS	445,243.00	445,243.00	450.00	417,250.73	900.00	27,092.27
49. 100-1200-53210-3-00-00000 CONTRACTED SERVICES - HIGH SC	37,000.00	37,000.00	0.00	0.00	0.00	37,000.00
50. 100-1200-53220-1-00-00000 TESTING	1,500.00	1,500.00	0.00	132.00	100.00	1,268.00
51. 100-1200-53230-1-00-00000 SLC MEMBERSHIP	4,500.00	4,500.00	0.00	3,318.35	0.00	1,181.65
52. 100-1200-53240-1-00-00000 CONTRACTED SERV- PARTNER PR	180,000.00	180,000.00	20,750.00	126,824.99	71,508.34	(18,333.33)
53. 100-1200-53290-1-00-00000 MEDICAID FEES	11,000.00	11,000.00	43.48	567.75	23.59	10,408.66
54. 100-1200-55610-1-00-00000 SPECIAL ED TUITION-PUBLIC - ELF	1.00	1.00	0.00	0.00	0.00	1.00
55. 100-1200-55610-3-00-00000 SPECIAL ED TUITION-PUBLIC - HIG	125,000.00	125,000.00	0.00	39,867.19	0.00	85,132.81

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

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Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining	
	7/1/2021 - 6/30/2022	0.00	7/1/2021 - 6/30/2022	0.00	3/1/2022 - 3/31/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	
56. 100-1200-55630-3-00-00000 SPECIAL ED-TUITION-NON-PUBLI	0.00	0.00	0.00	0.00	0.00	4,473.75	45,926.25	0.00	0.00	0.00	(50,400.00)	
57. 100-1200-55640-1-00-00000 TUITION - PRIVATE - ELEMENTAR	96,000.00	96,000.00	96,000.00	0.00	0.00	107,635.34	43,169.94	0.00	0.00	0.00	(54,805.28)	
58. 100-1200-55640-3-00-00000 TUITION- PRIVATE - HIGH SCHOO	154,000.00	154,000.00	154,000.00	8,085.96	8,085.96	173,299.02	117,009.68	0.00	0.00	0.00	(136,308.70)	
59. 100-1200-55800-1-00-00000 SPECIAL ED TRAVEL	500.00	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	
60. 100-1200-56100-1-00-00000 SPECIAL ED SUPPLIES	4,500.00	4,500.00	4,500.00	635.25	635.25	1,416.96	195.28	0.00	0.00	0.00	2,887.76	
61. 100-1200-56410-1-00-00000 SPECIAL ED BOOKS	1,500.00	1,500.00	1,500.00	190.00	190.00	584.14	570.66	0.00	0.00	0.00	345.20	
62. 100-1200-56500-1-00-00000 SPED SOFTWARE	3,500.00	3,500.00	3,500.00	239.70	239.70	1,423.35	1,947.90	0.00	0.00	0.00	128.75	
63. 100-1200-57330-1-00-00000 SPED NEW EQUIPMENT	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	
64. 100-1200-57340-1-00-00000 NEW COMPUTERS	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
65. 100-1200-57390-1-00-00000 SPED - OTHER EQUIPMENT	2,500.00	2,500.00	2,500.00	0.00	0.00	1,380.00	0.00	0.00	0.00	0.00	1,120.00	
66. 100-1200-58100-1-00-00000 SPECIAL ED DUES	750.00	750.00	750.00	0.00	0.00	555.00	0.00	0.00	0.00	0.00	195.00	
TOTAL 1200 SPECIAL EDUCATION	\$2,767,347.00	\$2,767,347.00	\$2,767,347.00	\$90,689.14	\$90,689.14	\$1,743,373.62	\$819,537.99	\$0.00	\$0.00	\$0.00	\$204,435.39	
1400 CO-CURRICULUM	0.00	0.00	0.00	0.00	0.00	180.00	0.00	0.00	0.00	0.00	(180.00)	
67. 100-1400-53300-1-00-00000 CO-CURR. UMPS/REFS	0.00	0.00	0.00	0.00	0.00	180.00	0.00	0.00	0.00	0.00	(180.00)	
TOTAL 1400 CO-CURRICULUM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$(180.00)	
1410 CO-CURRICULAR ACTIVITIES	18,000.00	18,000.00	18,000.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	16,500.00	
68. 100-1410-51120-1-00-00000 CO-CURRICULAR - SALARIES	18,000.00	18,000.00	18,000.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	16,500.00	
69. 100-1410-51140-1-00-00000 SUPPORT STAFF SALARIES	4,050.00	4,050.00	4,050.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,050.00	
70. 100-1410-52200-1-00-00000 CO-CURRICULAR - FICA	1,687.00	1,687.00	1,687.00	0.00	0.00	114.75	0.00	0.00	0.00	0.00	1,572.25	
71. 100-1410-52310-1-00-00000 RETIREMENT - SUPPORT STAFF	2,804.00	2,804.00	2,804.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,804.00	
72. 100-1410-52320-1-00-00000 RETIREMENT - TEACHER	4,635.00	4,635.00	4,635.00	0.00	0.00	315.70	0.00	0.00	0.00	0.00	4,319.30	
73. 100-1410-53230-1-00-00000 CONTRACTED SERV - SPECIAL EVI	16,000.00	16,000.00	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00	
74. 100-1410-56100-1-00-00000 CO-CURRICULAR - SUPPLIES	2,190.00	2,190.00	2,190.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,190.00	
TOTAL 1410 CO-CURRICULAR ACTIVITIES	\$49,366.00	\$49,366.00	\$49,366.00	\$0.00	\$0.00	\$1,930.45	\$0.00	\$0.00	\$0.00	\$0.00	\$47,435.55	
1420 ATHLETICS	4,750.00	4,750.00	4,750.00	0.00	0.00	1,750.00	1,750.00	0.00	0.00	0.00	1,250.00	
75. 100-1420-51120-1-00-00000 ATHLETIC - SALARIES	4,750.00	4,750.00	4,750.00	0.00	0.00	1,750.00	1,750.00	0.00	0.00	0.00	1,250.00	
76. 100-1420-52200-1-00-00000 ATHLETIC - FICA	363.00	363.00	363.00	0.00	0.00	133.88	133.88	0.00	0.00	0.00	95.24	

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

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Account Number / Description	Adopted Budget 7/1/2021 - 6/30/2022	Revised Budget 7/1/2021 - 6/30/2022	Current Period 3/1/2022 - 3/31/2022	Reported Period 7/1/2021 - 6/30/2022	Encumbrances 7/1/2021 - 6/30/2022	Amount Remaining 7/1/2021 - 6/30/2022
77. 100-1420-52320-1-00-00000 RETIREMENT - TEACHER	999.00	999.00	0.00	367.85	367.85	263.30
78. 100-1420-53300-1-00-00000 ATHLETICS - UMPIRES & REFEREI	1,650.00	1,650.00	0.00	360.00	0.00	1,290.00
79. 100-1420-56100-1-00-00000 ATHLETIC - SUPPLIES	2,026.00	2,026.00	0.00	0.00	0.00	2,026.00
TOTAL 1420 ATHLETICS	\$9,788.00	\$9,788.00	\$0.00	\$2,611.73	\$2,251.73	\$4,924.54
1430 SUMMER SCHOOL						
80. 100-1430-51120-1-00-00000 SUMMER SCHOOL - SALARIES	1.00	1.00	0.00	0.00	0.00	1.00
81. 100-1430-52200-1-00-00000 SUMMER SCHOOL - FICA	1.00	1.00	0.00	0.00	0.00	1.00
82. 100-1430-52320-1-00-00000 SUMMER SCHOOL - RETIREMENT	1.00	1.00	0.00	0.00	0.00	1.00
83. 100-1430-56100-1-00-00000 SUMMER SCHOOL - SUPPLIES	1.00	1.00	0.00	0.00	0.00	1.00
TOTAL 1430 SUMMER SCHOOL	\$4.00	\$4.00	\$0.00	\$0.00	\$0.00	\$4.00
2110 TRUANT OFFICER						
84. 100-2110-51140-1-00-00000 TRUANT OFFICER SALARY	1.00	1.00	0.00	0.00	0.00	1.00
85. 100-2110-52200-1-00-00000 TRUANT OFFICER FICA	1.00	1.00	0.00	0.00	0.00	1.00
86. 100-2110-53210-1-00-00000 CONTRACTED SERVICES - SRO	1.00	1.00	0.00	0.00	0.00	1.00
TOTAL 2110 TRUANT OFFICER	\$3.00	\$3.00	\$0.00	\$0.00	\$0.00	\$3.00
2120 GUIDANCE/SOCIAL WORKER						
87. 100-2120-51120-1-00-00000 GUIDANCE/SOCIAL WORKER SALA	112,822.00	112,822.00	4,802.46	69,510.67	55,353.33	(12,042.00)
88. 100-2120-51150-1-01-00000 SUPPORT STAFF - SALARY	9,448.00	9,448.00	401.63	4,915.78	4,382.79	149.43
89. 100-2120-52110-1-00-00000 GUIDANCE/SOCIAL WORKER HEA	18,350.00	18,350.00	660.41	5,523.08	2,981.23	9,845.69
90. 100-2120-52120-1-00-00000 GUIDANCE/SOCIAL WORKER DEN	1,242.00	1,242.00	107.24	743.22	321.62	177.16
91. 100-2120-52200-1-00-00000 GUIDANCE/SOCIAL WORKER FICA	8,631.00	8,631.00	363.28	5,338.72	4,315.13	(1,022.85)
92. 100-2120-52200-1-01-00000 SUPPORT STAFF - FICA	723.00	723.00	30.72	376.07	335.28	11.65
93. 100-2120-52320-1-00-00000 GUIDANCE/SOCIAL WORKER RETI	23,715.00	23,715.00	1,009.47	14,611.16	7,066.29	2,037.55
94. 100-2120-52320-1-01-00000 SUPPORT STAFF - RETIREMENT	1,328.00	1,328.00	0.00	0.00	0.00	1,328.00
95. 100-2120-53220-1-00-00000 GUIDANCE ASSESSMENT TEST	20,016.00	20,016.00	0.00	12,112.00	0.00	7,904.00
96. 100-2120-55800-1-00-00000 GUIDANCE/SOCIAL WORKER TRA	600.00	600.00	0.00	0.00	0.00	600.00
97. 100-2120-56100-1-00-00000 GUIDANCE/SOCIAL WORKER SUPP	181.00	181.00	0.00	277.93	13.88	(110.81)

WAKEFIELD SCHOOL DISTRICT

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98. 100-2120-58100-1-00-00000 GUIDANCE/SOCIAL WORKER DUE	350.00	350.00	0.00	158.00	0.00	192.00
TOTAL 2120 GUIDANCE/SOCIAL WORKER	\$197,406.00	\$197,406.00	\$7,375.21	\$113,566.63	\$74,769.55	\$9,069.82
2130 NURSE						
99. 100-2130-51130-1-00-00000 NURSE SALARY	52,584.00	52,584.00	2,082.46	30,876.90	22,907.10	(1,200.00)
100. 100-2130-51140-1-01-00000 NURSE - SUPPORT STAFF SALAR	10,443.00	10,443.00	0.00	7,066.24	0.00	3,376.76
101. 100-2130-51150-1-00-00000 NURSE SUB SALARY	2,000.00	2,000.00	1,589.25	4,144.95	0.00	(2,144.95)
102. 100-2130-52110-1-00-00000 NURSE HEALTH INSURANCE	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
103. 100-2130-52200-1-00-00000 NURSE FICA	4,023.00	4,023.00	159.31	2,362.11	1,752.39	(91.50)
104. 100-2130-52204-1-00-00000 NURSE SUPPORT STAFF - FICA	951.00	951.00	121.57	857.61	0.00	93.39
105. 100-2130-52310-1-00-00000 NURSE SUPPORT STAFF RETIREM	0.00	0.00	0.00	88.66	0.00	(88.66)
106. 100-2130-52310-1-01-00000 NURSE RETIREMENT SUPPORT	0.00	0.00	0.00	736.86	0.00	(736.86)
107. 100-2130-52320-1-00-00000 NURSE RETIREMENT	11,053.00	11,053.00	437.73	6,490.30	3,064.11	1,498.59
108. 100-2130-56100-1-00-00000 NURSE SUPPLIES	4,900.00	4,900.00	0.00	2,922.08	1,454.90	523.02
109. 100-2130-56500-1-00-00000 NURSE SOFTWARE	780.00	780.00	0.00	780.00	0.00	0.00
TOTAL 2130 NURSE	\$88,734.00	\$88,734.00	\$4,390.32	\$56,325.71	\$29,178.50	\$3,229.79
2150 SPEECH						
110. 100-2150-56100-1-00-00000 SPEECH SUPPLIES	1.00	1.00	0.00	0.00	0.00	1.00
TOTAL 2150 SPEECH	\$1.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
2210 PROFESSIONAL DEVELOPMENT						
111. 100-2210-52400-1-00-00000 PROF.DEV. TUITION	40,000.00	40,000.00	0.00	20,519.27	3,573.00	15,907.73
112. 100-2210-53220-1-00-00000 PROF.DEV. WORKSHOPS	15,000.00	15,000.00	0.00	1,852.00	0.00	13,148.00
TOTAL 2210 PROFESSIONAL DEVELOPMENT	\$55,000.00	\$55,000.00	\$0.00	\$22,371.27	\$3,573.00	\$29,055.73
2220 LIBRARY						
113. 100-2220-51130-1-00-00000 MEDIA SPECIALIST SALARY	63,216.00	63,216.00	2,431.39	36,470.77	26,745.23	0.00
114. 100-2220-51140-1-00-00000 LIBRARY SUPPORT SALARIES	13,500.00	13,500.00	0.00	4,859.50	0.00	8,640.50
115. 100-2220-52110-1-00-00000 MEDIA SPECIALIST HEALTH INSU	21,399.00	21,399.00	2,139.89	14,931.94	6,419.67	47.39
116. 100-2220-52120-1-00-00000 MEDIA SPECIALIST DENTAL INSU	650.00	650.00	65.00	453.56	195.00	1.44

