

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

SAU Office Conference Room

76 Taylor way, Sanbornville, NH

Date: Tuesday, July 19, 2022 at 6:30pm

Transportation Committee 5:15 pm

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
 - a. Cancel 2nd meeting in August
3. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
4. **CONSENT AGENDA**
 - a. AP Manifest - Batch #36369, \$4,180.76, Batch #36370, \$6,767.74; Batch #36372, \$59,675.00; Batch #36374, \$134.08
 - b. Payroll Manifest - Batch #36347, \$124,499.42; Batch #36352, \$132,339.57
5. **MEETING MINUTES**
 - a. 06.30.2022 WSB Non-Public (draft)
 - b. 07.05.2022 WSB Non-Public (draft)
 - c. 06.30.2022 WSB Public (draft)
 - d. 07.05.2022 WSB Public (draft)
 - e. 07.13.2022 Policy Meeting (draft)
6. **REPORTs**
 - a. Student Services Report
7. **OLD BUSINESS**
 - a. Bus yard recommendation
8. **POLICIES (indicates first or second reading)**
 - a. DFA (reaffirm) - 2nd reading
 - b. EBC (withdraw) - 1st reading
 - c. EBCA (adopt) - 1st reading
 - d. JLCJA (adopt) - 1st reading
 - e. KFA (revised) - 1st reading
 - f. KFA-R (revised) - 1st reading
9. **NOMINATIONS/HIRES/RESIGNATIONS**
 - a. Aleigha Brault
 - b. Jessica Bradbury
10. **NON-PUBLIC:** RSA 91-A:3 II, if required.
 - a. 91-A:3, II (i)
11. **ADJOURNMENT:** _____ PM

Upcoming: The next Wakefield School Board meeting will be held 08.02.2022

Agenda Worksheet

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 # 56599

Check Batch: 36369
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
36369	21450	07/14/2022	2957	BENEFIT STRATEGIES, LLC	0.00	482.59
	21451	07/14/2022	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	80.00
	21452	07/14/2022	1190	CLEAN-O-RAMA	0.00	645.00
	21453	07/14/2022	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	40.40
	21454	07/14/2022	1397	LOVELL LAKE FOOD CENTER	0.00	38.91
	21455	07/14/2022	75	MAYRAND COMPUTER SERVICES	0.00	2,295.00
	21456	07/14/2022	9374	PAMELA STILES	0.00	68.32
	21457	07/14/2022	1209	SALMON PRESS, INC	0.00	180.00
	21458	07/14/2022	887	US GAMES	0.00	65.51
	21459	07/14/2022	834	WASTE MGMT OF NH-ROCHESTER	0.00	215.03
	21460	07/14/2022	1944	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	70.00
Totals:					0.00	\$4,180.76

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56599

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, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro, School Board Member

Robert DeColfacker, School Board Member

Robert Ouelllette, School Board Member

Carlene Stewart, Treasurer

Anne Kebler, CEO

11 Checks Listed.

7

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56602

Check Batch: 36370
 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
36370	21461	07/14/2022	585	HEALTH TRUST	0.00	4,776.15
	21462	07/14/2022	596	NH SCHOOL HEALTH CARE COALITION	0.00	1,991.59
Totals:					0.00	\$6,767.74

5

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56602

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, School Board Chairman
Brennan Peaslee, School Board Vice-Chairman
Sandra Taliaferro, School Board Member
Robert DeColfmack, School Board Member
Robert Ouellette, School Board Member
Carlene Stewart, Treasurer
Anne Kebler, CEO

2

2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56605

Check Batch: 36372
 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
36372	21463	07/14/2022	596	NH SCHOOL HEALTH CARE COALITION	0.00	59,675.00
Totals:					0.00	\$59,675.00

7

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56605

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, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro, School Board Member

Robert DeColfmacke, School Board Member

Robert Ouellette, School Board Member

Carlene Stewart, Treasurer

Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 56608

Check Batch: 36374
 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
36374	90167	07/13/2022	958	CONSOLIDATED COMMUNICATIONS	0.00	134.08
Totals:					0.00	\$134.08

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 56608

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, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro, School Board Member

Robert DeColmacker, School Board Member

Robert Ouellette, School Board Member

Carlene Stewart, Treasurer

Anne Kebler, CEO

1 Check Listed.



Wakefield School Board Public Minutes

June 30, 2022

Held in the SAU Conference Room

Draft

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Assistant Superintendent	✓
Brennan Peaslee, Vice Chair	✓	Kristen White, Principal	
Bob Ouellette	✓		
Sandra Taliaferro	✓		
Robert DeColfmacker	✓		

Mrs. Collins opened the meeting at 5:30 with the flag salute.

