

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

Date: Tuesday, April 19, 2022, at 6:00pm

Facilities Committee Meeting – 5:15pm

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **PRESENTATIONS, PUBLIC HEARINGS**
 - a. Dino Scala
3. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
4. **CONSENT AGENDA**
 - a. AP Manifest - Batch # 35888, \$70,601.46 (PandaDoc); Batch # 35881, \$89,382.45 (PandaDoc); Batch # 35869, \$4,155.46 (PandaDoc); Batch # 35855, \$427.98 (PandaDoc); Batch # 35862, \$129.64 (PandaDoc)
 - b. Payroll Manifest - Batch # 35885, \$198,757.80 (PandaDoc)
 - c. April Enrollment
5. **MEETING MINUTES**
 - a. 4.5.2022 WSB Non-Public (draft)
 - b. 4.5.2022 WSB Public (draft)
 - c. 4.6.2022 WSB Workshop (draft)
6. **REPORTS**
 - a. Student Services Report
 - b. Facilities Manager Report
7. **OLD BUSINESS**
 - a. Rines Road Update
 - b. School Board Goals 2022-2023
 - c. Strategic Planning
 - d. AREA Meeting Agenda – 4.18.22, 6:00pm
8. **NEW BUSINESS**
 - a. Last Day of School, June 2022
 - b. General Assurances, FY 23
 - c. Camp Calumet – Nichole Dolaher
9. **POLICIES (indicates first or second reading)**
10. **SUB COMMITTEE UPDATES**
 - a. Transportation Committee Minutes
11. **OTHER BUSINESS**
12. **PUBLIC COMMENTS**
13. **NOMINATIONS/HIRES/RESIGNATIONS**
 - a. A. Swanson

Agenda Worksheet

14. CORRESPONDENCE

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

a. (a); (c)

16. **ADJOURNMENT:** _____ **PM**

Upcoming: The next Wakefield School Board meeting will be held Tuesday, May 3, 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 affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

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

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

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

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

91-A:3, II (k): Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

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

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 55619

Check Batch: 35888
 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
35888	21127	04/06/2022	1190	CLEAN-O-RAMA	0.00	4,199.97
	21128	04/06/2022	342	CROWELL'S TOWING & REPAIR	0.00	74.56
	21129	04/06/2022	9438	EDUCATION HEALTH SERVICES, LLC	0.00	690.00
	21130	04/06/2022	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	5,714.44
	21131	04/06/2022	8926	IRVING ENERGY	0.00	222.32
	21132	04/06/2022	8927	IRVING ENERGY-PROPANE	0.00	2,110.67
	21133	04/06/2022	9095	MAINSTAY TECHNOLOGIES	0.00	4,461.00
	21134	04/06/2022	2288	MSB CONSULTING GROUP	0.00	56.86
	21135	04/06/2022	691	ROCKINGHAM ELECTRIC SUPPLY	0.00	191.25
	21136	04/06/2022	9530	SOLIANI	0.00	11,942.50
	21137	04/06/2022	1119	STAPLES CREDIT PLAN	0.00	16.07
	21138	04/06/2022	762	STAFFORD LEARNING CENTER	0.00	39,880.72
	21139	04/06/2022	9312	THE NEW ENGLAND CENTER FOR CHILDREN	0.00	239.70
	21140	04/06/2022	9293	UNION LEADER	0.00	746.40
	21141	04/06/2022	1944	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	55.00
Totals:					0.00	\$70,601.46

3

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

Mary Collins
Mary Collins, School Board Chairman

Sheena Robbins, School Board Vice Chairman

Caitlin Gelinas
Caitlin Gelinas, School Board Member

Brennan Peaslee
Brennan Peaslee, School Board Member

Sandrea Taliaferro
Sandrea Taliaferro, School Board Member

Pamela Stiles
Pamela Stiles, Superintendent

5

15 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 55605

Check Batch: 35881
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 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
35881	21095	04/01/2022	1250	ACADEMIC THERAPY PUBLICATIONS	0.00	148.50
	21096	04/01/2022	9358	ALWARD, KIMBERLY	0.00	374.40
	21097	04/01/2022	2957	BENEFIT STRATEGIES, LLC	0.00	780.69
	21098	04/01/2022	9487	BINX HEALTH, INC	0.00	200.00
	21099	04/01/2022	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	627.71
	21100	04/01/2022	9503	C&S COMMERCIAL FOOD EQUIPMENT SERVICES,	0.00	241.10
	21101	04/01/2022	9491	COLLINS, MARY	0.00	572.73
	21102	04/01/2022	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	55.24
	21103	04/01/2022	8940	DRUMMOND WOODSUM, ATTORNEYS AT LAW	0.00	7,822.90
	21104	04/01/2022	585	HEALTH TRUST	0.00	4,815.90
	21105	04/01/2022	9477	HOWARD SYSTEMS	0.00	20,163.20
	21106	04/01/2022	8926	IRVING ENERGY	0.00	1,189.48
	21107	04/01/2022	8927	IRVING ENERGY-PROPANE	0.00	3,848.53
	21108	04/01/2022	9047	JW PEPPER & Son, Inc.	0.00	521.50
	21109	04/01/2022	9112	LISA WUNDERLICH	0.00	112.52
	21110	04/01/2022	9095	MAINSTAY TECHNOLOGIES	0.00	1,355.00
	21111	04/01/2022	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	3,797.50
	21112	04/01/2022	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	25,310.00
	21113	04/01/2022	9529	NHASCD	0.00	120.00
	21114	04/01/2022	605	NHSBA	0.00	165.00
	21115	04/01/2022	8921	NORTHWIND ELECTRICAL	0.00	466.00
	21116	04/01/2022	9374	PAMELA STILES	0.00	42.79
	21117	04/01/2022	9526	Plymouth State University MSC 17	0.00	732.10
	21118	04/01/2022	1080	PROTECTION ONE ALARM MONITORING INC	0.00	251.72
	21119	04/01/2022	9197	RENEE A STEVENS	0.00	1,364.00
	21120	04/01/2022	1866	SEACOAST LEARNING COLLABORATIVE	0.00	8,240.00
	21121	04/01/2022	1582	SERVPRO OF THE SEACOAST	0.00	975.20
	21122	04/01/2022	1403	THERA PRO, INC.	0.00	570.66

5

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch#	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	21123	04/01/2022	9191	TORRES, LUIS	0.00	786.24
	21124	04/01/2022	804	TREASURER, STATE OF NH	0.00	2,862.97
	21125	04/01/2022	9368	VERIZON	0.00	163.60
	21126	04/01/2022	834	WASTE MGMT OF NH-ROCHESTER	0.00	705.27
Totals:					0.00	\$89,382.45

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins

Mary Collins, School Board Chairman

Sheena Robbins, School Board Vice Chairman

Caitlin Gelinus

Caitlin Gelinus, School Board Member

Brennan Peaslee

Brennan Peaslee, School Board Member

Sandrea Taliaferro

Sandrea Taliaferro, School Board Member

Pamela Stiles

Pamela Stiles, Superintendent

32 Checks Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Check Batch: 35869
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 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
35869	90157	03/28/2022	669	EVERSOURCE	0.00	4,155.46
Totals:					0.00	\$4,155.46

7

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS


 Mary Collins School Board Chairman

 Sheena Robbins, School Board Vice Chairman


 Caitlin Gelinias, School Board Member


 Brennan Peaslee, School Board Member


 Sandra Taliaferro, School Board Member


 Pamela Stiles, Superintendent

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Check Batch: 35855
 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
35855	90155	03/23/2022	1706	TIME WARNER CABLE	0.00	427.98
Totals:					0.00	\$427.98