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117. 100-2220-52200-1-00-00000 MEDIA SPECIALIST FICA	4,836.00	4,836.00	168.42	2,528.08	2,063.59	244.33
118. 100-2220-52200-1-01-00000 LIBRARY SUPPORT FICA	1,033.00	1,033.00	0.00	371.77	0.00	661.23
119. 100-2220-52320-1-00-00000 MEDIA SPECIALIST RETIREMENT	13,288.00	13,288.00	511.08	7,666.21	3,577.56	2,044.23
120. 100-2220-53210-1-00-00000 CONTRACT SERVICES	450.00	450.00	0.00	0.00	0.00	450.00
121. 100-2220-54300-1-00-00000 LIBRARY REPAIRS	399.00	399.00	0.00	399.00	0.00	0.00
122. 100-2220-56100-1-00-00000 LIBRARY SUPPLIES	1,500.00	1,500.00	0.00	605.77	0.00	894.23
123. 100-2220-56410-1-00-00000 LIBRARY BOOKS & OTHER PRINT	11,800.00	11,800.00	0.00	988.35	11,373.37	(561.72)
124. 100-2220-56500-1-00-00000 LIBRARY SOFTWARE	4,226.00	4,226.00	0.00	4,485.25	120.00	(379.25)
125. 100-2220-57300-1-00-00000 LIBRARY EQUIPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
126. 100-2220-57330-1-00-00000 LIBRARY FURNITURE/FIXTURES	0.00	0.00	0.00	1,348.28	0.00	(1,348.28)
127. 100-2220-57370-1-00-00000 LIBRARY REPLACE FURN/FIXT	950.00	950.00	0.00	168.17	307.96	473.87
128. 100-2220-58100-1-00-00000 DUES & FEES	240.00	240.00	0.00	0.00	239.00	1.00
TOTAL 2220 LIBRARY	\$138,487.00	\$138,487.00	\$5,315.78	\$75,276.65	\$51,041.38	\$12,168.97
2310 SCHOOL BOARD						
129. 100-2310-51110-1-00-00000 SCHOOL BOARD SALARIES	5,500.00	5,500.00	0.00	2,750.00	2,750.00	0.00
130. 100-2310-51120-1-00-00000 SCHOOL BOARD MODERATOR	125.00	125.00	0.00	125.00	0.00	0.00
131. 100-2310-51130-1-00-00000 SCHOOL BOARD TREASURER	3,000.00	3,000.00	0.00	1,500.00	1,500.00	0.00
132. 100-2310-51150-1-00-00000 SCHOOL BOARD DISTRICT CLER	200.00	200.00	0.00	200.00	0.00	0.00
133. 100-2310-51160-1-00-00000 SCHOOL BOARD SECRETARY	5,000.00	5,000.00	333.00	3,405.06	3,267.00	(1,672.06)
134. 100-2310-52200-1-00-00000 SCHOOL BOARD FICA	1,058.00	1,058.00	25.48	610.51	600.55	(153.06)
135. 100-2310-53220-1-00-00000 SCHOOL BOARD PROF.DEV.	600.00	600.00	0.00	125.00	0.00	475.00
136. 100-2310-53800-1-00-00000 SCHOOL BOARD LEGAL SERVICE	15,000.00	15,000.00	3,809.40	9,170.90	414.60	5,414.50
137. 100-2310-55400-1-00-00000 SCHOOL BOARD ADS/NOTICES	4,000.00	4,000.00	0.00	3,597.04	0.00	402.96
138. 100-2310-55410-1-00-00000 SCHOOL BOARD - BACKGROUND	500.00	500.00	0.00	1,000.00	0.00	(500.00)
139. 100-2310-55450-1-00-00000 SCHOOL BOARD BALLOT PRINTIN	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00
140. 100-2310-55500-1-00-00000 SCHOOL BOARD DISTRICT REPOR	1,000.00	1,000.00	953.13	953.13	0.00	46.87
141. 100-2310-56100-1-00-00000 SCHOOL BOARD - SUPPLIES	500.00	500.00	0.00	208.11	0.00	291.89
142. 100-2310-58100-1-00-00000 SCHOOL BOARD DUES	4,200.00	4,200.00	0.00	3,798.20	0.00	401.80
143. 100-2310-58200-1-00-00000 SCHOOL BOARD - SCHOLARSHIP	500.00	500.00	0.00	0.00	0.00	500.00

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144. 100-2310-58900-1-00-00000 SCHOOL BOARD MISC	500.00	500.00	0.00	480.45	0.00	19.55
TOTAL 2310 SCHOOL BOARD	\$43,383.00	\$43,383.00	\$5,121.01	\$27,923.40	\$8,532.15	\$6,927.45
2320 SAU ADMINISTRATION EXPENSE						
145. 100-2320-51100-1-00-00000 SUPERINTENDENT SALARY	70,000.00	70,000.00	1,000.00	75,485.83	0.00	(5,485.83)
146. 100-2320-51150-1-00-00000 SUPPORT STAFF SALARY	43,160.00	43,160.00	1,925.00	31,711.25	20,288.75	(8,840.00)
147. 100-2320-52110-1-00-00000 HEALTH INSURANCE	7,925.00	7,925.00	965.51	10,065.80	2,010.40	(4,151.20)
148. 100-2320-52120-1-00-00000 DENTAL INS	592.00	592.00	70.36	735.83	109.39	(253.22)
149. 100-2320-52200-1-00-00000 FICA	8,657.00	8,657.00	214.38	8,083.70	1,557.04	(983.74)
150. 100-2320-52310-1-00-00000 RETIREMENT - SAU	4,972.00	4,972.00	270.66	4,458.63	3,128.31	(2,614.94)
151. 100-2320-52320-1-00-00000 RETIREMENT	0.00	0.00	210.14	840.56	0.00	(840.56)
152. 100-2320-53200-1-00-00000 CONFERENCES/COURSES	1,900.00	1,900.00	0.00	350.00	0.00	1,550.00
153. 100-2320-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
154. 100-2320-54300-1-00-00000 MAINTENANCE AGREEMENTS	2,500.00	2,500.00	0.00	4,174.31	1,150.19	(2,824.50)
155. 100-2320-54420-1-00-00000 COPIER/ LEASE	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
156. 100-2320-55400-1-00-00000 ADVERTISING	1,500.00	1,500.00	627.60	1,786.18	130.00	(416.18)
157. 100-2320-55610-1-00-00000 TUITION OTHER	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00
158. 100-2320-55800-1-00-00000 TRAVEL	500.00	500.00	15.15	59.25	15.15	425.60
159. 100-2320-56100-1-00-00000 SUPPLIES & FORMS	3,000.00	3,000.00	169.15	2,586.40	1,181.51	(767.91)
160. 100-2320-56400-1-00-00000 SOFTWARE	2,099.00	2,099.00	0.00	456.00	0.00	1,643.00
161. 100-2320-57340-1-00-00000 COMPUTER HARDWARE & NETW	200.00	200.00	0.00	0.00	0.00	200.00
162. 100-2320-58100-1-00-00000 DUES/FEES	2,000.00	2,000.00	0.00	2,079.00	0.00	(79.00)
TOTAL 2320 SAU ADMINISTRATION EXPENSE	\$156,005.00	\$156,005.00	\$5,467.95	\$145,872.74	\$29,570.74	\$(19,438.48)
2410 PRINCIPAL						
163. 100-2410-51110-1-00-00000 PRINCIPAL SALARY	85,000.00	85,000.00	3,333.33	63,333.32	26,666.68	(5,000.00)
164. 100-2410-51120-1-00-00000 ASST.PRINCIPAL SALARY	42,000.00	42,000.00	2,437.50	44,750.30	19,500.00	(22,250.30)
165. 100-2410-51130-1-01-00000 PRINC.SUPPORT SALARY	46,875.00	46,875.00	1,936.88	42,203.65	13,085.85	(8,414.50)
166. 100-2410-52110-1-00-00000 PRINCIPAL HEALTH INSURANCE	21,399.00	21,399.00	2,140.77	13,878.04	6,422.31	1,098.65
167. 100-2410-52110-1-01-00000 PRINCIPAL SUPPORT HEALTH INS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00

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168. 100-2410-52120-1-00-00000 PRINCIPAL DENTAL INSURANCE	592.00	592.00	65.00	505.68	195.00	(108.68)
169. 100-2410-52120-1-01-00000 PRINCIPAL SUPPORT DENTAL INS	592.00	592.00	0.00	0.00	0.00	592.00
170. 100-2410-52200-1-00-00000 PRINCIPAL FICA	13,301.00	13,301.00	557.68	10,999.91	4,557.43	(2,256.34)
171. 100-2410-52310-1-01-00000 SUPPORT RETIREMENT	4,387.00	4,387.00	272.36	5,432.71	4,754.51	(5,800.22)
172. 100-2410-52320-1-00-00000 PRINCIPAL RETIREMENT	23,772.00	23,772.00	1,213.03	22,719.50	9,704.24	(8,651.74)
173. 100-2410-52400-1-00-00000 PRINCIPAL TUITION	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
174. 100-2410-53220-1-00-00000 PRINCIPAL PROF.DEV.	1,300.00	1,300.00	0.00	330.00	560.00	410.00
175. 100-2410-54300-1-00-00000 PRINCIPAL REPAIRS/MAINTENAN	4,500.00	4,500.00	824.31	5,784.15	401.84	(1,685.99)
176. 100-2410-54420-1-00-00000 PRINCIPAL-COPIER/LEASE	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00
177. 100-2410-55340-1-00-00000 PRINCIPAL POSTAGE	3,170.00	3,170.00	409.59	2,332.06	1,341.85	(503.91)
178. 100-2410-55500-1-00-00000 PRINCIPAL PRINTING	600.00	600.00	0.00	0.00	0.00	600.00
179. 100-2410-55800-1-00-00000 PRINCIPAL TRAVEL	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
180. 100-2410-56100-1-00-00000 PRINCIPAL SUPPLIES	2,456.00	2,456.00	0.00	3,551.12	105.10	(1,200.22)
181. 100-2410-56500-1-00-00000 PRINCIPAL SOFTWARE	12,250.00	12,250.00	6,389.61	9,037.12	2,398.99	813.89
182. 100-2410-58100-1-00-00000 PRINCIPAL DUES	1,650.00	1,650.00	0.00	1,120.00	0.00	530.00
183. 100-2410-58900-1-00-00000 PRINCIPAL GRADUATION EXPENS	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00
TOTAL 2410 PRINCIPAL	\$277,244.00	\$277,244.00	\$19,580.06	\$225,977.56	\$89,693.80	\$(38,427.36)
2510 FISCAL SERVICES						
184. 100-2510-51100-1-00-00000 BUSINESS ADMINISTRATOR SALA	61,000.00	61,000.00	0.00	49,846.15	0.00	11,153.85
185. 100-2510-51120-1-00-00000 SUPPORT STAFF SALARY	75,582.00	75,582.00	2,240.00	39,526.50	18,713.50	17,342.00
186. 100-2510-52110-1-00-00000 HEALTH INSURANCE	10,425.00	10,425.00	624.94	6,874.34	1,874.82	1,675.84
187. 100-2510-52120-1-00-00000 DENTAL INSURANCE	1,185.00	1,185.00	48.22	828.94	144.66	211.40
188. 100-2510-52200-1-00-00000 FICA	10,449.00	10,449.00	160.91	6,510.61	1,442.04	2,496.35
189. 100-2510-52320-1-00-00000 RETIREMENT-EMPLOYEES	8,982.00	8,982.00	314.94	12,565.71	2,631.12	(6,214.83)
190. 100-2510-53200-1-00-00000 CONFERENCES/COURSES	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00
191. 100-2510-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
192. 100-2510-53900-1-00-00000 AUDITOR	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
193. 100-2510-54300-1-00-00000 MAINTENANCE AGREEMENTS	18,900.00	18,900.00	0.00	14,589.38	0.00	4,310.62
194. 100-2510-55800-1-00-00000 TRAVEL	500.00	500.00	0.00	0.00	0.00	500.00

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	7/1/2021 - 6/30/2022	1,370.00	7/1/2021 - 6/30/2022	1,370.00	3/1/2022 - 3/31/2022	0.00	7/1/2021 - 6/30/2022	1,069.70	7/1/2021 - 6/30/2022	192.14	7/1/2021 - 6/30/2022	108.16
195. 100-2510-56100-1-00-00000 SUPPLIES		1,370.00		1,370.00		0.00		1,069.70				108.16
196. 100-2510-58100-1-00-00000 DUES/FEES		1,500.00		1,500.00		0.00		580.00				920.00
TOTAL 2510 FISCAL SERVICES		\$202,193.00		\$202,193.00		\$3,389.01		\$132,391.33			\$24,998.28	\$44,803.39
2610 OPERATIONS/MAINTENANCE												
197. 100-2610-51110-1-00-00000 OP/MAINT CUSTODIAN SALARY		131,040.00		131,040.00		3,887.25		97,782.25			68,097.75	(34,840.00)
198. 100-2610-51200-1-00-00000 FACILITIES MANAGER SALARY		56,100.00		56,100.00		2,077.77		40,477.80			16,622.20	(1,000.00)
199. 100-2610-51220-1-00-00000 OP/MAINT CUSTODIAN SUBSTITU		1.00		1.00		0.00		0.00			0.00	1.00
200. 100-2610-52110-1-00-00000 OP/MAINT HEALTH INSURANCE		19,350.00		19,350.00		1,417.44		15,218.56			6,002.32	(1,870.88)
201. 100-2610-52120-1-00-00000 OP/MAINT - DENTAL INSURANCE		1,777.00		1,777.00		156.83		1,361.36			615.15	(199.51)
202. 100-2610-52200-1-00-00000 OP/MAINT FICA		14,316.00		14,316.00		446.70		10,532.23			6,624.58	(2,840.81)
203. 100-2610-52310-1-00-00000 OP/MAINT RETIREMENT		26,312.00		26,312.00		838.68		19,439.36			18,964.38	(12,091.74)
204. 100-2610-53200-1-00-00000 OP/MAINT CONTRACTED SERVI		31,189.00		31,189.00		2,423.10		30,659.91			4,388.05	(3,858.96)
205. 100-2610-54110-1-00-00000 OP/MAINT WATER		11,000.00		11,000.00		0.00		2,743.28			0.00	8,256.72
206. 100-2610-54120-1-00-00000 OP/MAINT SEWAGE		6,000.00		6,000.00		2,245.20		2,396.80			0.00	3,603.20
207. 100-2610-54210-1-00-00000 OP/MAINT RUBBISH REMOVAL		7,700.00		7,700.00		663.04		5,554.54			2,303.65	(158.19)
208. 100-2610-54220-1-00-00000 OP/MAINT SNOW REMOVAL		27,600.00		27,600.00		0.00		8,400.00			9,700.00	9,500.00
209. 100-2610-54230-1-00-00000 OP/MAINT CARE OF BLDG & MAIN		23,350.00		23,350.00		1,243.00		92,256.76			16,325.00	(85,231.76)
210. 100-2610-54240-1-00-00000 OP/MAINT CARE OF GROUNDS		20,550.00		20,550.00		0.00		5,375.00			8,625.00	6,550.00
211. 100-2610-54300-1-00-00000 OP/MAINT REPAIR BUILDINGS		18,750.00		18,750.00		462.97		13,527.74			1,759.60	3,462.66
212. 100-2610-54320-1-00-00000 MAINTENANCE - SPECIAL PROJEC		45,000.00		45,000.00		0.00		43,145.30			0.00	1,854.70
213. 100-2610-54420-1-00-00000 OP/MAINT RENTAL OF EQUIPMEN		1,400.00		1,400.00		0.00		600.00			300.00	500.00
214. 100-2610-55200-1-00-00000 OP/MAINT PROPERTY & LIABILIT		26,109.00		26,109.00		0.00		20,353.58			0.00	5,755.42
215. 100-2610-55310-1-00-00000 OP/MAINT INTERNET/PHONES		8,680.00		8,680.00		1,181.00		6,399.23			2,881.74	(600.97)
216. 100-2610-55800-1-00-00000 OP/MAINT TRAVEL		525.00		525.00		37.44		128.64			0.00	396.36
217. 100-2610-56100-1-00-00000 OP/MAINT SUPPLIES		20,200.00		20,200.00		2,098.60		14,115.37			2,922.09	3,162.54
218. 100-2610-56220-1-00-00000 OP/MAINT ELECTRICITY		57,100.00		57,100.00		6,966.76		32,075.56			29,329.63	(4,305.19)
219. 100-2610-56230-1-00-00000 OP/MAINT LP GAS		42,000.00		42,000.00		4,827.86		32,304.84			8,243.03	1,452.13
220. 100-2610-56240-1-00-00000 OP/MAINT FUEL OIL		12,000.00		12,000.00		1,956.53		5,291.74			6,708.26	0.00
221. 100-2610-57310-1-00-00000 OP/MAINT NEW EQUIPMENT		12,000.00		12,000.00		0.00		3,863.42			0.00	8,136.58