Non Public

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to go into non public under 91-A 3:11 (c) at 5:32 Roll call: Ouellette aye, Collins aye, DeColfmacker aye, Peaslee aye, Taliaferro aye (Vote 5-0)

The Board reentered Public Session at 6:51.

During Non Public the Board negotiated a two year contract amount with Mrs. Kebler for the position of Assistant Superintendent/CEO (Chief Education Officer)

Food Service Bid

Mrs. Kebler told the Board that she had filed for an extension with the DOE and received a waiver and that there will be no penalties.

Adjournment

Mrs. Collins made a motion, seconded by Mrs. Peaslee, to adjourn the meeting at 6:52 (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary



Wakefield School Board Public Minutes

July 5, 2022

Held in the SAU Conference Room

Draft

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Assistant Superintendent/CEO	✓
Brennan Peaslee, Vice Chair	✓	Frank Markiewicz, Business Administrator	
Bob Ouellette	✓	Lisa Dubois, Special Ed Director	
Sandrea Taliaferro	✓	Kristen White, Principal	✓
Robert DeColfmacker	✓		

Joe Williams, Mark Taliaferro and Mary Soares from Clearview Community TV

Mrs. Collins opened the meeting at 6:05 with the flag salute.

Non Public

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to go into non public under 91-A 3:11 (c) at 6:05 Roll call: Ouellette aye, Collins aye, DeColfmacker aye, Peaslee aye, Taliaferro aye (Vote 5-0)

The Board returned to public session at 6:35. While in non public they conducted an exit interview.

Agenda Review

Mr. DeColfmacker asked about the orientation listed on the agenda. Mrs. Taliaferro replied that Mr. DeColfmacker said it was too broad and she found some things that we might have questions on. She said we can address this when we get to it on the agenda as she has other information. She said this wasn't a workshop just some ideas and information.

Public Comments

None

Consent Agenda

Mrs. Taliaferro asked about the check for the gym floor. Mr. Williams said it's a down payment. **Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to approve the Consent Agenda. (Vote 5-0)**

Meeting Minutes

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to approve the 6-21-22 Public minutes with one correction. (Vote 5-0)

of professional conversations of teaching and learning and engaging our students in authentic learning! Graduation was a wonderful experience for all, and I was proud to stand up on the stage and congratulate our 8th graders as they move on to high school. As always, the Wakefield School District will continue to follow these students throughout their high school years ensuring the success we expect for them as high school students. I want to thank all who supported me, including staff, parents and our school board throughout the past 6 months during a time of change and look forward to leading this school district. We have many opportunities available to us, and I believe that the school year 2022-2023 will be a great school year. Wakefield is a strong community, and together we can provide a safe and strong educational environment!

Administration Report

Grade 4 Remick Farm Field Trip - On Wednesday, June 1st the 4th grade classes went on a field trip to Remick Farm in Tamworth. Classes went on a guided farm tour with a Remick Educator. They learned the history of the farm and families that lived here while taking in the sights and sounds of a working farm.

Grades Pre-K-2 York's Wild Animal Kingdom Field Trip - On Thursday, June 2nd the 1st and 2nd grade classes went on a field trip to York's Wild Kingdom. The students, staff, and chaperones enjoyed the animals and lunch. Pre-K and Kindergarten students were scheduled to have a field trip to York's Wild Kingdom however plans were postponed due to weather conditions and then canceled due to inclement weather again. The kindergarten teachers arranged for a "stay at school field trip" for the students complete with a pajama day, fun activities and an animal movie.