8

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS



 Mary Collins, School Board Chairman

 Sheena Robbins, School Board Vice Chairman



 Caitlin Gelinas, School Board Member



 Brennan Feaslee, School Board Member



 Sandra Taliaferro, School Board Member



 Pamela Stiles, Superintendent

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 55551

Check Batch: 35862
 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
35862	90156	03/24/2022	958	CONSOLIDATED COMMUNICATIONS	0.00	129.64
Totals:					0.00	\$129.64

9

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS



 Mary Collins, School Board Chairman

 Sheena Robbins, School Board Vice Chairman



 Caitlin Gelinas, School Board Member



 Brennan Peaslee, School Board Member



 Sandra Taliaferro, School Board Member



 Pamela Stiles, Superintendent

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June
LP	17	18	18	17	23	23	24	24		
K	37	34	34	37	33	33	33	35		
1	48	48	46	48	48	48	48	49		
2	65	65	65	65	63	65	65	65		
3	55	56	55	55	52	53	53	53		
4	48	47	47	48	46	47	48	48		
5	44	44	44	44	44	45	45	45		
6	55	56	56	55	53	53	51	51		
7	55	56	56	55	52	52	50	50		
8	43	45	44	43	44	44	44	44		
Total	467	469	465	467	458	463	461	464	0	0

10

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

Superintendent: Pamela Stiles & Anne Kebler
Principal: Kristen White Assistant Principal: Tracy Bemis

**April Enrollment Report
2021-2022**

Grade	Class	Inv. Total	Class	Inv. Total	Class	Inv. Total
Little Paws	Boston AM	24	Boston PM	11		
K	Barlow	35	Libby	12	Roberts	13
1	Learned	49	Jakubec	17	Courts	16
2	Royle	65	Kelly	23	Tyler	21
3	Robinson	53	Reynolds	19	Purvis	18
4	Ellis	48	O'Neill	14	Nason	19
5	Olson	45	Bonnevie	22		
6	Perkins	51	Drum	15	Boucher	18
7	Mallette-Tonken (LA)	50	Soares (Science)	17	Stevens (Math)	17
8	Fairfield (SS)	44	Hadzima (LA)	15	Leonardi (Math)	14

Overall Total: 464

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

updated 4/1/2022

11



Wakefield School Board Public Minutes

April 5, 2022

Held in the Paul School Library

Draft

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Assistant Superintendent	✓
Sheena Robbins, Vice Chair	✓	Michael O'Neill, Financial Manager	✓
Caitlin Gelinis	✓	Kristen White, Principal	✓
Brennan Peaslee	✓		
Sandra Taliaferro	✓		

Relf Fogg, Norma Joy, Emma Joy, Tracey and Nate Searles, Sam Fairfield and Mary Soares from Clearview Community TV

Mrs. Collins opened the meeting at 6:00 with the flag salute.

The Board, by consensus moved the non public to the top of the agenda

Non Public

Mrs. Gelinis made a motion, seconded by Mrs. Collins, to go into non public under 91-A 3:11 (c) at 6:02 Roll call: Gelinis aye, Collins aye, Robbins aye, Peaslee aye, Taliaferro aye (Vote 5-0)

The Board returned to public session at 7:12.

Consent Agenda

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

Presentations/Public Hearings

Mr. Fairfield presented the itinerary for the eighth grade class trip to Boston. They will be going to Boston on June 9th and June 10th. They will be visiting many Boston landmarks including the Duck Tour, Aquarium, Faneuil Hall, Museum of Science. There will be seven chaperones which will allow six students per chaperone.

Mrs. Gelinis made a motion, seconded by Mrs. Collins, to approve the eighth grade field trip to Boston on June 9th and 10th. (Vote 5-0)

Mrs. Collins said told Mr. Fairfield that the students speak highly of him and she appreciates the hard work he's put into this trip. Mrs. Robbins commended Mr. Fairfield for organizing this trip and doing extra in this crazy year. Mr. Fairfield thanked the Board for their kind words.

Public Comments

Mr. Fogg referred to page 12 of the minutes. He said the bus routes were approved by the School Board post September 7 until June 30th. He said the questions seem redundant. He said the student count for bus drivers go through the office and it isn't the drivers responsibility to give the names and addresses to the office. Mr. Fogg said he recalls the Administration, when asked if they could handle this, do they need any help with transportation and being reassured as a Board they could handle this without any help. Mr. Fogg wanted to know the cost of having Mr. Eldridge as a consultant and where the money will come from and will wait until the next meeting for an answer.

Meeting Minutes

Mrs. Gelinás made a motion, seconded by Mrs. Robbins, to approve the 3-15-22 non public minutes. (Vote 5-0)

Mrs. Gelinás made a motion, seconded by Mrs. Robbins, to approve the 3-15-22 public minutes. (Vote 5-0)

Reports

NHRS

Mr. O'Neill referred the Board to page 13 in the packet which stated that the district was being assessed \$18,558.55 for payment and reporting penalties. He said it has become almost impossible to reconcile monthly. He said every time we cut someone a second check it creates an exception and at times he has two hundred exceptions and these have to be combined manually. If a person gets two checks, one for payroll and one as a stipend it creates hundreds of exceptions so these exceptions are cleared and then we have to wait for the retirement system to tell us they are cleared. He said a lot of new employees somehow don't get entered and we find out last minute that they aren't in the system so we have to resend the file and wait a couple more days. He told the Board that most of the reports were filed on time and he doesn't understand why the reporting penalties are so high as the exceptions were run a few days after and he can run a report for the Board to show that. He said the reason we got behind in payments is because they could not reconcile the payments. That could be caused by an employee being classified as a teacher or vice versa. We've had people who have switched and that requires additional paperwork. He said they have asked that the penalties be waived because we have valid reasons why this happened. They got an email from the retirement system today. He feels they should be waiving most if not all of the penalties. He noted they could have made the payments more timely but if they're made for the wrong amount you get penalized for that. He feels this should be able to be settled for a lot less than what's stated.

Mrs. Collins asked if he has paperwork for the reporting penalties. He said he has all the dates. Mrs. Gelinás asked if it was normal to have so many penalties in a district, this is almost every month. Mr. O'Neill replied that all his reports were on time so he doesn't understand the reporting penalties. Reports are due on the 15th of the month and payments are due on the 25th of the month and he said he's reporting within the first ten days of the month and that gives him plenty of time to clear the exceptions. He stated that he clears the exceptions but sometimes the retirement system doesn't acknowledge that. He could provide the documentation to the Board. He said the penalty charges can be \$146 a day. Mrs. Gelinás asked if he has a dated system to accomplish these tasks. Mr. O'Neill replied that he did depending on when he gets information back from the retirement system. Mrs. Peaslee said, when will he find out if, as you believe, the

penalties will be waived. Mr. O'Neill said they'd know in a few days. Mr. O'Neill answered that these were just assessed and we didn't know about these penalties until the last few days. Mrs. Peaslee asked how he found out about the penalties and Mr. O'Neill replied by letter and basically, they got all the letters at once last week. He said normally they receive a letter the next month. He said all the personnel entry problems have been fixed. He is now sending information for new employees twice because they haven't been getting them.