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

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Account Number / Description	Adopted Budget 7/1/2021 - 6/30/2022	Revised Budget 7/1/2021 - 6/30/2022	Current Period 3/1/2022 - 3/31/2022	Reported Period 7/1/2021 - 6/30/2022	Encumbrances 7/1/2021 - 6/30/2022	Amount Remaining 7/1/2021 - 6/30/2022
222. 100-2610-57330-1-00-00000 OP/MAINT NEW FURNITURE/FIXTI	600.00	600.00	0.00	1,536.03	116.69	(1,052.72)
223. 100-2610-58100-1-00-00000 OP/MAINT DUES/PROF DEVELOPV	800.00	800.00	75.00	75.00	0.00	725.00
TOTAL 2610 OPERATIONS/MAINTENANCE	\$621,449.00	\$621,449.00	\$33,005.17	\$505,614.30	\$210,529.12	\$(94,694.42)
2710 TRANSPORTATION						
224. 100-2710-53900-1-00-00000 TRANSP DOT PHYSICALS/TESTS	0.00	0.00	239.16	854.16	0.00	(854.16)
225. 100-2710-57370-1-00-00000 TRANSP REPLACE EQUIP	0.00	0.00	0.00	89.88	0.00	(89.88)
TOTAL 2710 TRANSPORTATION	\$0.00	\$0.00	\$239.16	\$944.04	\$0.00	\$(944.04)
2721 REGULAR STUDENT TRANSPORTATION						
226. 100-2721-51120-1-00-00000 REG TRANS - DRIVERS SALARY	232,340.00	232,340.00	8,557.04	153,064.15	67,899.35	11,376.50
227. 100-2721-51140-1-00-00000 REG TRANS - SUBSTITUTIE	6,584.00	6,584.00	0.00	0.00	0.00	6,584.00
228. 100-2721-52110-1-00-00000 REG TRANS - HEALTH INSURANC	28,775.00	28,775.00	1,499.86	8,999.16	4,631.34	15,144.50
229. 100-2721-52200-1-00-00000 REG TRANS - FICA	18,278.00	18,278.00	643.01	11,840.19	5,204.88	1,232.93
230. 100-2721-52310-1-00-00000 REG TRANS - RETIREMENT	13,495.00	13,495.00	0.00	0.00	0.00	13,495.00
231. 100-2721-53210-1-00-00000 REG TRANS - CONTRACT SERVI	8,235.00	8,235.00	603.72	8,390.43	4,180.92	(4,336.35)
232. 100-2721-53320-1-00-00000 REG TRANS - DRIVER TRAINING	5,367.00	5,367.00	0.00	2,227.50	0.00	3,139.50
233. 100-2721-53900-1-00-00000 REG TRANS - TESTING	2,743.00	2,743.00	0.00	377.52	0.00	2,365.48
234. 100-2721-54300-1-00-00000 REG TRANS - REPAIR & MAINT	70,000.00	70,000.00	2,804.41	33,354.49	3,769.34	32,876.17
235. 100-2721-54430-1-00-00000 REG TRANS - VEHICLE LEASES	18,220.00	18,220.00	0.00	0.00	0.00	18,220.00
236. 100-2721-55800-1-00-00000 REG TRANS - TRAVEL	1.00	1.00	0.00	0.00	0.00	1.00
237. 100-2721-56100-1-00-00000 REG TRANS - SUPPLIES	1,466.00	1,466.00	0.00	2,314.24	200.43	(1,048.67)
238. 100-2721-56260-1-00-00000 REG TRANS- FUEL	50,000.00	50,000.00	0.00	14,684.60	23,162.13	12,153.27
239. 100-2721-56500-1-00-00000 REG TRANS - SOFTWARE	4,535.00	4,535.00	0.00	4,319.88	0.00	215.12
240. 100-2721-57390-1-00-00000 REG TRANS - EQUIP. REPLACEMENT	7,900.00	7,900.00	0.00	0.00	0.00	7,900.00
241. 100-2721-58100-1-00-00000 REG TRANS - DUES & FEES	1,235.00	1,235.00	0.00	566.00	0.00	669.00
TOTAL 2721 REGULAR STUDENT TRANSPORTATION	\$469,174.00	\$469,174.00	\$14,108.04	\$240,138.16	\$109,048.39	\$119,987.45
2722 SPECIAL EDUCATION STUDENT TRANSPORTATION						
242. 100-2722-51100-1-00-00000 SPED TRANS - DRIVERS SALARY	53,518.00	53,518.00	0.00	0.00	0.00	53,518.00

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

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Account Number / Description	Adopted Budget 7/1/2021 - 6/30/2022	Revised Budget 7/1/2021 - 6/30/2022	Current Period 3/1/2022 - 3/31/2022	Reported Period 7/1/2021 - 6/30/2022	Encumbrances 7/1/2021 - 6/30/2022	Amount Remaining 7/1/2021 - 6/30/2022
243. 100-2722-51140-1-00-00000 SPED TRANS - SUBSTITUTE	4,953.00	4,953.00	0.00	0.00	0.00	4,953.00
244. 100-2722-52110-1-00-00000 SPED TRANS - HEALTH	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
245. 100-2722-52200-1-00-00000 SPED TRANS - FICA	4,094.00	4,094.00	0.00	0.00	0.00	4,094.00
246. 100-2722-52310-1-00-00000 SPED TRANS - RETIREMENT	753.00	753.00	0.00	0.00	0.00	753.00
247. 100-2722-53200-1-00-00000 SPED TRANS - CONTRACTED SER	110,880.00	110,880.00	262.08	125,349.58	128,961.42	(143,431.00)
TOTAL 2722 SPECIAL EDUCATION STUDENT TRANSPORTATION	\$176,198.00	\$176,198.00	\$262.08	\$125,349.58	\$128,961.42	\$(78,113.00)
2724 ATHLETICS STUDENT TRANSPORTATION						
248. 100-2724-51100-1-00-00000 ATHLETIC TRANS - SALARY	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
249. 100-2724-52200-1-00-00000 ATHLETIC TRANS - FICA	229.00	229.00	0.00	0.00	0.00	229.00
TOTAL 2724 ATHLETICS STUDENT TRANSPORTATION	\$3,229.00	\$3,229.00	\$0.00	\$0.00	\$0.00	\$3,229.00
2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATION						
250. 100-2725-51100-1-00-00000 FIELD TRIP/CO-CURR TRANS - SAI	4,300.00	4,300.00	0.00	0.00	0.00	4,300.00
251. 100-2725-52200-1-00-00000 FIELD TRIP/CO-CURR TRANS - FICA	329.00	329.00	0.00	0.00	0.00	329.00
TOTAL 2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATION	\$4,629.00	\$4,629.00	\$0.00	\$0.00	\$0.00	\$4,629.00
2820 TECHNOLOGY						
252. 100-2820-53200-1-00-00000 TECHNOLOGY CONTRACTED SER	89,895.00	89,895.00	1,355.00	57,639.10	19,067.25	13,188.65
253. 100-2820-54300-1-00-00000 TECHNOLOGY REPAIR & MAINT	10,000.00	10,000.00	6,215.00	16,445.00	3,555.00	(10,000.00)
254. 100-2820-54350-1-00-00000 TECHNOLOGY SOFTWARE MAINT	6,200.00	6,200.00	0.00	0.00	0.00	6,200.00
255. 100-2820-56100-1-00-00000 TECHNOLOGY SUPPLIES	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL 2820 TECHNOLOGY	\$108,595.00	\$108,595.00	\$7,570.00	\$74,084.10	\$22,622.25	\$11,888.65
2900 OTHER BENEFITS						
256. 100-2900-52140-1-00-00000 DISABILITY INSURANCE	10,000.00	10,000.00	627.71	5,589.58	4,410.42	0.00
257. 100-2900-52190-1-00-00000 UNEMPLOYMENT	7,738.00	7,738.00	0.00	(2,701.72)	0.00	10,439.72
258. 100-2900-52201-0-00-00000 WELLNESS INCENTIVE FICA	5,000.00	5,000.00	0.00	380.63	0.00	4,619.37
259. 100-2900-52600-1-00-00000 WORKER'S COMP	23,013.00	23,013.00	0.00	14,316.99	0.00	8,696.01
TOTAL 2900 OTHER BENEFITS	\$45,751.00	\$45,751.00	\$627.71	\$17,585.48	\$4,410.42	\$23,755.10

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

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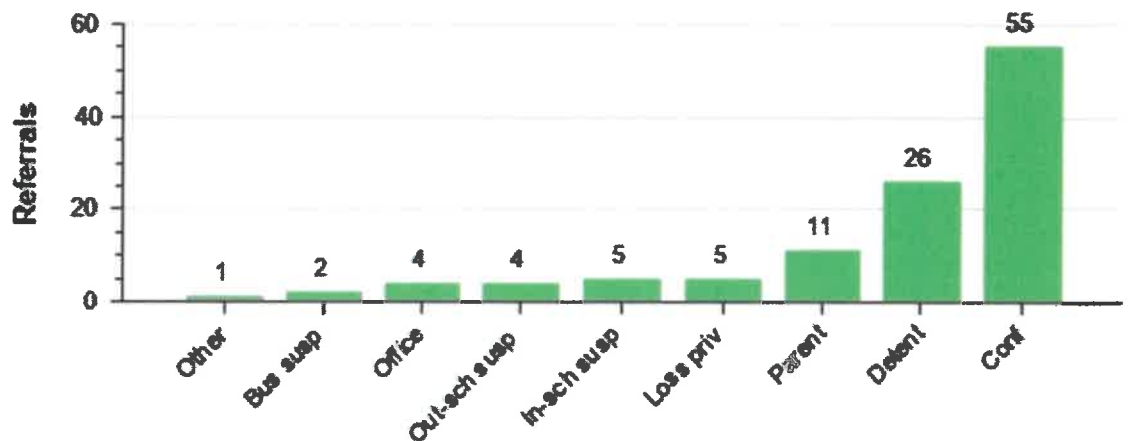
Account Number / Description	Adopted Budget 7/1/2021 - 6/30/2022	Revised Budget 7/1/2021 - 6/30/2022	Current Period 3/1/2022 - 3/31/2022	Reported Period 7/1/2021 - 6/30/2022	Encumbrances 7/1/2021 - 6/30/2022	Amount Remaining 7/1/2021 - 6/30/2022
TOTAL 100 GENERAL FUND	\$10,765,532.00	\$10,765,532.00	\$342,183.54	\$6,131,200.53	\$4,007,088.41	\$627,243.06
GRAND TOTAL	\$10,765,532.00	\$10,765,532.00	\$342,183.54	\$6,131,200.53	\$4,007,088.41	\$627,243.06

Discipline Report
February 2022

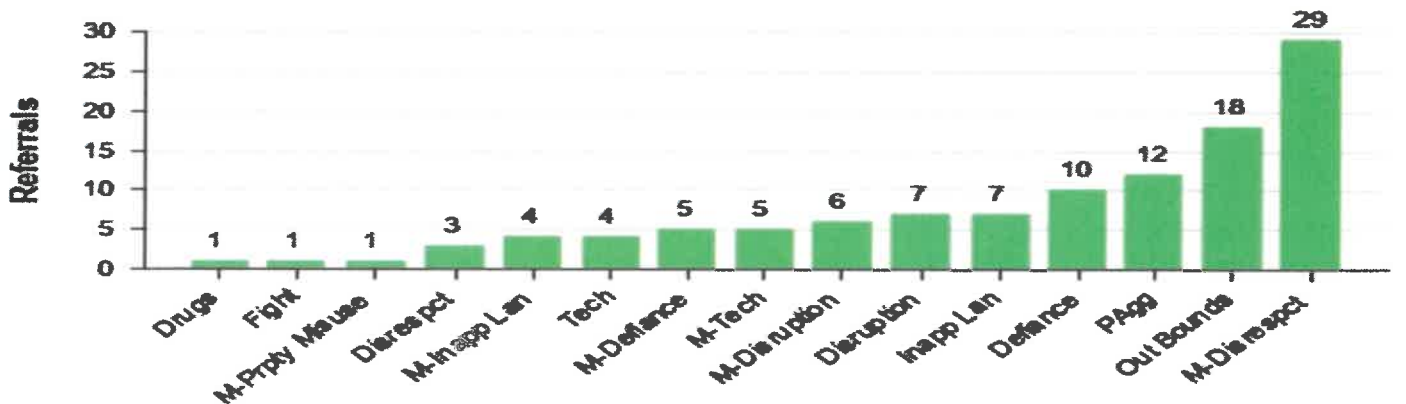
Total Referrals: 113
Repeat Offenders: 18
(Students with 2 or more referrals in February)

Referrals By Grade	
K	1
1st	8
2nd	4
3rd	1
4th	8
5th	11
6th	28
7th	34
8th	18
Total	113

Referrals by Action Taken
Drill Down



Referrals by Problem Behavior
Drill Down



Behaviors Resulting in Suspension

Suspension Type	Events	Days	Students
ISS	5	4.5	5
OSS	4	13	4
Bus Suspension	2	5	1
Expulsion	0	0	0

Respectfully Submitted by: Tracy Bemis, Assistant Principal

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

Owner: The School Board of Wakefield School District

Project: Paul School Sidewalk and Taylor Way Paving Project

Overview: Wakefield School District invites proposals for the Sidewalk and Taylor Way Paving Project at Paul School

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

Due Date: Until 2:00 p.m. local time, on the 13th day of May, the Wakefield School District will receive the original proposal as herein set forth in a sealed envelope marked "Sidewalk and Taylor Way Paving Project Wakefield School District RFQ" at the office of:

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

Attn.: Joe Williams

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

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

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

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

All bidders can set up appointments to view project between the times of 8:00am to 2:00 April 25, 26, or 27th at the Paul School. Please call Facilities Manager to setup appointment. (603-630-2089)

I. GENERAL INFORMATION

1. Wakefield School District is soliciting proposals for the reclaiming and repaving 3,320 sq. ft. of sidewalk and 18,500 sq. ft. of Taylor Way plus additions for Wakefield School District as needed for the Paul School located at 60 Taylor Way, Sanbornville, NH 03872.
2. The School District intends to enter into an agreement effective **May/June of 2022** for this project. The selection of the Bidder is conditioned upon the successful Bidder signing a contract agreeable to the School District. If the successful Bidder does not sign the contract, the School District may withdraw its offer and select another Bidder.
3. The School District prefers to maintain only one (1) contact person throughout the quoting process. Please appoint one (1) representative of your company with the responsibility for communicating with the School District on all matters relative to this Request for Quote. During this process, all communications must be channeled through the Facilities Manager to ensure proper documentation and dissemination of information.
4. **The Form of Quote and the signature page must be completed in its entirety; failure to do so may render your quote incomplete and subject to disqualification. All information available regarding this bid is contained within this RFQ.**
5. The items specified on the Attachments “A” in this RFQ are intended to provide a foundation for a contractual agreement. Your bid should include items, which, in your professional opinion, are needed for the Sidewalk and Taylor Way Paving Project Wakefield School District RFQ. Deviations from the established format may result in disqualification of Quote. Your quote must clearly indicate any deviations.