Grade 8 Semi-Formal - The 8th grade Semi-Formal took place on Friday, June 3rd. Students in 8th grade. They enjoyed a buffet style dinner as well as desserts followed by dancing with music provided by Gerry Soucy.

Grade 7 T.L. Storer Field Trip - On Monday, June 6th the 7th grade students took a field trip to T.L. Storer in Barnstead. The students enjoyed a day of archery, kayaking, canoeing, hiking and group games.

Boston Field Trips for Grade 8 - The students in 8th grade enjoyed two day trips to Boston on June 8th and June 9th. On the first day they went on the Boston Duck Tour, explored the Boston Museum of Science, went to the New England Aquarium, and ate dinner at Fire and Ice. The following day the students followed itineraries planned by their groups. Some group activities included following the Freedom Trail, touring Fenway Park, and shopping on Newbury Street.

Grade 5 Strawberry Banke Field Trip - Strawberry Banke Museum brings history to life, from Indigenous history to the present day. Student's toured historic houses on their original foundations, met costumed role players, watched traditional crafts demonstrations, and explored historical gardens.

Paul School Graduates Return - Paul school graduates of 2018 returned to Paul School on Thursday, June 9th in their caps and gowns for one last walk through the halls before their High

presented the President's Awards, Class Awards, Principal's Award & Honor Roll and the Presentation of Certificates of Completion. Ms. Jody Furlong presented the award for "Mayor of Paul School" with a heartwarming speech regarding the positive impact and legacy that Derek Joy has had on the Paul School Community. A special thank you to our PTA for providing delicious cupcakes and a beautiful graduation cake to celebrate all of our graduates. Thank you to Ms. Beth Capen and Mrs. Cara McNevich for taking pictures, to Mrs. Mary Soares for filming the event and to Mr. Joe Williams, Mr. Gerry Soucy and Mr. Luke Salisbury for all their hard work to set up the facilities.

On Thursday June 16th, students in kindergarten celebrated their hard work and success this year with a graduation ceremony. Students, staff and families enjoyed time together celebrating our incredible kindergarteners. Step-up day for students in K was on Thursday June 16th. Students had the opportunity to hear about what to expect for the upcoming school year in the next grade. Families will receive a letter at the end of the summer with more information as well as the name of their students' teachers.

At our last Staff Meeting we celebrated the retirement of Gerry Soucy, Noelle Taylor, Kimberly Hastings and Deb Wilson. Their dedicated service to the students, staff and entire Paul School community has been inspiring. We wish them all the best in their retirement.

We also would like to thank the dedicated staff who will be moving on to new opportunities this coming school year- Tracy Bemis, Renee Stevens, Elizabeth Hadzima, Carol Mallette Tonken, Christopher Gallant, Meghan Gregoire, Katie Miressi, Amanda Long, Diana Pettis, Jaden McKellar and Kathleen Leonardi. The impact you have had on our school community will remain etched in the heart and fabric of our building.

This year we were fortunate to have three incredible long term substitutes who went above and beyond to ensure that the Paul School was a place for students to learn and grow. Their commitment to our school and the betterment of our students allowed for us to have a successful school year. Thank you to Nicole Dolaher, Theresa Drum and Danielle McKellar, we appreciate you!

Old Business

School Board Orientation - Sandra

Mrs. Taliaferro said she watched the webinars but needed more clarifying answer on how things should be done from the NHSBA on different things that work or doesn't work or if they could answer some simple questions. They are on the same page with wanting more involvement from your subcommittees or other things. She sent a personal email to Will Phillips. She questioned whether there was an opportunity to do a zoom with the Board so we could have it fine tuned a little bit different for our district. She said we keep hearing that NHSBA isn't for our town, it's for different or bigger types. She asked Mr. Phillips if they could put a workshop on for the Board. She said she wanted to bring this information back to this meeting. Mr. Phillips responded that they come to districts to do in person training and have done two in Wakefield in 2018/2019 and there is no charge for this. They are more that happy to come in for as many trainings that are needed. He said they would be about 75 minutes long plus time for questions. Mrs. Collins asked if Mrs. Taliaferro would like to pick one thing to focus on, one subject at a