Mr. O'Neill stated that there was a new program started two months ago. Mrs. Robbins said she recalls a couple months ago they were told that things were going wrong with the NHRS. She said it doesn't make sense to her that this is a report that just came because she remembers this being brought up previously. She said the late March payments would be recently. She wanted to know if the staff portion is being paid. Mr. O'Neill said that money was going into their accounts. Mr. O'Neill doesn't believe there should be any fines for March. Mrs. Peaslee asked Mrs. Kebler to find out what the two March payments are. Mrs. Collins asked if the new system will alleviate these penalties. Mr. O'Neill said yes. Mrs. Kebler said the new system is actually another set of eyes on all this. Mr. O'Neill said it's a person assisting him with the reporting. Mrs. Peaslee asked if we'd know by the next meeting what was waived and what wasn't. Mr. O'Neill replied yes.

Business Report

Mr. O'Neill passed out the March 22nd Expenditure Report and a list of questions from Ms. Stiles along with his responses. Mrs. Stiles wrote that the budget was looking very good at this point. Mr. O'Neill pointed out that from the thirty to forty-five accounts with variances previously listed are down to six showing things are now listed where they belong. There is still some clean-up left to do. The overall amount remaining in the budget is \$615,215.67. Mrs. Taliaferro asked who created the purchase orders and adds the account lines. Mr. O'Neill said various people. Mrs. Collins asked about the salary line in co-curricular. This was for yearbook and class advisor not athletics.

The auditors were in last week and did the district audit as well as a special federal audit because of the amount of money we received from grants.

The Town is doing a Bond Bank Application and has requested eight years of information from the district. The district has no debt.

SAU Administrators Report

Mrs. Kebler said you will see in the board packet my recent endorsement as Assistant Superintendent. This was recommended from the DOE credentialing office when we were determining the need for superintendent support services, as a better option than SAU Administrator. This is informative and would like to know how the Board would like to proceed with my Title. I would like to welcome Lisa, our school nurse back, and we are happy to have her back! Happily, I can say our Covid numbers remain low, and we are able to continue to enjoy the benefits of being at the green phase. March 18th was teacher workshop day, and the planning and preparation that Pam did with staff members who offered to provide workshops for staff was very successful. The workshop day was titled "Recognize Individual Strengths in Education" (RISE) and was an opportunity for our staff to provide presentations in areas of their strength. The presentations were: Behavior Management, Managing the Madness, Smartboard Training, DiscoveryEd overview, Google Suite, Tech Tools, Eureka Math, and Infinite Campus.

Having spoken with many staff members who participated in these trainings the response was overwhelmingly positive with expressions such as "it was awesome", "Great Job" "Really enjoyed the day" and "it's the best professional development I have had in years!" I want to thank Superintendent Stiles for all the hard work she did to put this together, and all the presenters that worked so hard to make it successful. It is certainly something we will continue to consider as we move forward with professional development planning for the 2022-2023 school year. Staffing continues to be a challenge, with minimal substitute pool and minimal applications for support staff, we have had to be very creative with supporting our classrooms. I want to thank all the staff for the work they have done to keep our school open, and classrooms supported ! Mrs. Robbins asked about the status of the Covid Reopening Plan. Mrs. Kebler said that Mrs. Stiles submitted a report to the DOE relating to the Plan and how ESSER money has been spent. RISE is Mrs. Stiles baby and the staff loved it. They will look into doing it next year. This is the PD day where staff were the presenters.

School Principals Report

Mrs. White said we kicked off the month of March with celebrating Read Across America Week. Grade 4 students participated in NAEP testing on Thursday March 3rd. The National Assessment of Educational Progress (NAEP) was administered to 4th-grade students who volunteered to take the test. What you should know about NAEP: Individual student scores are not available to parents or schools. If a student does not participate, their grades will not be affected. Students may pick and choose the questions they answer. Students do not receive their individual scores on NAEP tests, and the scores are not used in making academic decisions about individual students or in evaluating school districts. It is a common measure of achievement across the country. NAEP survey questions are included and do not have to be answered.

The assessment is administered by the National Center for Education Statistics, within the U.S. Department of Education. Students may be excused for any reason, are not required to complete the assessment, and may skip any question. The assessment (math and reading) takes approximately 2 hours for most students, which includes transition time, directions, and completion of survey questions. This will be taken from instructional time. The results are released as The Nation's Report Card. Test results are reported as a single score in each state and for the whole country. The information collected is used for statistical purposes only. A brochure that explains what participation in NAEP means can be found at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>.

On March 8th, the Paul School Leadership team met to discuss the Tiger Assembly, Progress Reports, Community Day, Grades 3 and 4 transition to eating in the Cafeteria, Communication-Grade level letters, Importance of inputting grades in a timely manner. The March lockdown drill was practiced on Tuesday, March 22. Paul School students and staff took part in our second state mandated lockdown drill. Students and staff did a wonderful job.

School Counselor Update: The Counseling Office strives to help students focus on academic development and support their social-emotional needs. Academic, behavioral, and social development will help students achieve success in school and they will be prepared to live their lives as responsible members of the community. Direct student services include instruction,

assessing student abilities, interests, and achievements to help them make decisions. Counseling services are provided for both individuals and small groups. Indirect student services include consultation, collaboration, and referrals. These are done with teachers, administration, school nurse, staff, students, and parents/guardians. Through collaborating with other educators, and parents/guardians we work to support student achievement. The referral process provides support for students and their families to school and community services.

Student Success Center Update: On average, the Student Support Center supports around 40 students in need each day for varying reasons. Students in need gain immediate access to a temporary, alternative space that provides a guided opportunity to self-regulate. They are given tools to help cope with their emotions in a positive way. Most recently Mrs. DeColfmacker has implemented a Lunch Bunch Group, where she spends lunch periods with students from each grade level during the week. Grade levels are assigned to a specific day and selected students are chosen by their teacher. The feedback we have received from this intervention has been overwhelmingly positive! The students the focused interaction with their peers in a non-academic environment. They discuss their day and talk about what it means to be a good friend, show kindness, be patient, how to cooperate and work on positive interactions with their peers. Oftentimes they play trivia games, allowing students to get to know each other and Mrs. DeColfmacker in a fun and engaging way. There are many smiles and laughs shared by all.

Our 8th graders met with their School Counselors at Spaulding High School to sign up for their high school classes. Ms. Cook has done a wonderful job helping to support students and their families through the process and is here to support with any questions or concerns. Students in grades 3 and 4 have transitioned into the lunch room for lunch. We are working with them on expectations and modeling the behaviors we would like to see from them. Overall, the transition has been a good learning opportunity.

On Friday March 18th we had our first RISE Professional Development Day. We had in house staff facilitating training that they felt passionate about teaching, staff were able to sign up for sessions that they felt would benefit them as educators. The day was a huge success. The following is an overview of each session:

Behavior Management in Groups; Facilitated Meghan Gregoire and Katie Miressi: Participants leaned about behavior management in a group setting. Eureka Math Overview; Facilitated by Jasmine Robinson who introduced staff in learning more about the Eureka Math program, discussing how she uses the program in her classroom as well as the components that make up the program. First Look at Infinite Campus; Facilitated by Mary Soares. Staff were provided an overview of the new program we will be using that is replacing PowerSchool. A mock classroom was created to show assignments, attendance, and other features. Staff were given time to explore the system and ask questions.