II. TERMS AND CONDITIONS

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

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

simultaneously with the School District project; on-site tour and evaluation by School District personnel; references, or any other pertinent information. The Wakefield School District also reserves the right to investigate any and all Bidders to determine the Bidder's ability to perform services under the RFQ.

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

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

III. FORM OF PROPOSAL

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

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

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

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

PROJECT NAME: Sidewalk and Taylor Way Paving

DUE DATE: May 13, 2022

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

ISSUED: MARCH 24, 2022

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

Sidewalk and Taylor Way Paving Project

Please complete the following:

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

Company Name _____

Signature _____

Printed Name _____ **Title** _____

Phone # _____ **Fax #** _____

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

Maximum price \$ _____

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

March 9, 2022

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Bidder Initials _____

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

**Sidewalk and Taylor Way Paving Project
ATTACHMENT "A"
WAKEFIELD SCHOOL DISTRICT**

NOTES:

All permits, bonds, etc. to be obtained from Contractor who was awarded bid.

Date and Project Timeline:

- Project to be started July 1, 2022 and completed by August 12, 2021

Requirements for Project:

- All work should meet conditions, means methods, and materials should comply with the NHDOT's most recent editions of **Standard Plans for Roads and Bridge Construction**.
- AASHTO specification for paving of road and sidewalks.
- Fix catch basin closes to sidewalk in front of Trane air conditioning units.
- Reclaim Taylor Way to help solidify sub base materials.
- Remove existing sidewalk.
- Install gravel as needed to achieve proper pitch.
- Grade and compact paving areas to be compliant to AASHTO specifications.
- Pave two inches base coat with a one inches finish topcoat of pavement meeting AASHTO specification.
- Repaint all areas (crosswalks, no parking, fire lane, etc.) affected from new pavement.
- The road square footage is 18,500 Taylor Way.
- Sidewalk square footage is 3,320 adjacent to Taylor Way.
- Expansion joints where and if needed.

Project Site:

- Is to remain clean and free of debris at the end of each workday.
- Summer School will be going in session from July 5, to July 28. If project takes place in this time frame, the entering of the school will be done through doors #16 . Staff will also need to enter this direction.

March 2, 2022

Dear School Board members,

After interviewing two of the three candidates that the Board recommended, the Superintendent Search Committee, by a vote of (5-3-1) decided not to bring a candidate forward for Board consideration. One of the candidates decided that he no longer wanted to be considered and withdrew his name prior to the interview process. This committee did not disband as we are charged to continue the interview process if the Board chooses to put this back out to application. I would like to thank the board for the opportunity to assist the district in this very important matter, please feel free to contact me if you have any further questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Reinert".

James Reinert

Superintendent Search Committee Chair

MASTER AGREEMENT
Between
WAKEFIELD EDUCATION ASSOCIATION
NEA-NEW HAMPSHIRE

and

THE WAKEFIELD SCHOOL BOARD

July 1, 2022
to
June 30, 2025

ARTICLE ONE
RECOGNITION

1.1 The Wakefield School Board recognizes the Wakefield Education Association, NEA -New Hampshire for purposes of collective negotiations according to RSA- 273A, as the exclusive representative of all employees of the Wakefield School District, as listed in the New Hampshire Public Employee Labor Relations Board Certification.

1.2 New Positions

If any new employee position is created during the life of this agreement and the parties cannot mutually agree on its inclusion in the bargaining unit, either party may request a clarification and determination from the New Hampshire Public Employee Labor Relations Board.

ARTICLE TWO
MANAGEMENT RIGHTS

2.1 Except as validly limited by express provisions of this agreement, the school board reserves the right to exercise management prerogatives to include, but not limited to: unilaterally determine the standards of services to be offered by it; set the standards of selection of employees; select employees; direct and assign its employees; take disciplinary action; relieve it employees from duties because of lack of work or other legitimate reasons; maintain the efficiency of governmental operation; determine the methods, means and personnel by which operations are to be considered; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise control over its organization and the facilities, methods, means and technology of performing its work. Nothing in this Article Two shall relieve management from fulfilling its obligations under RSA 273-A.

ARTICLE THREE
MAINTENANCE OF STANDARDS

3.1 Except as this agreement shall hereinafter otherwise provide, all terms, conditions of employment, and benefits in effect at the time this agreement is signed, shall continue to be so applicable during the term of this agreement. Unless otherwise provided in this agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, nor otherwise detract from any teacher benefit existing prior to its effective date.

ARTICLE FOUR
NEGOTIATIONS PROCEDURES

4.1 All collective-bargaining shall be conducted at the level of the school board.

4.2 Any agreement reached shall be reduced to writing and be signed by the board and the association. A copy of the agreement shall be filed by the board or it's designee with the New Hampshire Public Employee Labor Relations Board within 14 days of the signing. The board shall be responsible within thirty (30) days of the signing, for publication of the agreement on the District's website. Newly hired employees shall be furnished with a paper copy of the agreement at time of hire.

4.3 When members of the board and association mutually agree to hold such meetings for the purpose of negotiating beyond 11:00 PM, such members shall be excused from duty the following day without loss of pay, or benefits, (i.e., professional, sick, personal days) and provisions made for substitute relief.

4.4 It is agreed that before changing policies, practices and matters which impact upon working conditions which are within the scope of the employer's authority, proper negotiations with the association shall take place.

4.5 The board shall make maximum effort to obtain ratification of the agreement cost items from the district.

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ARTICLE FIVE
ASSOCIATION RIGHTS AND RESPONSIBILITIES

5.1 Rights and privileges granted the association shall not be granted to any other employee organization as long as they remain the certified bargaining unit.

5.2 The board and the association agree that all employees shall have full freedom of association and self-organization and shall be free from restraint, coercion, interference, discrimination or reprisals by the board or the association by reasons of membership, or non-membership in the association or participation in any of its activities or the exercise of individual rights under RSA 273-A.

5.3 Outside of normal school hours, the association and its affiliates shall have the right to use designated areas in the school building for meetings, provided that there is no interference with scheduled school activities and pre-arrange civic meetings. The use of such areas shall be arranged with the building principal in advance.

5.4 The association shall have the right to your school facilities and equipment, including typewriters, photocopying machines, and other duplicating equipment at reasonable times, when such equipment is not otherwise in use. The association shall incur the cost of duplicating materials and paper.

5.5 Designated representatives of the association shall be allowed to receive telephone calls and other communications concerning association business during duty-free time.

5.6 Representatives of the association shall be permitted to transact association business on school property so long as it is not conducted during instructional time and instructional preparation time and not in the presence of students.

5.7 The building principal shall permit placement of association material and notices in each teacher's mailbox and on teachers' room bulletin boards.

5.8 The board in the association may meet on a periodic basis for the purpose of discussing various educational matters of interest or concern to both or either party relating to the welfare of the school system.

5.9 The board shall place on the agenda of each regular board meeting as an item for consideration under "New Business", any matters brought to its consideration by the association so long as those matters or may known to the superintendent's office seventy-two (72) hours, or if circumstances warrant, seven (7) days prior to the regular meeting, in writing.

5.10 Upon written application, payroll deductions will be made for all insurances, tax sheltered annuities (less any insurance premiums contained therein), association dues, savings bonds, and the credit union. Such authorization shall be revocable by the teacher at any time upon written notice. A statement of these deductions shall be provided with each salary payment. Those required by law; i.e., withholding taxes, retirement and FICA, will automatically be deducted.

5.11 At the beginning of every school year, the association may be credited with two (2) days to be used by employees who are officers or agents of the association. Such use, with pay, to be at the discretion of the association. The administration will be notified as soon as possible, but no less than twenty-four (24) hours prior to the commencement of such leave.

5.12 Any bargaining unit member who is a member of the Association, or who has applied for membership, must sign and deliver to the SAU Office an assignment authorizing deduction of dues, assessments and contributions, as established by the association. Pursuant to such authorization, the employer shall deduct equal amounts for twenty-one (21) or twenty-six (26) pay periods beginning the first pay period in October from each paycheck beginning when authorization is received. The amounts deducted shall be properly remitted to the Wakefield Education Association. If a teacher leaves the district before full dues authorized have been deducted, the balance will be deducted from the teacher's final paycheck. Continuing members who notify the SAU by June 30 will have dues deducted beginning with the first pay period.

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ARTICLE SIX
TEACHER RIGHTS

6.1 No teacher shall be required to appear before the board or its agents concerning any matter which could adversely affect the continuation of that teacher in his/her office, position, employment, or the salary or any increments pertaining thereto, unless he/she has been given prior notice of the reason for such a meeting in advance where possible, and shall be entitled to have a representative of the association present for advice and representation during such interview. The parties agree such a right to representation shall not include conferences following observations or evaluations, unless such a conference is related to potential disciplinary action.

6.2 Due process. No teacher shall be discharged, disciplined, suspended, reduced in rank or compensation without just cause. In accordance with RSA 273-A: 4, teacher non-renewals shall be governed by RSA 189:14-a and 189:14-b. All information forming the basis for disciplinary action will be made available to the teacher and the Association. The parties agree that discipline shall be progressive and corrective. During a teacher's probationary period under RSA 189:14-a (i.e., prior to achieving "continuing contract" status), a teacher shall be exempt from the just cause provision of this Article 6.2.

6.3 No salary deduction or loss of leave shall occur when a teacher is absent as a result of being called to appear in court or other tribunal business concerning the school district.

6.4 This agreement shall be applied without regard to race, color, creed, national origin, sex, marital status, age, handicap, domicile, sexual orientation, genetic information or membership in the Wakefield Education Association or its associated activities.

6.5 A continuing contract teacher who is in danger of non-renomination due to unsatisfactory performance must receive written notice of said danger by December 1 prior to the non-renomination. The administration shall provide a written improvement plan to such a teacher by January 1 prior to non-renomination and will provide a mentor to help implement the improvement plan.

ARTICLE SEVEN
REDUCTION IN FORCE

7.1 As soon as a reduction in force is seriously contemplated, the superintendent of schools shall notify the President of the Wakefield Education Association of all of the teachers in the specific classifications, upon which it is contemplating, a position to be eliminated. For the purpose of this Article, classifications are defined as follows:

- A. Grade K-6 Classroom Teachers
- B. Grades 7-8 Classroom Teachers
- C. Integrated Arts Teachers (art, music, media specialist, physical education, health)
- D. Specialist Employees Grades PK-8 (guidance counselor, nurse, social worker)
- E. Special Education Employees (Grades PK-12)

If any new position is added to the bargaining unit during the term of this Agreement, the Association and the Board will meet to address which classification will include the new position.

7.2 In identifying which teachers to release, the school board shall consider the following factors: certification, academic preparation, staff development requirements, evaluation recommendations, highly qualified status, and disciplinary actions. All of the factors being equal, then seniority will be considered in making the final determination. Seniority is defined as the total number of years continuously employed in this bargaining unit. If said seniority also is equal, the number of years, if any, as a paraprofessional in the school district will be the tie-breaker.

7.3 The school board will accept for review any written presentation regarding the reduction in force from the association, individual teachers or the public.

7.4 The decision to implement a reduction in force shall be made at the sole discretion of the school board.

7.5 Every reasonable effort shall be made to minimize the effects of reduction in force on the current staff by absorbing as many positions as possible through attrition (retirements, resignations, and refusal to contract). If further reductions are necessary, then non-tenured staff shall be laid off if they are in the specific classifications (designated RIF assignment areas) affected by the reduction.

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7.6 Employees released shall be granted priority for re-established positions for a two-year period. Employees released shall maintain accurate and updated contact information with the SAU in the event of a recall. Failure to do so shall result in a waiver of recall rights. A previously employed teacher who returns to a teaching position within a three year period shall resume employment by the school district at not less than the step occupied when the teaching position previously held was terminated.

7.7 Any transfer, assignments, or reassignments resulting from or involved with a reduction in staff will be made at the sole discretion of the superintendent of schools. In the event of a change of assignment or transfer as a result of the reduction in force, the teacher involved will be notified of such change.

7.8 This reduction in force procedure is the only procedure that may be used in a reduction in force. No other personnel action, other than a reduction in force, may be considered under this Article.

7.9 If a grant-funded position is filled by a candidate who is not a current employee, then the district may layoff the employee if the grant expires. If a grant funded position is filled by a candidate who was employed by the district prior to taking the grant funded position, the layoff will be considered to be from the position which the employee last held. For instance, if a K-8 teacher were hired to a Title I position and the Title I grant expired, a K-8 RIF would be executed.

ARTICLE 8
STUDENT DISCIPLINE AND TEACHER PROTECTION

8.1 A teacher may, at all times, use such force as is reasonable and appropriate under the circumstances to protect him/herself, a fellow teacher, administrator, or a student, from attack, physical abuse, or injury.

8.2 The board will consider a request for reimbursement from teachers for any loss, damage, or destruction of clothing or personal property of the teacher while on duty in the school, or on a school-sponsored activity.

8.3 Any case of assault upon a teacher shall be promptly reported to the superintendent or his/her designated representative. The superintendent will arrange for legal counsel at no cost as a teacher to advise the teacher of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in conjunction with handling of the incident by law enforcement and judicial authorities.

8.4 Time lost by a teacher in conjunction with any incident mentioned in this article shall not be charged against the teacher nor shall the teacher suffer any loss in compensation or other benefits provided the teacher has used force that is reasonable and appropriate under the circumstances.

ARTICLE NINE
SCHOOL CALENDAR

9.1 The board shall establish the school calendar. The association will be provided an opportunity to review and make recommendations prior to board approval of it.

9.2 The teachers' school year will start no sooner than the Monday before Labor Day, except by mutual agreement between the Board and the Association. There will be four consecutive days of professional development before instructional days begin with at least one day for classroom set up which shall be meeting free, and the remaining for workshops and meetings scheduled by the administration. The Friday before Labor Day will be a no school day.

If the board establishes a days-based calendar, the teacher work year shall consist of up to 187 workdays, including a maximum of 180 instructional days and a minimum of 7 in-service days. One in-service day shall be for the annual teachers' instructional convention.

9.3 In the event school is closed due to inclement weather, the association agrees to make up, at a time mutually agreed upon, those days necessary to meet state minimum requirements.

9.4 The board shall schedule at least five (5) early release or a late start days to provide for one half (½) day teacher in-service training and/or parent conferences. These early release/late start days may be combined for full no-student days by mutual agreement of the district and the association.

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ARTICLE TEN
TEACHING CONDITIONS

10.1 The teacher workday shall begin twenty (20) minutes before the instructional day. On Mondays through Fridays the teacher workday shall end twenty (20) minutes after the completion of the instructional day or upon completion of professional responsibilities, whichever is later. Twenty (20) minutes after the instructional day has ended any remaining students will be dismissed to the gym barring any extenuating circumstances. Professional responsibilities shall include, but are not limited to, providing assistance to students who request help, attending department and other staff meetings, and meeting with parents and students. The administration shall consult with the professional staff with respect to the scheduling of professional responsibilities more than twenty (20) minutes after the completion of the instructional day. Each member of the bargaining unit shall be required to spend at least one hour per week beyond the instructional day providing tutoring or other help to students. "Other help" will be defined as any non-stipend activities provided during non-school hours.