Contracted Services Custodial

Mr. Williams received three quotes, the third ABM said they were not interested. APC cost is \$95,680 for two full time for 52 weeks and MetroWest is \$104,000. PBS is \$133, 017.16. Mrs. Peaslee asked what the total for the two employees are in the budget. Mr. Williams said they simply can't get help. Mrs. Collins asked about hiring local rather than the big companies. Mr. Williams said it just doesn't work out and everyone is going to these companies now. Mrs. Peaslee said after looking at the budget her rough estimate would be about \$83,000 without benefits. The Board didn't have the actual amount. Mr. Williams said one person he talked to was saving about \$25,000 with this contractor. Mr. Ouellette said we have no choice but feels Mr. Williams will be back in front of the Board in six months saying this isn't working out. The Board discussed adding a clause to the contract that says we will continue to advertise.
Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve APC Services for cleaning at \$95,680 for a year. (Vote 5-0)

Transportation – Bus Yard considerations

Mrs. Peaslee said during the Transportation meeting they discussed getting an engineer to look at two of the options for housing the buses at the school. Mr. Williams suggested having the engineer take a look at the swale just across the road from the SAU building for a third option.

Scoreboard

The warranty for the scoreboard is for parts for five years.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to approve the scoreboard for \$11,165. (Vote 5-0)

This money is coming from the ESSER Funds

New Business

Food Services

Approve cost of student meal prices for SY 22-23

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the cost of school breakfast at \$2.00 and lunch at \$3.00. (Vote 5-0)

Mrs. Kebler informed the Board that the contract is done and she sent it to Mr. Markiewicz to look at before she sent it to the DOE for approval. She has arranged an extension until July 29th. The request for bids for next year will be sent out the end of March.

Policies

Policy DFA Investment (second reading)

This policy needs to be reaffirmed every year. No changes.

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to reaffirm policy DFA. (Vote 4-0-1)

Policy Meeting 7.13.22 – minutes

Start time: 10:00 am 7.13.22

Attendees:

Ann Kebler, Mary Collins, Kristen White, Ivy Leavitt-Carlson, Michele Lambert

EBB – this policy was on the agenda however, no action taken since already reaffirmed on 12.21.21.

EBC – withdraw since combined with EBCA

EBCA – Adopt NHSBA policy

JLCJA – not on agenda however, added due to adopting EBCA. Adopt NHSBA policy

KFA – revise policy

- Change assaults to Civility
- Add civility policy first
- Then KFA existing policy
- Then last two paragraphs of Civility

KFA -R – revise policy

- Switch number 1 with number 2

Adjourned: 11:02 am 7.13.22

Next Policy meeting -- August 10, 2022 SAU Office

**SAU # 101
Student Service Report
July 19, 2022**

Special Education update:

Summer programming at the Paul School began on July 5th and continues through July 28th for the majority of students. We have 34 special education students participating in the universal summer program. They also receive their extended school year services which include specialized instruction and related services as outlined in their IEPs. There is an additional week. There are 3 students attending extended school year programming at Spaulding for the weeks of July 12th to August 4th.

Wakefield School District Special Education Numbers:

- Little Paws (PreK): 5 identified students
- Paul School: (K-8): 88 students
- Spaulding High School: (9-12): 22 students
- Kingswood: (9-12): 3 students
- Out of District Placements: 5 students

Total number of students with disabilities: 123

Total number of 504 students: 28

Respectively Submitted

Lisa Dubois, Director of Special Education

SCHOOL BUS TERMINAL PARKING
FY 2022/2023

Reference page 2 for clarification:

- 1.) Turn the storage unit to block outdoor classroom entrance. Install safety rope across from storage unit to gymnasium for safe passage for students.
- 2.) Transplant fruit trees and move raised bed garden boxes to other side of storage unit (outdoor classroom).
- 3.) Town of Wakefield to remove topsoil and replace with gravel and compact. The town will also dig for the conduit.
- 4.) Electrician will need to run conduit, wiring, and breakers also hook up outlets for busses. These will be four quads on four posts. The posts will be 6"x6" pressure treated. New heavy duty extension cords will be needed.
- 5.) Bus driver access to the building will be through door number seven for bathroom and supplies. They will have a fob and the lead driver or first personnel on site will have a code to disarm the alarm and access the building through door number 11. Bus driver parking for their personal vehicles will be in front of the dumpsters.
- 6.) Pre-check will be conducted in the driveway by gym doors eight and nine.
- 7.) The plowing and sanding will be done by the DPW.
- 8.) Lighting will need to be installed on back gymnasium wall (LED spotlights).