Managing the Madness: How to do more than survive this school year: Facilitated by Liz Hadzima. This workshop was broken up into 3 sections. The 1st: You're Not Crazy (or Alone). A brief overview was provided of the current educational climate and how chronic stress affects the body. The 2nd: Taking Back the power. Allowing staff to mourn the normalcy we have lost over the last few years, they discussed the current challenges we face daily, and recognized the

aspects we are able to control, particularly how to shift our mindset. They shared tips, tricks, and techniques to manage some of the chaos. The 3rd: Beyond Fight or Flight. "Self-Care" is a term that gets thrown around a lot. This session focused on the aspects of our lives that we need to nurture to be able to refill our tanks and have the reserves we need to do more than just make it through the day' Getting the most from Google Suite: tips to save time, collaborate, and get organized: Facilitated by Liz Hadzima. With the sudden shift to remote teaching leaving no opportunity for training, many teachers have scrambled to teach themselves. Since our return to in-person learning, people have shared a lot of A-HA moments, when someone shares a trick they've figured out. This session was inspired by those moments. It was designed to offer an overview of the Google Suite tools we have available as a district and share the little tricks we all wish we'd known two years ago. The second half of the workshop was dedicated to questions and answers and problem solving.

Smartboard-Now What? Facilitated by Cara McNevech. Staff were able to learn about the apps and tools on the Interactive White Boards and how to use them to support engagement and learning. Tech Tools to Support Learning: Facilitated by Cara McNevech. Staff learned about types of technology tools that are available to show what students have learned and to engage students during lessons. The goal was to provide staff with additional tools to provide students the freedom of choice with different types of projects that will help to excite them while learning, examples included Discovery Education, cartoon creators, Instagram templates, websites and more. You will need a laptop. Staff enjoyed a wonderful Spring picnic lunch and raffles that were provided by the School Board, thank you all for your support.

Title One Update: Title One students have made significant progress since September. Students have been receiving supplemental literacy instruction using a variety of researched based interventions. The instruction targets phonemic awareness, decoding, oral reading fluency, writing mechanics and overall reading performance. As of the end of March, fourteen students have transitioned to monitor basis as they made progress and reached their personal reading goals. This means students will remain in the program but the Title One interventionist will continue to monitor the students to ensure they are maintaining their levels on various reading skills. This is very exciting! We are looking forward to seeing all students' progress continue.

Throughout the month of March students have been participating in a classroom level spelling bee. There are two finalists and an alternate from each classroom, on April 20th we will hold a grade level spelling bee for the finalists. Our goal for next year is to bring back the more traditional spelling bee and hopefully incorporate the multi-grade school wide bees and district competitions with other school districts as well.

Mrs. Taliaferro asked what some of the tools the Behavior Interventionist used in the Students Center to help students cope with their emotions in a positive way? Mrs. White explained they can use sensory tools and zones. Mrs. Taliaferro also asked about the student transition in Infinite Campus from Paul School to Spaulding. This will be on the agenda for the AREA meeting. She also asked how long Title 1 students are monitored for them to transition? Mrs. White said it varies student to student.

Old Business

Board Member Goal Setting April 6, 5:00

Mrs. Collins told the Board that Mrs. Stiles will facilitate the goal setting workshop and to think about what goals we'd like to accomplish next year. It's important to establish goals every year.

SAU Administrator/Assistant Superintendent/Superintendent Services

Mrs. Stiles provided a sheet stating what she had done as Superintendent Services. Mrs. Kebler said a lot of this doesn't fall under Superintendent Services but Mrs. Stiles wanted to make sure what was started was completed and she's been a great help overseeing the business office.

Rines Road Tree Cutting

Mr. Fogg explained that March 31st is the closing date on a harvest year. The logger is prepared to file a Report of Cut that's not due until May 15th but it's supposed to be closed by March 31st. The cut is not complete. The road load limit has been posted for the past three weeks. He has another Notice of Intent to Cut but doesn't want to keep working until the Board signs the paperwork. He would like the Board to sign the Report of Wood Timber for the taxes to be paid, which the logger will pay per agreement. The land owner signs off on the paperwork that goes to DRA. Mrs. Gelinis said we signed an agreement that the logger would pay all taxes and penalties that might be incurred. The first paper that needs to be signed is the file of what he cut up until now for tax purposes and the second paper would be for him to finish the cut. Mr. Fogg said the DRA dictates the amount of taxes to be paid. He said the Board of Assessors understand the delay.

Mrs. Gelinis made a motion, seconded by Mrs. Collins, to approve signing the first sheet for him to pay the taxes. (Vote 4-0-1)

Mrs. Collins asked to have the original contract between the harvester and the School District at the next meeting. Mrs. Peaslee asked that the Company come to the next meeting to answer questions.

New Business

AREA Board meeting April 18, 6:00

Mrs. Kebler asked that members to send her any questions to be put on the agenda. Infinite Campus, Math programs Spaulding uses, Calendar, Bussing because of Covid are some.

Outdoor Play/Activities

Mrs. Robbins questioned why students are not using the playground year round. Mrs. Collins said it's not used in the winter. It's not accessible. Mud season was another answer given. Mrs. Robbins listed the benefits of children using the playground. School Board Policy IMAH 'Daily Physical Activity' stated that during recess children should be active and 30-60 minutes of physical activity during the day is a goal. Mrs. Gelinis said children expend a lot of energy wading through snow and splashing in mud. She would rather see dirt in the hallways and fields being used. Mrs. Robbins has been on the playground the last few weekends and it's not been muddy.

Mrs. White said very few students are dressed appropriately for the weather conditions. She said they have been back on the field for a couple of weeks. Mud season wasn't that long this year. Mrs. Robbins suggested a path near the fence to access the play area. They talked about how to

have outdoor clothing available to the students. Mrs. Collins said storage for these items also becomes an issue. The Board discusses the playground, field and a half basketball court that was proposed at one time. Mrs. Kebler will bring the issue of playing on the fields to the Leadership Team.

Playground Location

A drawing of the location of the playground was in the packets.

Math Standards/Program

Mrs. Collins said before Common Core we used NH GSE and Daily Math Standards. We voted against Common Core and used the old Mass standards to write curriculum. There will be a Eureka Math presentation given by third grade teacher Jasmine Robinson at the next meeting. Teachers have been piloting this program. There will be no public questions and the Board, per policy, will not vote on this until their next meeting. Mrs. Collins would like to have a Public Forum the week following the Board presentation. We need to allow parents to hear and understand this new program and curriculum in our school.

Mrs. Collins suggested that the Board watch the School Board meeting with Dr. Sandra Stotsky on July 15th 2014. (actually 2015). Mrs. Collins said that Dr. Stotsky was asked to be involved with Common Core and she declined and had good reasons to do so. Dr. Stotsky explained what was lacking in the Common Core math program and that's why we don't have it. Mrs. Collins asked that the Board members watch the video of this meeting prior to the presentation. Mrs. Colbath will send the Board and Mrs. Kebler the link.

The Board had a conversation about when and how to have the presentation for the public. Mrs. Gelinis felt it shouldn't be presented twice. Mrs. Peaslee suggested playing the video for the audience at the forum. Mrs. Kebler said this could be talked about at the Curriculum Committee meeting Thursday night. Mrs. Taliaferro asked how many programs will be presented? Mrs. Collins said one. Mrs. Kebler told the Board that for three years PD was working on developing curriculum. When the Board chose not to adopt Common Core the Curriculum Director at the time had incorporated common core standards into the curriculum.

When we separated from SAU 64 the curriculum that was worked on for three years was not assessable to us. If you were to ask teachers what they have in their classroom they will tell you the 2000 Mass standards and that's what they base instruction on. She said she doesn't believe there is one person in the building that has a curriculum based on the three years of work that was done. When we left 64 one person owned the Google Docs program and they didn't stay with either district.

Kindergarten Out of State Field Trip

Mrs. Gelinis made a motion, seconded by Mrs. Robbins, to approve the Kindergarten Field Trip to York's Wild Kingdom on June 2nd. (Vote 5-0)

Tuition for Pre School Policy JFAD

There has not been tuition charged for two years because of Covid. The money goes back into the general fund. This program is approved for a Special Ed program. It is currently integrated

early childhood program which requires six non identified and six identified students. This will be sent to the Policy Committee. The Board will review this policy and determine if they wish to continue to charge a tuition or re-write the policy.