10.2 The board will make every effort to schedule all teachers for five 45-minute duty-free planning periods per five-day week. On any day that a teacher is not scheduled for a planning period, the teacher will not be scheduled for a duty. No more than one planning period per week will be used for meetings. The District will pay an additional \$30 per prep period or the teacher's regular hourly rate, whichever is greater, to any teacher who misses their planning period because they were performing work at the request of a supervisor.

10.3 The board will provide, except in emergencies, a duty free uninterrupted lunch period of thirty (30) continuous minutes, or the student lunch period, whichever is greater. The District will pay an additional \$20 or the teacher's regular hourly rate, whichever is greater, to any teacher who does not receive their duty free lunch because they were performing work at the request of a supervisor.

10.4 Teachers may leave the building during their unscheduled time with prior permission of the principal, including a period before and after the instructional day as found above in Article 10.1.

10.5 All mileage costs shall be computed and reimbursed at the IRS rate then in effect. Reimbursements will be made for the following situation:

- a) Staff members who utilize their vehicles to pick up and/or transport supplies, as determined by the building principal
- b) Staff members who use their vehicles for any other school business as determined by the building principal
- c) These requests will be submitted on a monthly basis.

10.6 The school district shall operate a Joint Loss Management committee as required by the state Workers' Compensation law.

10.7 Teachers may be required to remain after the end of the regular workday, without additional compensation, no more than three (3) days per month and thirty (30) days per year for the purpose of attending faculty and/or professional meetings of all staff. Such meetings shall not exceed sixty (60) minutes in duration.

B. Except in an emergency, meetings which take place after the regular in-school workday and which require attendance shall not be called on a Friday or on the day preceding a holiday or a vacation.

C. The written notice of any meeting will be given to the teachers involved at least twenty-four (24) hours prior to the meeting. The principal shall set the agenda for faculty or professional meetings, however, teachers may suggest items for set agenda.

D. Teachers may be required to attend without additional compensation three (3) evening assignments or meetings that are required or approved by the superintendent or the superintendent's designee. Teachers will be informed of these assignments at the beginning of the school year. When there are extenuating circumstances, additional evening activities may be required or approved by the superintendent or the superintendent's designee, compensation will be either a stipend under Appendix B, or the teacher's regular hourly rate, calculated by dividing the teacher's annual salary by the number of required workdays divided by the length of the required in-building workday, which is 7 hours and 10 minutes in 2021-2022, if there is no applicable stipend under Appendix B.

ARTICLE ELEVEN
PROFESSIONAL ASSIGNMENTS AND VACANCIES

11.1 Teachers shall not be assigned outside the scope of their teaching certificate and outside their major field of study, except in case of emergency. Teachers shall be consulted and given an opportunity to provide input prior to an assignment to a different grade. No teacher shall be involuntarily transferred unless there are valid educational reasons for the transfer.

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11.2 The board shall make every effort to give teachers notice of their teaching schedules, class and/or subject assignments, and extracurricular activities for the forthcoming year no later than the close of school in June. In order to meet the needs of the district when changes in such schedules, class and/or subject assignments or building assignments become necessary, and are made during the summer months, the teachers involved shall be promptly notified when possible.

11.3 The employee's assignment including, but not limited to, grade and subject shall be listed on the employee's individual contract at the time it is offered to the employee. Co-curricular and extra duty assignments shall be covered by Memorandum of Agreement.

11.4 Every teacher will serve on at least one (1) school, district, or state committee annually. Any other assignment in addition to the normal teaching schedule outside the instructional day shall be voluntary. Routine responsibilities such as bus duty, lunch duty, special education and 504 teams, and recess duty are considered part of the instructional day.

11.5 After the issuance of contracts for the following school year, or any time that vacancies should occur, the superintendent shall post a list of such vacancies. Such notices shall contain the date of posting, a description of the position, requirements of the position, name of the person to which the application is to be returned and date by which the application is to be returned.

11.6 Teachers already employed in the district shall be granted an interview and be given full consideration for placement in the position before the position is advertised publicly. The district shall take into consideration a teacher's qualifications and performance when filling open positions. If all factors of consideration are otherwise equal, seniority shall be considered.

11.7 The board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:00 AM to report unavailability for work. Once the teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. Every effort shall be made to obtain a substitute teacher for all teachers who are absent from school, including special area teachers. Regular teachers or aides shall be used as substitute teachers only in emergencies.

During the first three weeks of school, the principal shall orient all teachers new to the district regarding evaluation procedures and instruments.

ARTICLE TWELVE **EVALUATION**

12.1 During the first three weeks of school, the principal shall orient all teachers new to the district regarding evaluation procedures and instruments.

12.2 Evaluation is an administrative function and will be conducted according to the evaluation policy adopted by the school board and the association. All monitoring and observations of the performance of a teacher shall be conducted openly for a minimum of ten (10) minutes and with full knowledge of the teacher. A conference between teacher and evaluator shall be made available within 8 hours after a classroom observation or within a reasonable time. A written report of observations will be discussed by the teacher and evaluator at this conference. Annually, observation will consist of a minimum of 80 minutes or announced or unannounced classroom observation; 40 minutes of which will occur before the 90th day of school.

12.3 Notification of Deficiencies

The administration, in recognition of the concept of progressive improvement, shall promptly notify a teacher in writing of any alleged deficiencies, indicate expected correction, and indicate a reasonable period for correction. In the event that deficiency could result in termination of employment, copies of any notice to the teacher shall be promptly forwarded to the association.

12.4 Complaints

Any complaint regarding a teacher made to any member of the administration by a parent, student or other person which may be used in any manner in evaluating a teacher, shall be promptly investigated. Any written complaints shall be available to the teacher for an opportunity to review and respond to said complaint. Any verbal complaints that the complainant is unwilling to put in writing shall not be referenced in any way in the teacher's file.

The exception to this will be verbal complaints regarding alleged immoral or criminal acts. These verbal complaints will be reduced to writing and treated as a written complaint. Any complaint that is unsubstantiated or unproven shall not be placed in a teacher's file.

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The teacher shall be given an opportunity to respond in order that he/she may rebut the complaint. The teacher shall acknowledge that he/she had the opportunity to review such complaint by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and that answer shall be reviewed by the superintendent or his/her designee and attached to all copies. Unsubstantiated complaints shall not be placed in an employee's file.

12.5 Upon reasonable notice, employees shall have the right to examine their individual personnel file. No material, which is adverse to an employee added after original employment, shall be placed in an employee's file unless the employee has had an opportunity to review the material. The employee may submit a statement regarding any material which is in the file. The employee may use the copy machine in the business office to copy contents and records as concerns the employee at no cost to the district.

12.6 Review of Personnel Files

Although the district agrees to protect the confidentiality of personal references, academic credentials and other similar documents received prior to the teacher's initial employment, it shall not establish any separate personnel file which is not available for the teacher's inspection.

12.7 Whenever material is permanently removed from a teacher's file, the teacher shall be notified.

12.8 Documents, communications and/or records dealing with the processing of a grievance or other association activity shall not be placed in an employee's file. All recommendations provided to a potential employer shall be limited to the contents of the employee's file.

ARTICLE THIRTEEN **PROFESSIONAL IMPROVEMENT**

13.1 Reimbursements for Staff Development Committee approved courses which are satisfactorily completed at accredited colleges, universities or professional training schools shall be as follows:

13.2 The school district will provide the tuition costs and fees in advance, the combination of tuition and fees will not exceed a maximum of four (4) credits per semester and a maximum of eight (8) credits per year at the current University of New Hampshire rate and in accordance with paragraph 13.1. In no event shall the District expend more than \$45,000 per year for tuition costs. Requests for such funds will be honored for courses taken July through December on a first come first served basis, up to a maximum of \$22,500. Requests for such funds will be honored for courses taken January through June with priority for employees who received no funds during July through December and then on a first come first served basis, up to a maximum of \$22,500. Pre-payment will not apply to summer courses. Teachers are required to present official grade reports showing a passing mark equivalent to a "B" or better, and a copy of a tuition receipt or canceled check to receive salary schedule credit and/or the remaining reimbursement. If a teacher fails to complete a course or earn a passing mark of "B" in a course for which advance reimbursement was received, then the amount of reimbursement will be deducted from the individual's final paycheck received for that school year. If an employee does not receive reimbursement for a Staff Development Committee approved course because the funds described above have been exhausted, the employee may request, and the District may grant reimbursement in excess of the amounts above, at the Board's discretion.

13.3 Professionals are encouraged to attend workshops and other related programs that will be beneficial to their assignments. Personnel wishing to attend such workshops or other related programs shall submit their request for attendance in writing to the principal for his/her approval or disapproval no later than one (1) week in advance of the scheduled activity. Assistance in defraying the cost of these workshops and other related programs shall include mileage reimbursement at the IRS rate, and when there is a charge, shall be as follows.

13.4 The sum of four hundred fifty dollars (\$450) will be available for each faculty member to participate in workshops, conferences or other professional development activities. Employees may request reimbursement for more than \$450 for approved workshops, conferences, or other professional development activities. If, on June 1st, the district has unencumbered funds budgeted for this line item, it will distribute those funds equitably to employees who have requested reimbursement beyond \$450, up to an additional \$450. In no event shall the District expend more than \$20,000 per year for workshops, conferences and other professional development activities.

13.5 Each staff member requesting assistance must submit this request to the building principal at least one (1) week prior to the workshop or the program taking place. The building principal will approve or disapprove the request for financial assistance.

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13.6 The board agrees that any work performed by individual teachers for various committees, as assigned by the superintendent be allowed as staff development credit hours.

13.7 Before the close of each school year, each teacher shall have access to the following information:

1. Accumulated degree-credit hours to date;
2. Accumulated staff development hours to date;
3. Date of recertification for renewal of state certificate.

ARTICLE FOURTEEN **LEAVE FOR ILLNESS OR DISABILITY**

14.1 Absence for sickness is not to be used for any other purpose or reason except that up to thirteen (13) days per school year may be used for illness within the immediate family, and up to 60 days may be used for bonding time with a child within six months of the child's birth or adoption. If a teacher begins fostering a child with the intent to adopt, the teacher may petition the board to use sick leave for the bonding time before instead of after adoption. "Immediate family" means: spouse, child, parents, grandparents, grandchildren, and parents of a spouse, or any person permanently residing in the household. If any other time is needed it must be dealt with under the other appropriate provisions of the contract.

14.2 Teacher(s) shall be provided a maximum of thirteen (13) days of sick leave per annum, cumulative to a maximum of ninety (90) days. Teachers hired prior to the 2002-03 school year, shall be retroactively vested with the sick leave days they would have accrued had such accrual procedure previously been in effect. Any such teacher, following this calculation, who is above the maximum ninety (90) days accrual level, shall retain said days but shall not be eligible to accrue additional days unless until he/she falls below the 90 day limit.

Following 90 consecutive calendar days of sickness or disability, the teachers are eligible to apply to receive benefits under the long-term disability plan. And no event shall the teacher's sick pay and disability payment be more than the teacher's salary for that year in which the disability occurred. In the succeeding year, the teacher will be paid at the disability rate.

14.3 An employee who intends to be absent from work shall notify his/her supervisor by telephone of his/her inability to report for work at the earliest practicable time. Except in unusual circumstances, employees are required to notify the administration of anticipated absences before 7:00 AM. In addition, a physician's excuse may be required in cases of absence for more than three (3) consecutive or seven (7) days of absence in a school year. If the employee is not seeing a physician, the board may require the employee to visit a physician chosen by the employee for an excuse. An employee may utilize sick leave to make up the difference between Worker's Compensation benefits and his/her salary amount on a per diem basis.

14.4 Sick Leave Bank

A. The "Sick Bank" will not accumulate more than 300 days. When the bank reaches maximum accumulation only new employees, or employees wishing to join the bank for the first time shall contribute one of his/her sick days until the bank drops under 200 days.

B Membership

1. Members must enroll each year. Wakefield School District employees who commence service with the district after October 15th may contribute one of his/her sick leave days to the sick bank within 10 school days of the commencement of said service.
2. One sick day per year out of each member's allotment is deposited into the sick bank; this day is nonrefundable.
3. An annual membership list is to be submitted to the district no later than October 15th of each school year.

C. Sick Day Withdrawals

1. Withdrawal of sick days may be given upon request after having exhausted all accrued sick leaves days, sick and personal. Members are eligible to request days after an incapacitating illness or disability the last five or more work days. It is understood that any elective medical procedures will be scheduled during vacations.
2. In all instances a statement by a licensed medical professional must accompany a request for withdrawal that must specify: the nature of the illness or incapacitating accident, the date of initial occurrence of the accident, certification that the individual is medically unable to perform his/her normal job responsibilities, the anticipated period during which the individual will be unable to perform his/her responsibilities.
3. Amount of sick days to be withdrawn will be determined by the sick bank board. Upon recommendation of the sick bank board a member may be granted up to 25 days per school year in addition to regular sick leave. Under extenuating circumstances additional days may be requested and processed as listed above.

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4. The sick bank board will consist of an association member, building principal and school nurse. The association shall appoint a member each year, representing each building by October 15th and notify each building nurse.

D. Decisions

1. All decisions and interpretations of the sick bank board are final.
2. The sick bank board shall meet within 10 working days of the receipt of a duly executed request for withdrawal. The sick bank board shall render a decision on a request for withdrawal within 10 working days of the date all documentation and information requested by the committee has been submitted.

E. Records

1. Records shall be maintained by the association and the district. In the event of discrepancies in calculation, the district record shall prevail.
2. An application form to join the sick bank will be included in the final paycheck of the school year.

14.5 Any bargaining unit member with perfect attendance for the semester or the year, defined as no sick leave or personal leave usage, exclusive of any donations me to the sick bank, will receive either a \$200 incentive bonus for perfect attendance during one semester or a \$500 incentive bonus for perfect attendance for the year, to be included with the last paycheck of the year.

**ARTICLE FIFTEEN
TEMPORARY LEAVES OF ABSENCE**

15.1 Teachers will be entitled to temporary leaves of absence from the school with full pay, each school year as follows:

15.2 Personal leave

Three (3) days of non-accumulative professional leave, with full pay, may be utilized provided the member has prior approval of the building principal or his/her designee. Denial of said shall leave shall not be arbitrary or capricious.

15.3 Personal leave

Employees will be granted up to three (3) days paid leave annually (non-cumulative) for legal, business, household, and family, which cannot be reasonably accomplished outside school hours. Said leave may not be taken to extend vacation and holiday periods without the approval of the principal.

15.4 Bereavement leave

Up to five (5) days at any one time in the event of the death of a teacher's spouse, child, sibling or parents. Teachers shall be granted up to two days in the event of a death of any other relative as listed in article 14.1. Teachers shall be granted up to one day in the event of a death outside the teacher's immediate family.

15.5 Additional days

In the event of extenuating circumstances, additional days will be considered on a special request basis and granted by the superintendent at his/her discretion

**ARTICLE SIXTEEN
EXTENDED LEAVES OF ABSENCE**

16.1 Extended Personal Leave

Employees may be entitled to one year personal leave without pay. The board shall not be arbitrary, capricious or disciplinary in the denial of such leave.

16.2 Family Illness

A leave of absence without pay or increment of up to one (1) year may be granted for the purpose of caring for a sick member of the teacher's immediate family.