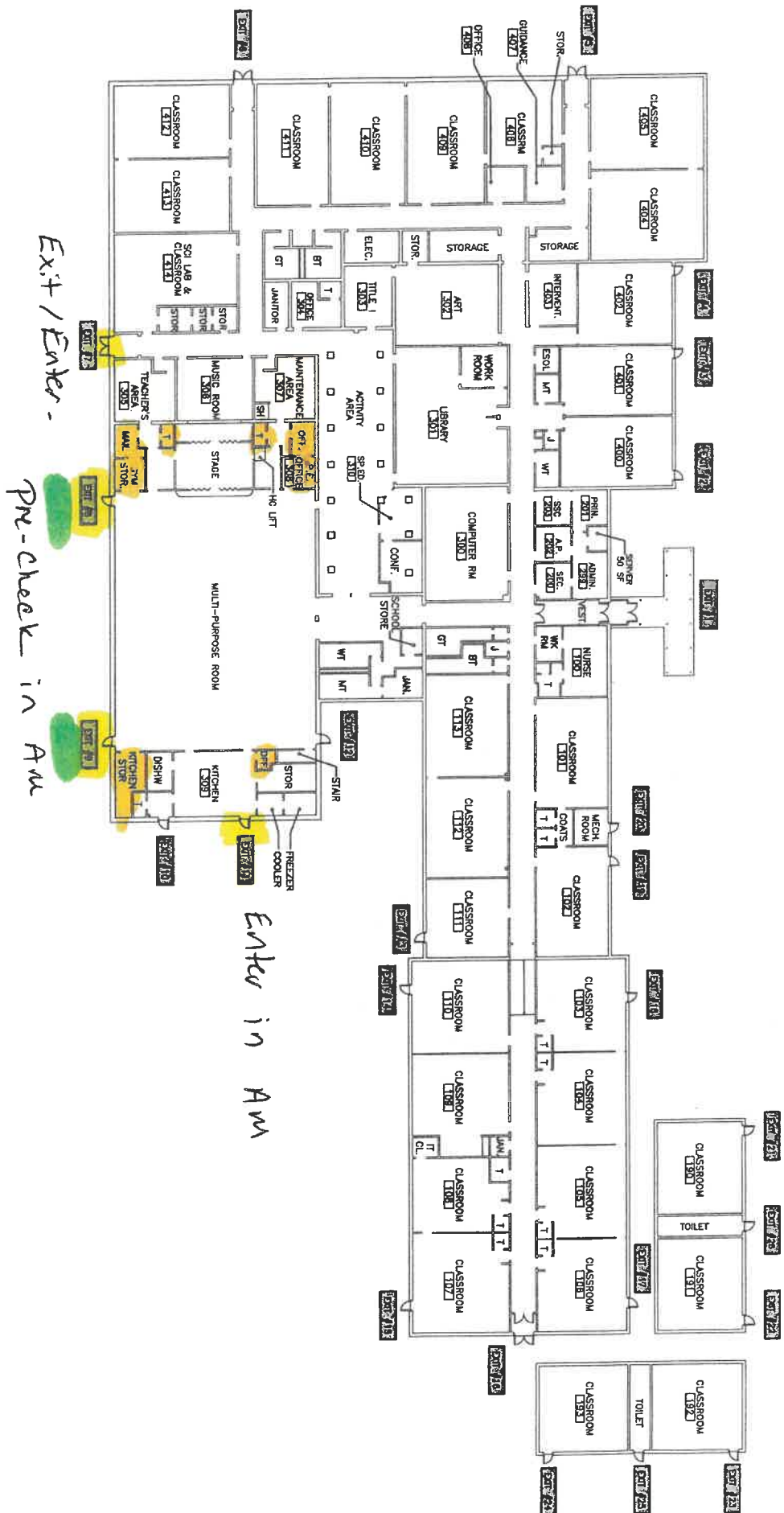


Search all conversations

17



3



INVESTMENT

The Wakefield School Board authorizes the School District Treasurer working in conjunction with the Superintendent and Business Administrator and pursuant to RSA 197:23-a to invest the funds of the district subject to the following objectives and standards of care.

OBJECTIVES

The three objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield of the investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. *Prudence.* The standard of prudence to be used by the District Treasurer and Superintendent or Business Administrator involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. *Ethics and Conflict of Interest.* The School District Treasurer and Superintendent or Business Administrator involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District particularly regarding the timing of purchases and sales.
3. *Internal Controls.* The District Treasurer and Superintendent or Business Administrator shall establish a system of internal controls that shall be documented in writing. The School Board and an independent auditor shall review the internal controls.

The investment of funds will be left to the discretion of the Board.

The investment policy shall be reviewed annually by the School Board.

Statutory Reference:

RSA 197:23 (a)

RSA 383:22

Appendix DFA-R

Mary Collins, Chairperson
Brennan Peaslee, Vice Chair
Sandra Taliaferro
Bob Ouellette
Robert DeColfmacker

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Revised by the Board: 6 June 2012
Reaffirmed: 3 August 2021
Reaffirmed:

Page 1 of 1

Also EB, EBB, JICK

CRISIS PREVENTION AND RESPONSE

The board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

The superintendent shall establish an advisory committee to develop a Crisis Prevention and Response Plan. Board Policy EBCA and Appendix EBCA-R contain provisions relative to Emergency Response Plans. The committee will review school district programs and activities, assess the district's security and safety needs, and review board policies, administrative regulations, response plans and procedures.

The superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.

Legal References:

RSA 189:64, Emergency Response Plans

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety

Mary Collins, Chairman
Brennan Peaslee, Vice Chair
Sandra Taliaferro
Bob Ouellette
Robert DeColfmacker

Adopted by the Board: 15 August 2007

Revised by the Board: 21 November 2012

Withdraw:

EBC - CRISIS PREVENTION AND RESPONSE

(Download policy)

Category: WITHDRAWN

Related Policies: EBCA & JIC

WITHDRAWN OCTOBER 2018