Mrs. Collins made a motion, seconded by Mrs. Gelinas, to suspend policy JFAD for the remainder of the school year. (Vote 5-0)

Food Service Bid

There are five food service programs who will be asked to bid. The Food Service Committee will look at the bids and make recommendations and give input.

Mrs. Gelinas made a motion, seconded by Mrs. Collins, to approve the RFP for Food Service. (Vote 5-0)

Selling of Old Computers & iPads

Justin Maynard can sell these items. They will be offered to the Town first per policy DM.

Mrs. Gelinas made a motion, seconded by Mrs. Peaslee, to approve asking the town if they want them and if not going with Justin . (Vote 5-0)

Other Business

Public Comment

Mr. Fogg asked if all the previous action by the previous Board is going to be completely thrown out the window. He said in November of last year there were eight drivers budgeted for seven full drivers and one special Ed driver plus a substitute and a dispatch. He said when he submitted an application for a bus driver that goal disappeared. He would like the hiring policy at the next meeting and wants to know why that policy isn't being followed. With the lack of drivers he doesn't understand why at least a substitute wouldn't be considered. He said that the buses may not have a spot at the highway barn with the new building being built. He suggested someone talk with Brock Mitchell. Mrs. Soares wanted the Board to consider the fact that wood cutting was never put out for bid and perhaps that was an oversight and it should be rectified since you don't have a contract for the rest of the cut. Mrs. Gelinas and Mrs. Collins believes the contract was for clearing the land. This is not costing the district any money.

Nominations/Resignations

Mrs. Gelinas made a motion, seconded by Mrs. Robbins, to approve the teacher contract renewals on the list provided. (Vote 4-0-1)

Mrs. Gelinas made a motion, seconded by Mrs. Robbins, to approve the resignation of Carol Ann Mallette-Tonken with regret. (Vote 5-0)

Mrs. Gelinas made a motion, seconded by Mrs. Robbins, to approve the resignation of Laurie Belliveau with regret. (Vote 5-0)

Correspondence

Mr. Collins read an anonymous letter offering a contest for students from grades 6-8. They are offering a prize of \$25 for an essay, "What would you say to a friend who has recently lost a pet

to cheer them up?” One page, hand written and spelling and grammar counts. The winner will be determined by the Board. Papers turned into the principal no later than April 18th and names are to be covered before read by the Board. According to Policy JJG, this can be done with approval of the Superintendent. Mrs. Kebler approved.

For the record Mrs. Kebler said that the Budget Committee approved six full time drivers and a Special Ed driver for next school year. Mrs. Peaslee said from her observance the routes can be combined. She said the routes need to be updated. There is one driver and route not even listed. She had eight drivers when she was the coordinator. Mrs. Kebler has stated that she will not be hiring drivers until the routes are straightened out and the two getting their CDL's start routes. She said two applicants have not completed their applications.

Adjournment

Mrs. Gelinas made a motion, seconded by Mrs. Peaslee, to adjourn the meeting at 9:50 (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary



Wakefield School Board Workshop Minutes

April 6, 2022

Held in the Science Room

Draft

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Assistant Superintendent	✓
Sheena Robbins, Vice Chair	✓	Pam Stiles, Superintendent of Record	✓
Caitlin Gelinas	✓		
Brennan Peaslee	✓		
Sandrea Taliaferro	✓		

Mrs. Stiles facilitated the Goal Setting Workshop from 5:00 to 7:00

The Board discussed goals they wish to accomplish during the next year. These are Board goals not school goals. There will be a report each month as to where we are in the goals.

First the Board wrote down, as a guide, what they envision a great school to be. Mrs. Stiles asked, what can we do to make the goals achievable?

They worked on goals and action steps. The following is what they decided by consensus.

The School Board will support initiatives that promote student and staff wellbeing by meeting the following goals:

1. The Board will support efforts that will prepare students for a successful future.

- The budget will support student needs
- Approval of curriculum goals and standards
- Support professional development for employees

2. The Board will promote the use of well-functioning systems.

- Board meetings will be run in an efficient, organized, respectful manner
- Reports will be accurate and timely
- Board packets will accurately reflect the agenda
- Policies will be updated and followed

3. The Board will utilize various communication avenues to promote community cohesiveness.

- Public forums will be held
- The school's Facebook page and website will be used
- More involvement about student achievement at Board meetings
- The Board will prioritize positivity

All members may send changes/additions/subtractions to Mrs. Stiles and she will incorporate them into the goals. She will then send the final to everyone and have the goals laminated and put in the Boards folders.

Strategic Planning

Mrs. Stiles said this is a community effort. Also, a way to see what's important to the community. This will take no more than three to four meetings. The members will create a mission and vision statement. Mrs. Stiles will facilitate. She said action steps must be measurable. Mrs. Kebler will advertise for staff and community members using the various media.

The meeting ended at 7:10

Respectfully submitted for approval at the next Board meeting,

Priscilla Colbath
School Board Secretary

SAU # 101
Student Service Report
April 19, 2022

Special Education update:

With the start of the last quarter of school, transition activities for our 8th grade students moving to high school are in full swing. As our older students move on, we are also working to transition our new students for the next school year into Paul School. We will be hosting Kindergarten registration/screening for incoming students on May 5th and 6th. Some of our Little Paws preschool students who are transitioning to Kindergarten were able to visit a kindergarten classroom and participate in an activity with this year's kindergarten students. We are hoping to have other area preschools bring their incoming kindergarten students in over the next couple of months to become more familiar with the school as well.

Wakefield School District Special Education Numbers:

- Little Paws (PreK): 10 identified students and 14 non identified
- Paul School: (K-8): 81 students
- Spaulding High School: (9-12): 20 students
- Kingswood: (9-12): 2 students
- Out of District Placements: 5 students

Total number of students with disabilities: 118

Total number of 504 students: 28

Respectively Submitted

Lisa Dubois, Interim Director of Special Education

APR 13 2022

GEP-1

WOOD PRODUCT PURCHASE AGREEMENT

AGREEMENT BETWEEN

DATE: 6-30-21

Rolf Foss
More E Colby
Whit D Smith

HEREINAFTER CALLED THE SELLER, WHICH EXPRESSION SHALL INCLUDE ALSO ITS HEIRS, SUCCESSORS AND ASSIGNS, WHEREVER THE CONTEXT SO PERMITS.

AND

Robert Wain

HEREINAFTER CALLED THE BUYER, WHICH EXPRESSION SHALL INCLUDE ALSO ITS HEIRS, SUCCESSORS AND ASSIGNS, WHEREVER THE CONTEXT SO PERMITS.

1. The Seller agrees to sell to the Buyer all merchantable wood products which have been marked or designated by the Seller or his agent on the Whit-Fer Set lot in the Town of Sandwich County of Carroll State of (Maine), (New Hampshire).