16.3 General Provisions Pertaining to Leaves Under Article 16

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- A. The superintendent may, at his/her discretion and on the request of the teacher, extend any leave that has been granted to the teacher.
- B. Upon return from any leave, every effort shall be made to assign the teacher to the same position. Upon return from leave, placement on the salary schedule will be at least the same as when the employee took leave.
- C. All benefits to which a teacher was entitled at the time of leave, including accumulative sick leave, shall be restored upon return. The teacher may keep the benefits in force while on leave provided the carrier permits, by paying the cost of the benefits to the school district. This payment should be made thirty (30) days prior to the due date.
- D. Notification to the intent to take such leave shall be made to the superintendent at least thirty (30) days prior to the date on which the leave is to begin, except in cases of emergency.

16.4 Sabbatical leave

One-year sabbatical leave for further educational study shall be granted to teachers who have ten (10) years of service in the Wakefield School District. Sabbatical leave shall be granted to a maximum of one teacher per year subject to the approval and the reasonable requirements of the board and the superintendent. Any teacher granted such a sabbatical leave shall retain contract privileges and shall continue to be covered under the health, dental and long-term disability plans. The teacher shall be paid at the rate of fifty percent (50%) of the annual salary which he/she would have received during that year. Such a teacher shall agree to return for at least one year of service to the district following the sabbatical leave.

In the event a teacher becomes totally disabled while on sabbatical leave, he/she shall not be paid for school district sick leave for the period of such disability, but shall be allowed, at his/her option, to be paid the differential from 60% or up to 100% of the teachers annual contract and salary by applying the sick days accumulated prior to July 1, 1988 up to the number of such accumulated sick leave days, or the duration of the total disability, whichever is less.

16.5 Child bearing leave

A leave of absence, without pay, shall be granted to a teacher for the purpose of childbearing or child adoption. The portion of a leave taken by a teacher due to diagnosed disability resulting from pregnancy, miscarriage, or childbirth shall be charged to sick leave and the teacher shall be compensated, therefore, in accordance with federal law.

16.6 Child rearing leave

Any teacher who becomes an adoptive or natural parent shall be granted a leave of absence not to exceed one year without pay, for the purpose of rearing a child. Such leave will terminate in September of the year following the calendar year in which The leave begins.

16.7 Child bearing/rearing General provisions

Upon returning to service, the employee shall be assigned to the same or mutually agreed upon position as held prior to the beginning of the absence. Upon return from leave, placement on the salary schedule will be at least the same as when the employee took leave. Notification to the intent to take such a leave shall be made to the superintendent at least thirty (30) days prior to the date on which the leave is to begin, except in cases of emergency.

ARTICLE SEVENTEEN **GRIEVANCE PROCEDURE**

17.1 A "grievance" shall mean a complaint by a teacher, group of teachers, or the association that there has been a violation, misinterpretation, or inequitable application of any of the provisions of this contract. A grievance may not be initiated under section 17.5 more than twenty (20) days after the employee knew or should have known of the act or occurrence upon which the grievance is based.

17.2 An "aggrieved person" is the person or persons making the complaint.

17.3 The term "days" when used in this Article shall, except where otherwise indicated, mean school days; except the end of the school year when they shall be Monday through Friday, excluding holidays.

17.4 Failure at any step of this procedure by the administration or school board to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to constitute acceptance of the last decision rendered by the administration or school board.

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INITIATION AND PROCESSING

17.5 Level One - Principal

- a) Any grievant may discuss the grievance with the immediate supervisor in an attempt to resolve the matter informally at that level.
- b) If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within five (5) days, the grievance shall be set forth in writing to the principal specifying: 1) the nature of the grievance; 2) the provisions of contract policy or practice violated; and 3) the action required. The principal shall communicate a decision in writing to the grievant(s) and to the association within five (5) days of receipt of the written grievance.

17.6 Level Two - Superintendent

The grievant, no later than eight (8) days after the verified receipt of the principal's decision, may appeal that decision to the superintendent of schools. The appeal must be made in writing, including the matter submitted to the principal, as specified above, and the dissatisfaction with the decision previously rendered. The superintendent or designee shall meet with the grievant to attempt to resolve the matter, as quickly as possible, but within a period not to exceed then (10) days. The superintendent or designee shall communicate his/her decision in writing to the grievant(s) and the association within ten (10) days after the meeting.

17.7 Level Three - School Board

If the superintendent's decision does not resolve the grievance to the satisfaction of the grievant, the decision may be appealed to the school board within ten (10) days after the verified receipt of the answer in Level 2. The grievant shall have the right to appear before the board to present evidence and argument for the board's consideration. The decision of the board shall be made and transmitted in writing to the grievant no later than twenty (20) days from the time of submission of the grievance to the board.

17.8 Level Four - Binding Arbitration

- a. If the decision of the School Board does not resolve the grievance to the satisfaction of the grievant(s), or the association, and a third-party review is desired, the association may within twenty (20) days of the time from the board's decision, submit the dispute to binding arbitration pursuant to the voluntary rules of the American Arbitration Association. The arbitrator shall not have the power to add to, delete from, or modify any of the provisions of this Agreement.
- b. The decision of the arbitrator shall be binding upon both parties provided, however, that either party shall have a right to appeal such decision to the New Hampshire Superior Court under the provisions of RSA 542 as amended. It is hereby specifically agreed by the parties that this contract and grievance procedure clause are subject to the provisions of RSA 542 as amended.

17.9 A grievant may be represented at all stages of the grievance procedure by him/herself or by the association, but only the may association may appeal a grievance to arbitration.

17.10 When a teacher is not represented by the association in the processing of a grievance, the association shall at the time of submission of the grievance to the principal, or any higher level, be notified by the principal in writing that the grievance is in process. Any resolution of this grievance shall not be inconsistent with the terms of this agreement.

17.11 The board shall assure that the parties in interest and witnesses are guaranteed freedom from restraint, interference, coercion, discrimination, or reprisal with respect to the processing of a grievance.

17.12 Costs

The fees and expenses of the arbitrator will be shared by the two parties equally.

17.13 Grievances of a General Nature

Grievances of a general nature filed by the association shall be submitted to level two.

ARTICLE EIGHTEEN PROFESSIONAL COMPENSATION

18.1 The basic salaries of teachers covered by this agreement are set forth in the salary schedules in Appendix A which are attached to and incorporated in this agreement. Such salary schedules shall remain in effect during the term of this agreement.

18.2 All teachers shall be given full credit on the salary schedule set forth in Appendix A for full years teaching experience in any school district based on the years of experience column on the schedule.

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18.3 Track Changes

- a. Teachers shall notify the district in writing by October 1 if they anticipate earning a salary track change during the next school year. Track changes shall be awarded either at the beginning of the contract year or on the first day of the third academic quarter. To receive the track change, the teacher must provide evidence of the completed course work (an official or unofficial record) one (1) week prior to the first day of the contract year or one (1) week prior to the first day of the third academic quarter. If an unofficial transcript or grade report is provided, an official transcript of grade report must be provided by the teacher within thirty (30) days of submitting the unofficial transcript or grade report. If evidence of a salary track change is not provided by one (1) week prior to the first day of the third academic quarter, the teacher may receive the track change during the next school year.
- b. Teachers who earn a track change shall receive a one-time lump sum payment of \$1,000, paid as a separate check within thirty calendar days of the date that the employee's salary reflects the track change.

18.4 Employees shall be paid bi-weekly. Each employee shall have the option of salary payments prorated on the basis of 21 or 26 pay periods. Employees electing 26 pay periods shall have the choice of receiving the balance of salary in a lump sum on the last day of school in June.

18.5 Longevity

Employees shall have added to their contract each year, the following stipend for years of service to the district. Upon completion of eight (8) years of service to the district, bargaining unit members shall receive one hundred fifty (\$150) dollars for every year of experience of teaching in the district.

18.6 A teacher who completes a year of service shall be moved up one step on the salary schedule. However, upon recommendation of the superintendent and subject to approval by the school board, a teacher may be held at step because of unsatisfactory job performance.

ARTICLE NINETEEN INSURANCE BENEFITS AND PROVISIONS

19.1 The board shall make payment of insurance premiums for each employee to assure insurance coverage for the term of employment. Insurance coverage will be effective the first of the month following the starting date of employment. Insurance coverage will end at the end of the month of which an employee is released from their contract. Under continuous employment, insurance is covered for a full twelve month period.

19.2 The board shall furnish to each staff member long-term disability insurance in an amount equal to 66.7% of a teacher's salary as computed on the teacher's salary schedule, subject to the terms of the insurance policy. The district will be responsible for 100% of the long-term disability monthly premium.

19.3 The District shall offer to employees SchoolCare administered Consumer Driven Health Plan (CDHP) - Yellow Choice Fund health insurance plan or equivalent. If an employee chooses to participate in the plan, the District shall pay 82.5% of a single, two-person or family plan. The CDHP is designed to avoid/minimize the Affordable Care Act (ACA) Premium threshold.

19.4 The employee may elect to receive a \$2,000 buyback benefit in lieu of a health insurance policy as follows: The buyback benefit will be paid twice annually; half of the amount will be paid mid-year and the second half at the end of the school year. All buyback amounts will be prorated by date of service if the teacher leaves the district prior to the completion of the contract year. All employees must provide proof of insurance coverage, for the employee and others for whom the employee expects to claim a personal exemption deduction, from a non-district source that provides minimum essential coverage (other than in the individual market), if they elect to receive the buyback benefit.

19.5 The district will establish a Flexible Spending Account (FSA) accessible by debit card to allow staff to offset out of pocket healthcare costs. Employees shall be allowed to roll over monies to the extent allowable by law. The district will provide employees access to a Dependent Care Flexible Spending Account to set aside moneys for such purpose on a pretax basis to the extent allowable by law.

19.6 The school district will contribute up to \$650 per employee for the dental insurance plan. There will be no buyout option for dental insurance.

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**ARTICLE TWENTY
GENERAL PROVISIONS**

Savings Clause

20.1 If any provision of this agreement is, or shall at any time be, contrary to law or State Board of Education's Rules and Regulations, then such provisions shall not be applicable or performed or enforced, except to the extent permitted by law and substitute action shall be subject to appropriate consultation and negotiation with the association.

20.2 In the event that any provision of this agreement is, or shall be, contrary to law or the State Board of Education's Rules and Regulations, all other provisions of the agreement shall continue in effect.

20.3 Individual Contract

The individual contract between the board and individual teacher as contained in Appendix B is considered to be part of this agreement.

**ARTICLE TWENTY-ONE
DURATION**

21.1 The provisions of this agreement will be effective as of August 1, 2022 and will remain in full force and effect until June 30, 2025. The parties agree that negotiations will reopen by September 1, 2024 for the purpose of negotiating a successor agreement.

**ARTICLE TWENTY-TWO
RETIREMENT**

Full time retiring teachers covered under this agreement shall be eligible to receive, in addition to regular contracted salary, and upon completion of his/her final year of service, a one-time payment of \$9,000.

Eligibility:

22.1 Reach age 55 by his/her retirement year.

22.2 Notice of intent to retire must be in writing to the superintendent no later than November 1st of the last full year of employment. Said notice is final and binding, but may be waived, on a case-by-case basis, by the board.

22.3 Have served a minimum of fifteen (15) full time consecutive years as a teacher in the district. An approved leave shall not constitute a break in consecutive years for purposes of this Article.

22.4 Otherwise comply with the eligibility guidelines and regulations of the New Hampshire Retirement System.

Other Provisions:

1. No more than three (3) retirees per school year may receive this benefit. If more than three (3) eligible teachers apply, the teachers making the earliest written application on or before November 1st of the last full year of employment will be given preference, subject to all other provisions of this Article..

Applications will not be received prior to September 1st of the last full year of employment.

WAKEFIELD SCHOOL BOARD
(sign and date)

WAKEFIELD EDUCATION ASSOCIATION
(sign and date)

Julie A. Crowley

Sharon Bonnesie

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APPENDIX A
SALARY SCHEDULE OF THE WAKEFIELD SCHOOL DISTRICT
2022-2025 SCHOOL YEAR

2022-2023						
STEP	BA	BA15	BA 30	M	M18	M30
1	\$34,990	\$36,288	\$37,725	\$39,474	\$41,032	\$42,539
2	\$36,093	\$37,476	\$38,989	\$40,847	\$42,405	\$44,059
3	\$37,233	\$38,697	\$40,294	\$42,266	\$43,824	\$45,534
4	\$38,408	\$39,864	\$41,538	\$43,522	\$45,069	\$46,481
5	\$39,523	\$41,166	\$42,928	\$45,034	\$46,578	\$48,039
6	\$40,768	\$42,513	\$44,364	\$46,506	\$48,137	\$49,645
7	\$41,541	\$43,472	\$45,396	\$47,865	\$49,382	\$51,308
8	\$42,850	\$44,893	\$46,917	\$49,527	\$51,035	\$53,024
9	\$44,200	\$46,359	\$48,485	\$51,250	\$52,742	\$54,800
10	\$45,595	\$47,874	\$50,105	\$53,031	\$54,508	\$56,633
11	\$47,035	\$49,440	\$51,782	\$54,873	\$56,334	\$58,531
12	\$48,519	\$51,053	\$53,511	\$56,780	\$58,218	\$60,489
13	\$53,110	\$55,945	\$58,684	\$62,345	\$63,848	\$66,339
2023-24						
1	\$35,603	\$36,923	\$38,385	\$40,164	\$41,750	\$43,284
2	\$36,725	\$38,131	\$39,671	\$41,562	\$43,147	\$44,830
3	\$37,885	\$39,374	\$40,999	\$43,006	\$44,591	\$46,331
4	\$38,792	\$40,262	\$41,954	\$43,957	\$45,520	\$46,946
5	\$39,918	\$41,578	\$43,357	\$45,484	\$47,044	\$48,519
6	\$41,176	\$42,938	\$44,808	\$46,971	\$48,618	\$50,141
7	\$41,957	\$43,907	\$45,850	\$48,344	\$49,876	\$51,821
8	\$43,279	\$45,342	\$47,386	\$50,023	\$51,546	\$53,554
9	\$44,642	\$46,823	\$48,970	\$51,763	\$53,270	\$55,348
10	\$46,051	\$48,353	\$50,606	\$53,561	\$55,053	\$57,199
11	\$47,505	\$49,934	\$52,300	\$55,422	\$56,897	\$59,116
12	\$49,005	\$51,564	\$54,046	\$57,348	\$58,801	\$61,094
13	\$53,641	\$56,504	\$59,271	\$62,969	\$64,487	\$67,002
2024-25						
1	\$36,226	\$37,569	\$39,057	\$40,867	\$42,481	\$44,041
2	\$37,368	\$38,799	\$40,366	\$42,289	\$43,902	\$45,614
3	\$38,548	\$40,063	\$41,716	\$43,758	\$45,372	\$47,142
4	\$39,180	\$40,665	\$42,373	\$44,396	\$45,975	\$47,415
5	\$40,317	\$41,994	\$43,791	\$45,939	\$47,514	\$49,004
6	\$41,588	\$43,367	\$45,256	\$47,441	\$49,104	\$50,642
7	\$42,376	\$44,346	\$46,309	\$48,827	\$50,375	\$52,339
8	\$43,712	\$45,796	\$47,860	\$50,523	\$52,061	\$54,090
9	\$45,088	\$47,291	\$49,460	\$52,281	\$53,802	\$55,901
10	\$46,512	\$48,836	\$51,112	\$54,097	\$55,603	\$57,771
11	\$47,980	\$50,433	\$52,823	\$55,976	\$57,466	\$59,707
12	\$49,495	\$52,080	\$54,586	\$57,921	\$59,389	\$61,705
13	\$54,177	\$57,069	\$59,864	\$63,598	\$65,132	\$67,672

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Longevity - \$150.00 after 8 years of service for each year of completed service to the Wakefield School District

**APPENDIX B
CO-CURRICULAR STIPENDS**

The parties agree to establish a joint committee which shall include 3 members appointed by the association and a representative from, or appointed by the administration, to review stipends proposed by staff and/or administration, and make recommendations. A total stipend budget of \$18,000 is to cover the costs of stipends/hourly rate for at least 12 school clubs or extracurricular activities. Assignments will be approved by the committee and each stipend should be based on an hourly rate not to exceed \$25.00. The stipend/hourly rate positions offered, the stipend/hourly rate amounts, and the persons assigned to stipend/hourly rate positions may be recommended by the committee, by the Board will make the final decisions. Co-curricular activities will be decided upon by June of the preceding year. The Co-curricular program schedule will be determined by the first week of October in the following school year.