NHSBA withdrew this sample policy with its Fall 2018 update. The substance of sample policy EBC has been incorporated into sample policy EBCA. School boards should formally repeal EBC (or their equivalent policies).

District Policy History:

Date withdrawn:

District revision history:

NHSBA history: WITHDRAWN October 2018.

Revised September 2014; August 2006

New Policy - November 2006

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EMERGENCY PLANS

The board recognizes that State law requires the district to implement an Emergency Response Plan that conforms to the Incident Command System and the National Incident Management System.

The superintendent is responsible for ensuring that at least two times per year; the district conducts emergency response drills. The board or its designee will establish relations with local and state emergency and law enforcement authorities. The superintendent or his/her designee will serve as a coordinator/liaison with these authorities.

Additionally, the superintendent is responsible for ensuring the district's Emergency Response Plan addresses hazards such as:

- Acts of violence
- Natural disasters
- Fire
- Hazardous materials
- Medical emergencies
- Other hazards deemed necessary by the school board or local emergency authorizes

The school board will review this policy annually.

Legal References:

RSA 189:64, Emergency Response Plans

Incident Command System Preparations:

www.osha.gov/SLTC/etools/ics/prepare_implement.html

Federal Emergency Management Agency, Planning Ahead:

www.fema.gov/plan/index.shtm

Appendix: EBCA-R

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

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 6 July 2005
Reaffirmed by the Board: 21 November 2012

Page 1 of 1

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

Category: Recommended

Related Policies: ADD, EB, EBCB, JICK & JLCJA

Related Administrative Procedures: EBCA-R

ADOPTION/REVISION NOTES –

Text between the highlighted lines “~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- (a) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- (b) *Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- (c) *{**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (d) *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB{}.** The Superintendent will establish a relationship with local and state emergency (e.g., police, fire, ambulance, etc.). The Superintendent, or his/her designee, will serve as a coordinator/liaison with these authorities.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan, which must, at a minimum, include a site-specific Emergency Response Plan for each school.