2. All wood products shall be harvested, removed, and paid for by 8-30-23 (date).
or within 60 days after product finished

3. The Buyer will pay the Seller for wood products at the following rates.

A. SAWLOGS

White Pine _____ /MBF
Hemlock _____ /MBF
Spruce _____ /MBF
White Birch _____ /MBF
Hardwood Pallet _____ /MBF
Oak _____ /MBF

B. BOLTWOOD

White Birch _____ /
Mixed _____ /

C. PULPWOOD

Mixed (Pine) _____ /TON
Hemlock _____ /TON
Spruce Fir _____ /TON
Hardwood _____ /TON

D. Fuel Chips _____ /TON

E. Other _____ /

4. Additional Terms: Buyer agrees to pay any or all taxes required as well as late fees or penalties if any is incurred due to the

SELLER Bob Smith

WITNESS Phyllis

25

BUYER Robert Wain

WITNESS Paul

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO CUT WOOD OR TIMBER

YR TOWN OP# T (Assigned by Municipality)

For Tax Year April 1, _____ to March 31, _____

PLEASE TYPE OR PRINT (If filling in form on-line; use TAB Key to move through fields)

1. City/Town of Wakefield

2. Tax Map No./Lot or USFS sale name & unit #: Map 197 Lot 69

3. Intent Type: Original Supplemental 21-459-12-T
(Use mouse to click on Check Boxes) Original Operation #

4. Name of road from which accessible: Rimes Rd

5. a. Acreage of Lot: 54 Acreage of cut: 15

b. Anticipated start date: 5-1-22

6. Type of ownership (check only one):
- a. Owner of Land and Stumpage (Joint Tenants)
 - b. Owner of Land and Stumpage (Tenants in Common)
 - c. Previous owner retaining deeded timber rights
 - d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT FORM / CERTIFICATE TO BE SENT TO:

OWNER OR BY MAIL OR
 LOGGER/FORESTER E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)
 Timber Tax Information is Available at www.revenue.nh.gov
 Questions?? Call (603) 230-5950

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

PRINT CORPORATE OFFICER NAME AND TITLE DATE
Wakefield School District

PRINT OWNER(S) NAME
76 Taylor Way

MAILING ADDRESS
Samborville NH 03872

CITY/TOWN STATE ZIPCODE
603-871-9502 E-MAIL N/A

FOR ASSESSING OFFICIALS ONLY

The Selectmen/Assessing Officials hereby certify that:

- All owners of record have signed the intent;
- The land is not under the Current Use Unproductive category;
- The form is complete and accurate; and
- Any timber tax bond required has been received:
\$ _____ Date _____

5. The tax collector will be notified within 30 days or receipt pursuant to RSA 79:10;

6. This form to be forwarded to DRA within 30 days.

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut		
White Pine	10,000	MBF	
Hemlock	5,000	MBF	
Red Pine		MBF	
Spruce & Fir		MBF	
Hard Maple		MBF	
White Birch		MBF	
Yellow Birch		MBF	
Oak	500	MBF	
Ash		MBF	
Beech & Soft Maple		MBF	
Pallet or Tie Logs	5,000	MBF	
Other (Specify)		MBF	
	Pulpwood	Tons	Cords
Spruce & Fir			
Hardwood & Aspen	60		
Pine	90		
Hemlock	50		
Whole Tree Chips	250		
Miscellaneous			
	High Grade Spruce/Fir		Tons
	Cordwood & Fuelwood		Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species:	Amount:
----------	---------

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner. I have become familiar with RSA 227-J, the timber harvest laws.

Robert Winn 3-21-22
SIGNATURE OF PERSON RESPONSIBLE FOR CUTTING DATE

Robert Winn
PRINT NAME

P.O. Box 123
MAILING ADDRESS

W. Newfield Me 04095
CITY/TOWN STATE ZIPCODE

207-210-4362 E-MAIL rob.winn@yaleo.com
PHONE

Signature (in ink) of Assessing Official Date Signature (in ink) of Assessing Official Date Signature (in ink) of Assessing Official Date

Wakefield School Board Goals

April, 2022-March, 2023

The School Board will support initiatives that promote the well being of students and staff by meeting the following goals:

1. The Board will support efforts that will prepare students for a successful future.
 - a. The budget will support student needs
 - b. Approval of curriculum goals and standards
 - c. Support professional development for employees

2. The Board will promote the use of well functioning systems.
 - a. Board meetings will be run in an efficient, organized, respectful manner
 - b. Reports/Documents will be kept and will be accurate and timely
 - c. Board packets will accurately reflect the agenda
 - d. Policies will be kept up-to-date and implemented consistently

3. The Board will utilize various communication avenues to promote community cohesiveness.
 - a. Public forums will be held
 - b. The school's FaceBook page and website will be used
 - c. Student work and/or school highlights will be encouraged at Board meetings
 - d. Communication will be prioritized and will be done in a positive manner
 - e. Board members will maintain an open mind and listen to all points of view

Rochester School Board/Wakefield School Board
AREA School Board Meeting Agenda
Rochester School Department Boardroom
April 18, 2022
6:00 p.m.

1. Pledge of Allegiance
2. Introductions
3. Calendar
 - a. Vacation
 - b. Professional development days
 - c. Early release days
4. Math Alignment/Curriculum Alignment
 - a. Wakefield students' preparation for math at Spaulding
 - b. How Wakefield students are doing in general academically compared to Rochester students
5. Update on COVID Guidelines
6. Questions
7. Public Comment
8. Adjournment

FY23 School District General Assurances for Federal Grant Programs

5 messages

Labonville, Lindsey <Lindsey.L.Labonville@doe.nh.gov>

Mon, Apr 4, 9:38 AM

Superintendents,

Please find attached for your consideration the FY23 School District General Assurances related to Federal grant programs that pass through the NHDOE. Completion of this general assurances document is required if your SAU and/or School District will participate in any Federal program provided through the NHDOE during the 2022 – 2023 school year. As was the case last year, these general assurances are to be returned to the NHDOE Bureau of Federal Compliance (BFC). Directions on how to submit the general assurances to the BFC are contained within the document.

If you have any questions on the FY23 School District General Assurances, please feel free to contact me, Lindsey Labonville (603-271-3837).

Thank you,

Lindsey L. Labonville | Administrator III

New Hampshire Department of Education

Division of Education Analytics & Resources

Bureau of Federal Compliance

101 Pleasant Street | Concord, NH 03301

Phone: 603-271-3837

Lindsey.L.Labonville@doe.nh.gov



FY23 LEA General Assurances Final.pdf

Pam Stiles <pamela.stiles@sau101.org>
To: Megan Davies <megan.davies@sau101.org>

Mon, Apr 4, 3:42 PM

Will you please make a copy of the attachment for me and I'll pick it up on Wednesday?
Thanks so much-
Pam

29



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

April 4, 2022

TO: Superintendents

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2023

The New Hampshire Department of Education (NHDOE) has developed the attached "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all agencies and organizations that receive federal funds through the NHDOE. The federally funded programs which flow money through the NHDOE require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The submission of general assurances is required in part by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHDOE has consolidated the general assurances into one document which also now includes requirements and definitions in an effort to provide more guidance relative to implementation of the underlying assurances. NHDOE requests an annual submission for all of your Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that the NHDOE Commissioner

30

of Education certify to the Secretary of Education the status of all LEAs. In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy establishes which of these two entities may apply for federal funds. As such, both the Superintendent and the local School Board Chairperson are required to sign the certifications of the attached document.

I am requesting that you and the local School Board complete the certifications at the end of the enclosed general assurance document; initial each page in the spaces provided and return it in full to the attention of the Bureau of Federal Compliance. That office will notify the directors of all NHDOE programs approving federal funds to LEA's when they have received your assurances. The directors of the various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHDOE programs.

Compliance with these general assurances will be subject to review by NHDOE staff during on-site federal compliance monitoring. Annual audits by CPA's in accordance with the Single Audit Act may also include compliance checks.

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return to the NHDOE Bureau of Federal Compliance office no later than **June 30, 2022**.

If you should have any questions regarding these general assurances, please contact Lindsey Labonville, Administrator of the Bureau of Federal Compliance at Lindsey.L.Labonville@doe.nh.gov or at 603-271-3837.