ADDENDUM C

The following bargaining members will advance on the salary schedule in the following manner:

Bargaining Member	2022-2023	2023-2024	2024-2025
Angela Boston	Step 9	Step 10	Step 11
Bethany Capen	Step 10	Step 11	Step 13
Melissa Catauro	Step 7	Step 9	Step 10
Julie Crowley	Step 7	Step 9	Step 10
Lisa DuBois	Step 12	Step 13	Step 13
Aaron Nason	Step 3	Step 4	Step 6
Meghan Nason	Step 11	Step 12	Step 13
Rebecca Roberts	Step 5	Step 6	Step 8

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MASTER AGREEMENT
BETWEEN

THE WAKEFIELD SCHOOL BOARD

and

THE WAKEFIELD PARAPROFESSIONALS' UNION
NEA-NH

July 1, 2022-June 30, 2024

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PREAMBLE

The Wakefield School Board (hereinafter “the School Board”) and the Wakefield Paraprofessionals’ Union/NEA-NH (hereinafter “the union”) hereby enter into the following agreement.

ARTICLE I

1.1 The Wakefield School Board recognizes the Wakefield Paraprofessionals’ Union, NEA-NH for purposes of collective negotiations according to RSA-273A, as the exclusive representative of all paraprofessionals, applied behavior analysis (ABA) tutors, licensed nurse assistants (LNAs), and speech assistants employed by the Wakefield School District.

ARTICLE II

Management Rights

2.1 The School Board, subject only to the express language of this agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the unrestricted right (a) to direct and manage all activities of the school district; (b) to direct the work of employees; (c) to hire, promote, transfer, assign and retain employees in positions within the school district, to non-renew employees, and to suspend, demote, discharge, withhold wage increases, or take any other disciplinary action against the employees; (d) to act unilaterally, including by adoption of rule or regulation, on any and all matters not excluded by RSA 273-A, provided said act, rule or regulation, does not conflict with or violate any of the expressed terms of this agreement; (e) to maintain the efficiency of government operations; (f) to relieve employees from duties because of lack of work or for other reasons; (g) to determine the methods, means of personnel by which operations are conducted;(h) to contract with companies or agencies for services to be provided by employees of those companies or agencies, including services that otherwise might be performed by bargaining unit members; and (i) to take actions as may be necessary to carry out the mission of the district in emergencies.

ARTICLE III

Dues and deductions

3.1 Upon individual written authorization by an employee who is a member of the association, the district agrees to deduct from the pay of such employees the current association dues, as certified to the district by the treasurer of the association. Said deductions shall be made each pay period in which the employee's paycheck is large enough to satisfy the deduction. The district shall forward the amount so collected to the association at least once per month. However, the district shall not deduct dues from the wages of any employee who notifies the district in writing that he/she is withdrawing a previous authorization for such deductions.

3.2 Should there be a dispute between an employee and the association over the matter of deductions, the association agrees to defend, indemnify and hold harmless the board, the district and their agents and administrators in any such dispute. This indemnification is null and void in the event the district does not comply with the terms of section 3.1 above.

3.3 Upon written application by an employee, payroll deductions shall be made for tax deferred 403(b) plan contributions.

ARTICLE IV

Negotiation Procedures

4.1 Negotiations for a successor agreement shall be conducted pursuant to NH RSA 273-A.

ARTICLE V

Union Rights and Responsibilities

5.1 Outside of normal school hours, the union and its affiliates shall have the right to use designated areas in the school building for meetings, provided that there is no interference with scheduled school activities and pre-arranged civic meetings. The use of such areas shall be arranged with the building principal in advance.

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5.2 The union shall have the right to use school facilities and equipment, including the school email system, typewriters, photocopying machines and other duplicating equipment at reasonable times, when such equipment is not otherwise in use. The union shall incur the cost of duplicating materials and paper.

5.3 Designated representatives of the union shall be allowed to receive telephone calls and other communications concerning union business during duty-free time.

5.4 Representatives of the union shall be permitted to transact union business on school property so long as it is not conducted during instructional time and instructional preparation time and not in the presence of students.

5.5 The building principal shall permit placement of union material and notices in each paraprofessional's mailbox and on teachers' room bulletin boards.

5.6 The board shall place on the agenda of each regular board meeting as an item for consideration under "New Business" any matters brought to its consideration by the union so long as those matters are made known to the superintendent's office by one week prior to the board meeting in writing.

5.7 At the beginning of every school year, the union shall be credited with two (2) paid days to be used by the employees who are officers or agents of the union. Such use to be at the discretion of the union. The administration will be notified as soon as possible, but no less than seventy-two (72) hours prior to the commencement of such leave.

ARTICLE VI

Employee Rights

6.1 No employee shall be required to appear before the board or its agents concerning any matter which could adversely affect the continuation of that employee's employment, unless he/ she has been given prior notice of the reason for such a meeting in advance where possible and shall be entitled to have a representative of the association present for advice and representation during such interview, if he/she requests. The parties agree to such right to representation shall not include conferences following observations or a valuations, unless such a conference is related to potential disciplinary action.

6.2 All information forming the basis for disciplinary actions will be made available to the employee and the union. The parties agree that discipline shall be progressive and corrective. Discipline shall normally follow this order, but discipline may be taken out of order in case of gross negligence or depending upon the severity of the infraction: oral warning, written warning, suspension without pay, and discharge.

6.3 Employees shall be subject to a one-year (1) probationary period. During the probationary period, the following shall not constitute disciplinary action or be subject to the grievance procedure: expiration of a letter of agreement, severance with two-weeks (2) notice per section 8.1, and expiration of an assignment. Beyond the one-year probationary period, dependent upon the circumstances, such actions may constitute discipline and be subject to the grievance procedure.

6.4 Subject to the language of this agreement, the decision whether to suspend or discharge an employee shall rest with the superintendent or designee.

6.5 Employees shall not be reprimanded other than in a private location unless emergency circumstances warrant immediate notice. A union representative may be present if so requested by the employee unless emergency circumstances prohibit this from occurring.

ARTICLE VII

Reduction in Force

7.1 The decision to implement a reduction in force in one or more classifications shall be made at the sole discretion of the School Board. The classifications in the bargaining unit are paraprofessionals, ABA tutors, speech assistants and LNAs. If the LNA position is eliminated, the LNA employee will be treated as a paraprofessional for purposes of reduction in force. As soon as a reduction in force is seriously contemplated, the Superintendent of Schools shall notify the President of the Union.

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7.2 In the event that the board and administration determine that it is necessary to conduct a layoff in a classification, they shall initially attempt to determine the number of possible resignations and retirements in the classification in a good faith effort to avoid potentially unnecessary layoffs.

7.3 The district will minimize the effects of the reduction in force on the current staff by absorbing as many positions in the classification as possible through arbitration (retirement, resignations, and refusal to contract).

7.4 Employees released shall be granted priority for re-established positions in the classification from which they were released for a one-year period. A previously employed employee who returns to a position within one year period shall resume employment by the school district at not less than the step occupied when the position previously held was terminated.

7.5 Probationary employees shall be laid off before non-probationary employees in the classification. If further layoffs are necessary, the district shall consider the following factors in determining who shall be laid off for the classification: qualifications, job performance, professional growth, experience in job classification, and overall effectiveness. If all such factors are equal, employee seniority (length of service for the district) shall be the determining factor. Employees laid off shall be notified in writing that the reason for the termination was a reduction in force due to one or more of the following: lack of money, decrease in student enrollment, or the decision to reduce the size of the workforce.

ARTICLE VIII

Annual Memorandum of Agreement

8.1 Subject to the issuance of IEP's, the district shall provide by June 1 of each year for continuing employees only, a memorandum of agreement to re-employ, including expected grade level placement (PreK-3, 4-6, or 7-8), expected rate of pay, expected hours of pay, expected hours per day, and expected days per year. Such memorandum of agreement will specify that the school district may end the employment of the individual holding that position by providing two weeks written notice. A memorandum of agreement for a grant-funded position also will specify that the position is contingent upon the district's receipt of grant funds.

8.2 Upon receiving a memorandum of agreement, the employee must sign and return it to the superintendent within fifteen (15) calendar days. If an employee fails to do so, he/she will be deemed to have resigned voluntarily.

8.3 Once an employee returns a letter of agreement in accordance with the terms of section 8.2 above, should a change in the expected terms of employment be contemplated by the district, the employee shall be informed prior to any change being made.

ARTICLE IX

Working Conditions

9.1 If the Board establishes a days-based school year, the work year for ABA tutors shall consist of 185 days, a maximum of 180 student days and a minimum of five inservice days, and the work year for others shall consist of 184 days, including a maximum of 180 student days and a minimum of four in-service days. For all bargaining members, the administration shall schedule two workshop days before the instructional days begin, one in October to coincide with the NEA-NH Fall Instructional Conference and one workshop day determined by the Superintendent and School Board. The Association may provide input to the Student Services Director concerning professional development for a school year by the end of the previous school year.

9.2 Subject to the needs of the district, the normal work day shall be 8 hours per day for ABA tutors and 7 hours per day for other employees, The work day shall include a one-half hour paid lunch period.

9.3 Employees shall not work beyond their regularly scheduled hours at work without specific authorization by the building principal or his/her designee.

9.3.1 The district shall provide access to a computer for employees who are required to check email or fill out forms online.

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9.3.2 Paraprofessionals may substitute for members of the professional staff at the request of an administrator or the substitute coordinator. The District will pay an additional \$50.00 per day to any Paraprofessional who fills in for a teacher for a full day. The District will pay an additional \$25.00 per day to any Paraprofessional who fills in for a teacher for half a day. The District will pay an additional \$7 per class period to any Paraprofessional who fills in for a teacher for at least half of a class period.

9.4 The school board in May, at its discretion, will adopt either a days-based school calendar or an hours-based school calendar under NH Admin.R. Ed 306.18. The board shall determine the number of student hours and days per year.

9.5 Employees shall receive the following holidays with full pay and benefits:

Thanksgiving
Christmas
New Year's Day
Martin Luther King Junior Day
Memorial Day

ARTICLE X

Assignments and Vacancies

10.1 The employee's assignment shall be listed on the employee's individual contract at the time it is offered to the employee. When changes in assignment become necessary, the employee involved shall be properly notified when possible.

10.2 Whenever a vacancy for a bargaining unit position becomes available, the superintendent or designee shall notify the union president via email and by posting a notice in the mail room in each building. Such notices shall contain the date of posting, a description of the position, work location(s), requirements of the position, name of the person to which the application is to be returned and the date by which the application is to be returned.

ARTICLE XI

Evaluation

11.1 Each employee shall be evaluated annually. Observations and evaluations shall be made by an appropriate supervisor. Teachers may provide input but may not be the sole evaluator of any employee.

11.2 Upon reasonable notice, employees shall have the right to examine their individual personnel file. No material which is adverse to an employee shall be placed in the employee's file unless the employee has had an opportunity to review the material. The employee may submit a statement regarding any material which is in the file. The employee may use the copy machine in the business office to copy contents and records as concerns the employee at no cost to the district.

The district shall not establish any separate personnel file which is not available for the employee's inspection.

11.3 Documents, communications and/or records dealing with the processing of a grievance or other union activity shall not be placed in an employee's file. All references provided to a potential employer shall be limited to the contents of the employee's file.

ARTICLE XII

Professional Development

12.1 The sum of four hundred fifty dollars (\$450) will be available for each employee to participate in workshops, attend conferences, enroll in courses, or engage in other professional development activities. The district will budget no more than \$7,000 for professional development activities under this section. If requests for reimbursement by employees who have not exhausted their \$450 exceed \$7,000, reimbursement shall occur on a first come, first served basis.

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12.2 Employees shall submit requests for financial assistance in writing to the principal for his/her approval or disapproval a minimum of two (2) weeks in advance of the program. The request will specify the name of the activity, the date(s) of participation, and the cost. If the request was submitted at least two weeks in advance of the program, the building principal or assistant principal will approve or disapprove the request for financial assistance before the program.

12.3 The board agrees that any work performed by individual employees from various committees, as a sign by the administration, shall be allowed as staff development credit hours.

12.4 Before the close of each school year, each employee shall have access to the following information from the professional development committee:

- a. Accumulated staff development hours to date;
- b. Date of recertification for renewal of state certificate.

12.5 Employees shall fulfill the requirements of the District professional development plan.

ARTICLE XIII

Leave Policies

13.1 Incentive days

The district shall grant up to thirteen (13) paid leave days per work year. For any unused days at the end of the work year, each employee shall choose either to carry over the unused days to the next work year (up to a maximum of 30 days), or to receive a per diem buy back for up to five (5) unused days, payable on the first pay day after the last day of school.

Upon retirement after 10 or more years of employment in this bargaining unit, the district will buy back accumulated unused days from a maximum of three retiring employees per year at the \$50 per day.

13.2 Bereavement leave

The district shall grant up to five (5) days of bereavement leave in the event of a death of an employee's spouse, mother or father-in-law, civil partner, child, siblings, or parents. The district shall grant up to one (1) day in the event of the death of any relative not previously listed. Additional days, paid or unpaid, may be granted solely at the discretion of the superintendent.

13.3 Jury duty

When an employee is called to jury duty, the employee shall receive full pay and benefits. It is understood that the employee shall turn over jury duty pay to the district for any days served that are also contracted workdays. At the conclusion of the employee's daily period of jury duty, he/she shall return to work if that can still occur during the workday.

13.4 Professional leave: Employees shall be granted up to two non-cumulative professional days each year to attend professional conferences or workshops related to the district's professional development plan and/or employee professional goals. Personnel wishing to attend such workshops or other related programs shall submit a request for attendance in writing to the principal no later than one week in advance of the scheduled activity, which shall not be unreasonably denied.

13.5 Unit members shall not be covered by FMLA for their first 90 workdays. After they have been employed 90 workdays, unit members employed 30 hours or more per week shall be covered by the provisions of the Family and Medical Leave Act.

13.6 Sick Leave Bank

13.6.1 The District shall establish a sick leave bank to assist employees who experience a major medical crisis and have exhausted their paid leave days. The bank shall allow employees to voluntarily donate accrued incentive days to said bank.