The Superintendent is responsible for ensuring that each Emergency Response Plan conforms with the requirements of RSA 189:64, as the same may be amended or replaced, and that each Emergency Response Plan addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, other hazards deemed necessary by the School Board or local emergency authorities, and information pertaining to the then current Sports Injury Emergency Action Plan as required under Board policy {**}JLCJA. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to assure that each Emergency Response Plan is reviewed annually (in consultation with appropriate personnel, and in coordination with local emergency authorities), and is updated as necessary. If, after such review, the plan remains unchanged, then the Superintendent shall notify the Department of Education by September 1 that the plan is unchanged. If an Emergency Response Plan is updated/revised, the Superintendent shall

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school Districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB.

The Superintendent will establish a relationship with local and state emergency (e.g., police, fire, ambulance, etc.). The Superintendent, or his/her designee, will serve as a coordinator/liason with these authorities.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan, which must, at a minimum, include a site-specific Emergency Response Plan for each school.

The Superintendent is responsible for ensuring that each Emergency Response Plan conforms with the requirements of RSA 189:64, as the same may be amended or replaced, and that each Emergency Response Plan addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, other hazards deemed necessary by the School Board or local emergency authorities, and information pertaining to the then current Sports Injury Emergency Action Plan as required under Board policy JLCJA. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to assure that each Emergency Response Plan is reviewed annually (in consultation with appropriate personnel, and in coordination with local emergency authorities), and is updated as necessary. If, after such review, the plan remains unchanged, then the Superintendent shall notify the Department of Education by September 1 that the plan is unchanged. If an Emergency Response Plan is updated/revised, the Superintendent shall submit the updated Emergency Response Plan to the New Hampshire Department of Education no later than September 1.

The District Crisis and Response Plan will be updated annually to include each site-specific Emergency Response Plan as updated, and any other changes as deemed appropriate by the Superintendent.

The Superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.

DRAFT

Mary Collins, Chairman
Brennan Peaslee, Vice Chairman
Sandra Taliaferro
Bob Ouellette
Robert DeColfmacker

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 6 July 2005
Reaffirmed by the Board: 21 November 2012
Adopted:

Page 1 of 1

EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

Category: Priority/Required by Law

Related Policies: EBBB, EBBC, EBCA, JJIB,
JLCE/EBBC, JLCEA & JLCJ
Related Administrative Procedures: JJA-R

ADOPTION/REVISION NOTES

Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- (a) **NOTE** – Newly enacted RSA 200:40-c requires an emergency plan for sports related injuries for school districts with any grades 4-12. It is optional for grades preK – 3.
- (b) **General** – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- (c) **Highlighted language** or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- (d) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (e) **Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.**

A. Creation of Plan. No later than August 1, 2022,¹ the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator_____, district athletic trainer(s) and school nurse(s)], shall establish a “Sports Injury Emergency Action Plan” (at times referred to in this policy as the “Plan”) for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:

- a. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity;
- b. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
- c. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;

¹ [Delete footnote.] The “effective date” language pertaining to RSA 200:40-c (see 2021 N.H. Laws Chapter 210, Pt. III, §210:2) suggests that districts which begin the 2022-23 school year before September 1, 2022 might have until the beginning of the 2023-24 to develop and institute the plan. NHSBA cautions against that reading and recommends that districts wishing to wait until the 2023-24 school consult with private counsel.

EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

- d. Identify the activity location, address, or venue for the purpose of directing emergency personnel;
- e. Identify the equipment and supplies and location thereof needed to respond to the emergency;
- f. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
- g. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association.