31

New Hampshire Department of Education

FY2023

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHDOE) must submit a signed copy of this document to the NHDOE Bureau of Federal Compliance prior to any formula grant application being deemed to be “substantially approvable” or any discretionary grant receiving “final approval”. Once a formula grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHDOE (34 CFR 708).

Any funds obligated by the subrecipient prior to the application being in substantially approvable form will not be reimbursable even upon final approval of the application by the NHDOE.

While there have been no significant changes notable in the last year, this FY2023 general assurances document contains a few minor differences from the FY2022 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements and deadlines to which you are agreeing.

Following your review and acceptance of these General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated.

Please note that the practice of the School Board authorizing the Superintendent to sign on behalf of the School Board Chair is not acceptable to the NHDOE in this case and will be considered non-responsive.

Once the document is fully executed, you may either email or mail a copy of the entire document to:

**New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov**

Should you have any questions please contact Lindsey Labonville at 603-271-3837, or Jessica Lesarbeau at 603-271-3808.

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHDOE, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. The subrecipient will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
- 4) The subrecipient will comply with the requirements of the assistance awarding agency (2 CFR 200.1 Definitions 'Federal Awarding Agency') with regard to the drafting, review and approval of construction plans and specifications.
- 5) The subrecipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
- 6) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 7) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 8) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
 - (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;

- (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 - 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - 11) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
 - 12) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
 - 13) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - 14) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
 - 15) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
 - 16) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
 - 17) The control of funds provided to a subrecipient that is a Local Education Agency under each program,

and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.

- 18) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 19) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 20) The subrecipient will comply with the Stevens Amendment.
- 21) The subrecipient will submit such reports to the NHDOE and to U.S. governmental agencies as may reasonably be required to enable the NHDOE and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 22) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

- 23) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 24) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.
- 25) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational

research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.

- 26) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 27) The subrecipient will submit a fully executed and accurate Single-Audit Certification form to the NHDOE not later than December 31, 2022. The worksheet will be provided to each subrecipient by the NHDOE.
- 28) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 29) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 30) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 31) The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 32) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 33) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 34) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 35) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 36) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 37) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of

historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

- 38) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).

B. Explanation of Grants Management Requirements

The following section elaborate on certain requirements included in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

1. Financial Management Systems

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- e) Generate comparisons of expenditures with budget amounts for each federal award.

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988	GBEC ✓	N/A
Procurement Policy/Procedure	2 CFR 200.317-327	DAF ✓	
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)	BCB GBFA ✓	N/A
Inventory Management Policy/Procedure	2 CFR 200.313(d)	DAF ✓	
District Travel Policy	2 CFR 200.475(b)		N/A

Policy/Procedure Name	In Accordance With	Policy	Procedure
Subrecipient Monitoring Policy/Procedure (if applicable)	2 CFR 200.332(d)	DAF ✓	
Time and Effort Policy/Procedure	2 CFR 200.431	DAF ✓	
Records Retention Policy/Procedure	2 CFR 200.334	EAB ✓	
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA 8546	GADA ✓	N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)	DAF ✓	N/A
Gun Free School Act	Gun Free School Act of 1994	JICI ✓	N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305	DAF ✓	

3. Internal Controls

The subrecipient must:

- a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the guidance outlined in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable measures to safeguard and protect personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- e) Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.334.

4. Allowable Costs

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are;

- a) in payment of obligations incurred during the approved project period;
- b) in conformance with the approved project;
- c) in compliance with all applicable statutes and regulatory provisions;
- d) costs that are allocable to a particular cost objective;
- e) spent only for reasonable and necessary costs of the program; and
- f) not used for general expenses required to carry out other responsibilities of the subrecipient.

5. Audits

This part is applicable for all non-federal entities as defined in 2 CFR 200, Subpart F.

- a) In the event that the subrecipient expends \$750,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHDOE. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities;

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509), and ensure it is properly performed and submitted no later than nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) Upon request by the NHDOE Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHDOE template provided by the BFC for audit findings related to NHDOE funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide an explanation for findings not resolved or only partially resolved to the BFC for findings related to all NHDOE funded programs. The BFC will review the subrecipient's submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

6. Reports to be Submitted

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpfj0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpfj0hmyh1r45p1po1))/account/login.aspx)

Copies of other reports or management decision letter(s) shall be submitted by or on behalf of the subrecipient directly to:

- a) **New Hampshire Department of Education
Bureau of Federal Compliance**

25 Hall Street
Concord, NH 03301

Or via email to: federalcompliance@doe.nh.gov

- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the NHDOE pursuant to this agreement shall be submitted in a timely manner.

Single Audit Certification

A fully executed and accurate Single-Audit Certification form shall be submitted to the NHDOE no later than **December 31, 2022**. A copy of the form will be provided to each subrecipient by the NHDOE.

7. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined in 2 CFR 180.120, 180.125 and 180.200, no contract shall be made to parties identified on the General Services Administration's *Excluded Parties List System* as excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences – for example, disallowance of cost, termination of project, or debarment.

To assure that this requirement is met, there are four options for obtaining satisfaction that subrecipients and contractors are not suspended, debarred, or disqualified. They are:

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

8. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 the subrecipient certifies that it will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
 - o The dangers of drug abuse in the workplace.
 - o The recipient's policy of maintaining a drug-free workplace.
 - o Any available drug counseling, rehabilitation, and employee assistance programs.
 - o The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - o Abide by the terms of the statement.
 - o Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service
U.S. Department of Education
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]
Washington, D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
 - o Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
 - o Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

**9. General Education Provisions Act (GEPA) Requirements - Section 427 (Federal Requirement)
Equity for Students, Teachers, and Other Program Beneficiaries**

The purpose of Section 427 of GEPA is to ensure equal access to education and to promote educational excellence by ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in proposed projects, and to promote the ability of such students, teachers, and beneficiaries to meet high standards. Further, when designing their projects, grant applicants must address the special needs and equity concerns that might affect the ability of students, teachers, and other program beneficiaries to participate fully in the proposed project.

Program staff within the NHDOE must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).*

The statute highlights **six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, and age**. Based on local circumstances, the applicant can determine whether these or other barriers may prevent participants from access and participation in the federally assisted project, and how the applicant would overcome these barriers.

These descriptions may be provided in a single narrative or, if appropriate, may be described in connection with other related topics in the application. Subrecipients should be asked to state in the table of contents where this requirement is met.

NHDOE program staff members are responsible for screening each application to ensure that the requirements of this section are met before making an award. If this condition is not met, after the application has been selected for funding the program staff should contact the subrecipient to find out why this information is missing. Documentation must be in the project file indicating that this review was completed before the award was made. If an oversight occurred, the program staff may give the applicant another opportunity to satisfy this requirement, but must receive the missing information before making the award, 34 CFR 75.231.

All applicants for new awards must satisfy this provision to receive funding. Those seeking *continuation* awards do not need to submit information beyond the descriptions included in their original applications.

10. Gun Possession (Local Education Agencies (LEAs) only)

As required by Title XIV, Part F, and Section 14601 (Gun-Free Schools Act of 1994) of the Improving America's Schools Act:

The LEA assures that it shall comply with the provisions of RSA 193:13 III.

RSA 193:13, III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

The LEA assures that it has adopted a policy, which allows the Superintendent or Chief Administrating officer to modify the expulsion requirement on a case by case basis. RSA 193:13, IV.