13.6.2 Each employee who wishes to be covered by the sick bank shall enroll between July 1 and September 30 of any school year. Enrollment is accomplished by donating in writing from one to five incentive days. The maximum number of days that may be in the bank each year equals five times the number of employees in the bargaining unit on September 30. If the bank falls below 25 days, employees enrolled in sick bank may help replenish the supply of

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days in the bank by donating in writing from one (1) to five (5) additional days, so long as it is done between July 1 and September 30, or between February 1 and February 28 of any school year. The Association shall communicate to the Superintendent in writing the names of employees contributing to the sick leave bank.

13.6.3 No employee may draw more than 25 days from the sick bank in any school year without approval from the superintendent and the sick leave committee. The criteria for an enrolled employee to apply for and use days from the sick bank are: (a) the employee's incentive days must be exhausted, (b) the employee must have undergone a major operation or a serious and prolonged illness that requires the care of a physician, (c) the employee provides documentation from a physician that he/she is unable to return to work for three or more days, and (d) the sick leave committee approves the request for sick bank leave.

13.6.4 The sick bank committee shall include two employees appointed by the Association, and the Superintendent or Superintendent's designee. Employee requests to draw days from the sick bank shall be approved or denied by the committee based on the terms of this Article and on the rules established by the committee. The committee's decisions shall not be subject to the grievance procedure.

ARTICLE XIV

Grievance Procedure

14.1 A "grievance" shall mean a complaint by a member of the bargaining unit that there has been a violation of this contract, except that the following shall be excluded from the grievance procedure: (1) any bylaw of the School Board pertaining to its internal organization, (2) any matter which, according to law, is either beyond the scope of School Board authority or is limited to unilateral action by the School Board alone, and (3) any matter which this agreement stated shall not be subject to the grievance process. A grievance may not be initiated more than fifteen (15) days after the employee knew or should have known of the act or occurrence upon which the grievance is based.

14.2 The term "days" shall mean school days during the school year. The term "days" shall mean Monday through Friday, excluding holidays, and during the summer recess. While any grievance is pending, the employee shall continue to perform all assignments and observe applicable rules.

14.3 If the administration does not respond within the time limits specified, the grievant may proceed to the next step. If the grievant does not act within the time limits specified, the last decision rendered by the district shall stand, and the parties shall consider the grievance settled.

Initiation and Processing

14.4 Level One - Principal

- a) The grievant will discuss the grievance with the principal in an attempt to resolve the matter informally
- b) The principal will present his/her decision within five (5) days. If the principal's decision does not resolve the matter to the grievant's satisfaction, a written grievance may be presented to the principal specifying: 1) what happened; 2) which practices and/or sections of the contract were violated; and 3) the remedy or solution required. The principal shall give a written decision to the grievant(s) and to the union within five (5) days after receiving the written grievance.

14.5 Level Two - Superintendent

Within five (5) days of receiving the principal's decision, the grievant may appeal that decision, in writing, to the superintendent. The appeal must include a copy of the original written grievance, the principal's response, and an explanation of why the grievant was dissatisfied with the principal's response. The superintendent shall meet with the grievant within ten (10) days. The superintendent shall give his/her written decision to the grievant(s) and the union within fifteen (15) days after the meeting.

14.6 Level Three - School Board

Within ten (10) days after receiving the superintendent's decision, the grievant may appeal that decision, in writing, to the School Board. The appeal must include a copy of the materials submitted to the superintendent, a copy of the superintendent's response, and an explanation of why the grievant was dissatisfied with the superintendent's response. The grievant may choose to appear before the board to present evidence and argument for the board's consideration. The board shall give its written decision to the grievant no longer than twenty (20) days after it receives notice of appeal.

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14.7 Level Four - Arbitration

If the decision of the School Board does not resolve the grievance to the satisfaction of the grievant(s), or the union and a third-party review is desired, the union may within fifteen (15) days after receiving the board's decision, submit a grievance to binding arbitration pursuant to the labor arbitration rules of the American Arbitration Association. The arbitrator shall have no power to add to, delete from, or modify in any way the provisions of this agreement.

14.8 A grievant may be represented at all stages of the grievance procedure by him/herself or by the union, but only the union may appeal a grievance to arbitration.

14.9 Any resolution of this grievance shall be consistent with the terms of this agreement. The arbitrator should have no power to add to, delete from, or modify in any way the provision of this agreement.

14.10 The fees and expenses of the arbitrator, including per diem expenses, actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne by the losing party.

14.11 The time periods specified in this procedure may be extended by mutual written agreement of the parties.

14.12 The arbitration provisions set forth herein shall be subject to RSA 542.

ARTICLE XV

Compensation

15.1 The basic wages of paraprofessionals, speech assistants, ABA tutors and LNAs covered by this agreement are set forth in Appendix A which is attached to and incorporated in this agreement

15.2 An employee who completes at least ninety days of service during a school year shall be moved up one step on the salary schedule at the beginning of the next work year if they receive a satisfactory evaluation or if they do not receive an evaluation.

15.3 Payroll

15.3.1 Subject to Section 15.3.2.5, employees will be paid in accordance with RSA 275:43, IV-a. Pay will be disbursed by whichever of two options is elected by the employee in writing prior to the first paycheck.

15.3.2.1 Option #1: the employee will be paid for the hours actually worked and any paid leave to which he/she is entitled, during each pay period.

15.3.2.2 Option #2: The employee will be paid in 21 or 26 bi-weekly installments, whichever is selected by the employee. The installments initially will be calculated from the number of work hours per day projected by the School District, multiplied by the rate of pay, then multiplied by the number of workdays projected by the School District. The installments shall be equal, except that the amount of the last installment will be adjusted based upon the number of hours actually worked (i.e. increased if the employee actually worked more hours than projected, or decreased if the employee actually worked fewer hours than projected). Adjustments for extra earnings will be paid in the cycle in which the work was done. Deductions for unpaid leave will be made from the employee's final paycheck.

15.3.2.3 An employee shall be informed in writing before choosing Option #2 that the last installment may be less than the other installments and may be for as little as a zero balance due to the employee.

15.3.2.4 If an employee does not select either Option #1 or Option #2 in writing prior to the first paycheck, employee shall be paid under Option #1.

15.3.2.5 The Board and the Association will submit to the Commissioner of Labor a joint request for approval of the equalized pay plan that is described in Sections 15.3.2 - 15.3.2.4. If the Commissioner does not approve the joint request, all employees will be paid for the hours actually worked, plus any paid leave to which they are entitled, during each pay period.

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ARTICLE XVI

Insurance Benefits and Provisions

16.1 The district shall pay 80% of the cost of a district provided HMO health insurance premium for single person coverage only. A unit member who selects the two person or family coverage shall be responsible for paying the difference between the premiums for such coverage and the district's share of the district's single person coverage under this section.

16.2 The district shall pay 100% of the cost of a single dental insurance plan, as currently provided or changed by mutual agreement of the board and the union, for each employee.

16.3 Long-term Disability Insurance
The District will offer long-term disability insurance to each employee. The full cost shall be paid by the employee.

ARTICLE XVII

General Provisions

Savings clause

17.1 If any provision of this agreement is, or shall at any time be, contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law and substitute action shall be subject to appropriate consultation and negotiation with the union.

17.2 In the event that any provision of this agreement is, or shall be, contrary to law, all other provisions of the agreement shall continue in effect.

ARTICLE XVIII

Duration

18.1 The agreement shall be in full force and effect from July 1, 2022 through June 30, 2024.

18.2 The board agrees to provide the PELRB with a copy of this agreement within fourteen (14) days of its execution in accordance with PUB 207.03 (b).

WAKEFIELD SCHOOL BOARD

WAKEFIELD PARAPROFESSIONAL UNION

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APPENDIX A

<u>2022-2023</u>	<u>Step</u>	<u>Non-Certified</u>	<u>Certified*</u>	
		<u>22-23</u>	<u>22-23</u>	<u>75 cents</u>
	1	\$12.68	\$14.94	\$15.69
	2	\$13.27	\$15.54	\$16.29
	3	\$13.43	\$16.14	\$16.89
	4	\$13.70	\$16.75	\$17.50
	5	\$13.99	\$17.34	\$18.09
	6	\$14.29	\$17.95	\$18.70
	7	\$15.30	\$18.55	\$19.30
	8	\$16.11	\$19.15	\$19.90
	9	\$16.93	\$19.75	\$20.50
	10	\$18.03	\$20.35	\$21.10

<u>2023-2024</u>	<u>Step</u>	<u>Non-Certified</u>	<u>Certified*</u>	
		<u>23-24</u>	<u>23-24</u>	<u>75 cents</u>
	1	\$12.73	\$15.00	\$15.75
	2	\$13.33	\$15.60	\$16.35
	3	\$13.49	\$16.21	\$16.96
	4	\$13.76	\$16.81	\$17.56
	5	\$14.04	\$17.41	\$18.16
	6	\$14.34	\$18.02	\$18.77
	7	\$15.36	\$18.63	\$19.38
	8	\$16.18	\$19.22	\$19.97
	9	\$17.00	\$19.83	\$20.58
	10	\$18.10	\$20.43	\$21.18

*To be paid on the "Certified" track, an employee must hold a Paraeducator II certification from the New Hampshire Department of Education, hold at least a LNA certificate from the NH Board of Allied Health Trades, or hold other credentials that justify placement on the "Certified" track as agreed by the Union and the District.

SLPAs shall be paid \$0.75/hour more than certified paraprofessionals with similar experience. ABA Tutors shall be paid \$0.75/hour more than paraprofessionals with similar experience. LNAs shall be paid \$0.50 more than a certified paraprofessional with similar experience.

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New hires shall be placed on the wage schedule at a step no higher than a currently employed employee with similar experience, except by mutual agreement. The Superintendent shall discuss with the union president step placement of new hires before an offer is made to the new hire.

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PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs, and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

Rules of Order

1. 15 minutes will be set aside for citizens to address the Board. This period may be extended by a majority vote of the Board. Speakers will be allotted three minutes per person. **There will be 2 opportunities for a public comment on the agenda. One at the beginning of the agenda, and a second public comment placed at the end of the public meeting prior to the board going into non-public.**
2. Members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Superintendent and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.
3. Consistent with RSA 91-A:3, Policy BEDB and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB. **Any incident during public comment that refers to personnel and/or students will not be tolerated as per RSA 91-A:3 and will be considered out of order.**
4. All speakers are to conduct themselves in a civil manner. Obscene libelous, defamatory, or violent statements will be considered out of order and will not be tolerated. ~~The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.~~
5. **Any comments which do not adhere to the above rules of order, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.**
6. In order to comply with the minute requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.

Legal References:

RSA 91-A:2, Meetings Open to the Public
RSA 91-A:3, Non-Public Sessions

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

Adopted by the Board:

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Wakefield School District
SAU 101

Staff New Hires				
Name	Title	Effective Date	Replacing/New	Salary
Jessie Woody	Health	-	Kim Hasting	\$34,137.00
Patrice Stevens	Para.	-	-	\$12.63/hr.

Resignations			
Name	Title	Effective Date	Salary

Retirements			
Name	Title	Effective Date	Salary

WAKEFIELD SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Patrice Stevens
Position being hired for: 7th grade paraprofessional
Existing Employee? Yes No
Replacing: _____

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

NH Certification ID # _____ Expiration Date: _____
Baccalaureate Degree from: _____
Degree _____ Year _____
Graduate Degree from: _____
Degree _____ Year _____

Hours Per Day: 7 Days Per Week: 5 Days Per Year: 189 (pro rated)

Time Card: Yes No
Collective Bargaining: WTA WPA No Affiliation

Hiring Manager Comments:
Excellent references – experience through Community Partners a big plus!

Submitted by: Anne Kehler Date: 3-10-2022

To be filled in by Superintendent

Account Number: _____

Hourly Rate: 12.63/hr Salary: Track/Step: 1/1

Signature of Superintendent: Anne L. Kehler Date: 3/10/2022

ole

FEB 24 2022

WAKEFIELD SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT 101



INTENT TO HIRE

Name of Employee: Jessie Woody
Position being hired for: Health
Existing Employee? Yes No
Replacing: Kimberly Hastings

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

NH Certification ID # 116549 Expiration Date: 6/30/22
Baccalaureate Degree from: Plymouth State University
Degree BS Physical Education Year 2019
Graduate Degree from: _____
Degree _____ Year _____

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

Hiring Manager Comments:
Jessie comes highly recommended from her Youth to Youth Program Coordinator and professors. The interview committee all felt she would be a wonderful addition to the Paul School team.
Submitted by: Kristin M. White Date: February 18, 2022

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To be filled in by Superintendent
Account Number: 100-1100-51120-1-00-00000
Hourly Rate: _____ Salary: Track/Step: 1/1 34,137.00
Signature of Superintendent: Rose L. Keble Date: 2-24-2022

March 3, 2022 Curriculum Committee Meeting Minutes

In Attendance: Jasmine Robinson, Julie Crowley, Pam Stiles, Kristen White, Mary Collins, Caitlin Gelin, Cara McNevech, Sharon Bonnevie

1. Eureka Math Update

- a. The program offers good scaffolding with solid foundational skills especially at the early grades.
- b. The new version, Eureka Squared, may be worth looking into.
- c. Zearn is a very useful supplement. Can be used effectively with small groups.
- d. After discussion, decision was made to use Eureka Math for grades K-6 starting next year.
- e. Jasmine agreed to present a general overview to the Board on April 5. Included in the presentation will be the process that was followed, including the names of the other programs that were tried/looked at.
- f. Pam will look into securing a math coach for next year to help staff with the implementation.

2. Accountability

- a. With a school-wide program in place, it will help administration hold teachers accountable for following the scope and sequence.
- b. Currently, there is little to no consistency with curriculum.
- c. <https://drive.google.com/drive/u/0/folders/0AL5aVegkuKTcUk9PVA> Questionnaire was completed by the majority of the staff.

3. RISE, March 18

- a. Jasmine will be presenting an overview to interested staff on the 18th. Thank you Jasmine!

4. We will need to start looking at literacy

- a. Plan a summer "retreat" to determine what components of literacy need to be addressed at the different grade levels.
 - i. Time could be spent on exploring different options that are available.
 - ii. Review the standards at each grade level
 - iii. Take a look at CKLA, grades K-5(?); McGraw Hill "Study Think" for grades 6-8 (enjoyable, videos, online components)
 - iv. The school does have leveled books
- b. The Literacy Retreat will be put on the April agenda

5. K-2 Report Cards

- a. Pam has been working with teachers in grades K-2 to align their report cards with standards. That task is just about complete.

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- b. Report cards now all share the same format
- c. Report cards now have grade specific standards
- d. K-2 would like to explore trimesters for the school instead of quarters.

Respectfully,
Pam Stiles
3-4-22



Webinar Registration

*Webinar 6-8pm
May 2, 2022*

Topic Annual New Board Member Orientation

Description NHSBA's annual New Board Member Orientation webinar will provide an overview of the legal framework of school district operations, with a focus on the what NH laws say about the role of the school board, the role of the superintendent, and how best practices can lead to good governance.

Cost: Free for workshop subscribers; \$30 for non-subscribers

Time May 2, 2022 06:00 PM in Eastern Time (US and Canada) *

* Required information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Address *

City *

Zip/Postal Code *



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