The LEA assures that it shall report to the NHDOE in July of each year, a description of the circumstances surrounding any expulsions imposed under RSA 193:13, III and IV including, but not limited to:

- a) The name of the school concerned;
- b) The grade of the student disciplined;
- c) The type of firearm involved;
- d) Whether or not the expulsion was modified, and
- e) If the student was identified as Educationally Disabled.

The LEA assures that it has in effect a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Ed 317.03 Standard for Expulsion by Local School Board.

- a) A school board which expels a pupil under RSA 193:13, II or III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, II.
- b) School boards shall make certain that the pupil has received notice of the requirements of RSA 193-D and RSA 193:13 through announced, posted, or printed school rules.
- c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
 - 1) Whether a firearm is legally licensed under RSA 159; or
 - 2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
 - 1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
 - 2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 193:13, III and therefore is subject to expulsion.

11. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR 82.105 and 82.110, the applicant certifies that:

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants,

and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

New Hampshire RSA 15:5 - Prohibited Activities.

- I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.

- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

12. Subrecipient Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, subrecipient monitoring procedures may include, but not be limited to, on-site or remote visits by NHDOE staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHDOE. In the event the NHDOE determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHDOE staff to the subrecipient regarding such audit.

13. More Restrictive Conditions

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be "high risk" shall be subject to the imposition of more restrictive conditions as determined by the NHDOE.

14. Obligations by Subrecipients

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel was performed, and/or when facilities are used (see 34 CFR 76.707).

15. Personnel Costs – Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430, and will be based on payrolls documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal

44

project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

- a) Reflect an after-the-fact distribution of the actual activity of each employee
- b) Account for the total activity for which each employee is compensated
- c) Prepared at least monthly and must coincide with one or more pay period
- d) Signed and dated by the employee

16. Protected Prayer in Public Elementary and Secondary Schools

As required in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, LEAs must certify annually that they have no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools.

17. Purchasing/Procurement

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and 2 CFR 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

1. Informal procurement methods
 - a. Micro-purchases
 - b. Small purchases
2. Formal procurement methods
 - a. Sealed bids
 - b. Proposals
3. Noncompetitive procurement

18. Retention and Access to Records

Requirements related to retention and access to project/grant records, are determined by federal rules and regulations. Federal regulation 2 CFR 200.334, addresses the retention requirements for records that applies to all financial and programmatic records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal or Project award. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Access to records of the subrecipient and the expiration of the right of access is found at 2 CFR 200.337 (a) and (c), which states:

- a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHDOE] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.
- d) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

19. The Stevens Amendment

All federally funded projects must comply with the Stevens Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

20. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the State have a procedure to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required or chooses to enroll. In New Hampshire, that assurance is statutory and found at RSA 193-D:8.

The relevant portions of the federal and state law appear below.

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.
- b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

C. Definitions (2 CFR 200.1)

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.
- 2) **Management decision** - *Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) **Pass-through entity** - *Pass-through entity (PTE)* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
- 4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more

funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.

- 5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- 6) **Subrecipient** - *Subrecipient* mean an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

CERTIFICATION

Instructions: The Superintendent, or other Qualifying Administrator, if the School District or School Administrative Unit (SAU) does not have a Superintendent, (*See* RSA 194-C:5, II) **must** consult with the School Board for the School District/SAU by informing said School Board about the District's/SAU's participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Superintendent or other Qualifying Administrator and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHDOE. **No payment for project/grant awards will be made by the NHDOE without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHDOE Bureau of Federal Compliance.

Superintendent or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 17 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on _____, _____, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU Number: 101 District or SAU Name: Wakefield

Pamela Stiles
Typed Name of Superintendent
or other Qualifying Administrator

Pamela Stiles
Signature

4-6-22
Date

School Board Certification:

I, the undersigned official representing the School Board, acknowledge that the Superintendent, or other Qualifying Administrator, as identified above, has consulted with all members of the School Board, in furtherance of the School Board's obligations, including those enumerated in RSA 189:1-a, and pursuant to the School Board's oversight of federal funds the District will be receiving and of the General Assurances, Requirements and Definitions for Participation in Federal Programs in said programs.

Typed Name of School Board Chair (on behalf of the School Board)	Signature	Date

Please email or mail a copy of the entire document to:

**New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov**

WAKEFIELD SCHOOL BOARD
4-5-22 Transportation Sub Committee Minutes
Held in the library
Draft

School Board member: Caitlin Gelinis and Sandra Taliaferro
In attendance: SAU Assistant Superintendent Anne Kebler
Bus drivers: Kelley Bushman, Jennifer Goldthwaite and Heather Dube
Audience: Relf Fogg

Mrs. Gelinis opened the meeting at 5:00.

Mrs. Taliaferro will be Chairman of this sub committee.

Update on Bus Driver Training

The two drivers will be going to CDL training. Mrs. Goldthwaite explained the process.

Annual Training

The annual training is eight hours for current drivers and ten hours for new drivers. Tim Eldridge will offer four hours of training and will find opportunities for the rest of the annual training.

Bus Driver Roster and Student Roster Updates

Mrs. Dube will give her roster to Mrs. Kebler. Mrs. Bushman has the red bus and 63 students. Mrs. Bushman said that Jen Hayward created the spreadsheet at the beginning of the year and it is updated by the drivers throughout the year.

Consultation with Tim Eldridge

Assess status of bus maintenance, Review driver reports, Provide advice as needed
Mr. Eldridge will go over the routes using students names and addresses. We will have seven drivers and Mr. Eldridge will come up with a plan. He will also assess maintenance needs and maintenance schedules. He will also review the drivers records.

Mrs. Bushman said one of the buses needs a pump. This bus is under warranty and there is no spare bus right now. We have 9 big buses, 3 small buses. We are down to 5 large buses and one of the small buses has a problem. Mrs. Kebler will call Mr. Ed Diprizio. Mrs. Bushman said that bus #21 needs a radio and needs to be jump started. Mrs. Gelinis asked why there are now bus problems when recently we were told that we have 10 buses and they were in great shape? Mr. Fogg said that Transportation was told to start and move buses once a week. He said the more they move the better. Sitting is not good for them. Mrs. Gelinis wants a schedule worked out to move buses and drivers switching buses out. Mrs. Taliaferro suggested magnetic signs with numbers to stick on buses so students will see the numbers.

Co-Leader Updates

Mrs. Bushman said we are trying to work together to get it done. She also suggested teaching the students walker safety, walking against traffic not with traffic. Mr. Gavel was not present to give a report.

Mrs. Kebler said there is a new process for background checks. Certifications will go through the DOE.

The meeting was adjourned at 5:58

Respectfully submitted for approval at the next Transportation Sub-Committee meeting,

Priscilla Colbath
School Board Secretary

Wakefield School District
SAU 101

Staff New Hires				
Name	Title	Effective Date	Replacing/New	Salary

Resignations			
Name	Title	Effective Date	Salary
Amy Swanson	Paraprofessional	4/29/2022	\$16.08

Retirements			
Name	Title	Effective Date	Salary



RECEIVED

APR 14 2022

Amy Swanson
148 N. Wakefield Rd
Sanbornville, NH 03872
April 14, 2022

Anne Kebler
Assistant Superintendent
SAU 101
60 Taylor Way
Sanbornville, NH 03872

Dear Ms. Kebler:

It is with the deepest regret that I am hereby resigning from my position of Special Ed Paraprofessional. My last official day with SAU 101 will be April 29, 2022. I am so grateful for my time at the Paul School. I am thankful for the opportunity to serve and bond with the children of Wakefield and work side by side with the amazing Paul School staff. I wish you and the rest of the staff, the very best for the remainder of the school year.

Sincerely,

Amy Swanson
5th grade Para-Educator