B. Dissemination of Sports Injury Emergency Action Plan. The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.

C. Additional Written Protocols and Procedures Required. No later than August 1, 2022, the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator____, district athletic trainer(s) and school nurse(s)], shall develop written procedures and protocols as described below:

1. Hydration, Heat Acclimatization and Wet Globe Temperature – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers' Association;
2. Student Medical History – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:
 - a. injury or illness related to or involving any head, face, or cervical spine;
 - b. cardiac injury or diagnosis;
 - c. exertional heat stroke;
 - d. sickle cell trait;
 - e. asthma;
 - f. allergies; or
 - g. diabetes.

EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA)².

3. **Student Return to Play** - Procedures governing a student's to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy {**}JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.
- D. Annual Review and Update.** The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.
- E. Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan.** The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan (see Board policy {**}EBCA).

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)
 34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations
 RSA 200:40-c, Emergency Plan for Sports Related Injuries

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

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: New policy – Sept. 2021

² [Delete footnote.] As most districts are aware, HIPAA does not apply to student records, including health records, maintained by the District. Accordingly, maintaining such information in the same manner as other student health records should be sufficient. Consult with District counsel for specific inquiries.

**EMERGENCY PLAN FOR SPORTS RELATED INJURIES and
ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION**

NHSBA Notes, September 2021: This new sample policy was created to facilitate compliance with RSA 200:40-c, as enacted by passage of SB 148 Part III, which requires the creation of emergency plans for sports related injuries, protocols for gathering health records from student-athletes engaging in sports, and procedures overseeing return to play following injury.

w/p-update/2021-U2 Fall/JLCJA Sports Injuries 2021-U2 (vF)

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DISCLAIMER: This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is provided for general information only and as a resource to assist subscribing Districts with policy development. School Districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school Districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

- A. **Creation of Plan.** No later than August 1, 2022,¹ the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator____, district athletic trainer(s) and school nurse(s)], shall establish a "Sports Injury Emergency Action Plan" (at times referred to in this policy as the "Plan") for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:
- a. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity;
 - b. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
 - c. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;
 - d. Identify the activity location, address, or venue for the purpose of directing emergency personnel;
 - e. Identify the equipment and supplies and location thereof needed to respond to the emergency;
 - f. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
 - g. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association.
- B. **Dissemination of Sports Injury Emergency Action Plan.** The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.
- C. **Additional Written Protocols and Procedures Required.** No later than August 1, 2022, the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator____, district athletic trainer(s) and school nurse(s)], shall develop written procedures and protocols as described below:

Mary Collins, Chairman
Brennan Peaslee, Vice Chairman
Sandra Taliaferro
Bob Ouellete
Robert DeColfmacker

Adopted by the Board:

1. Hydration, Heat Acclimatization and Wet Globe Temperature – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers' Association;
2. Student Medical History – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:
 - a. injury or illness related to or involving any head, face, or cervical spine;
 - b. cardiac injury or diagnosis;
 - c. exertional heat stroke;
 - d. sickle cell trait;
 - e. asthma;
 - f. allergies; or
 - g. diabetes.

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA)².

3. Student Return to Play - Procedures governing a student's to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.

D. Annual Review and Update. The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.

E. Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan. The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan (see Board policy EBCA).

Mary Collins, Chairman
Brennan Peaslee, Vice Chairman
Sandrea Taliaferro
Bob Ouellete
Robert DeColfmacker

Adopted by the Board:

PUBLIC CONDUCT ON SCHOOL PROPERTY/ASSAULTS

For purposes of this policy, "school property" means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
10. Violate other District policies or regulations, or an authorized District employee's directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds.

Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.

Legal References:

RSA 635:2, Criminal Trespass

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

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 17 October 2002
Revised by the Board: 7 September 2011

Page 1 of 1

PUBLIC CONDUCT ON SCHOOL PROPERTY/**CIVILITY****CIVILITY POLICY**

It is policy of the Wakefield School District that all personnel, staff, students and student's family members are required to be civil and all interpersonal school-related interactions. For the purposes of this policy, to be civil means to act with self-discipline in a courteous, respectful and orderly manner. It also means a person will treat others using good manners as he or she would like to be treated.

UN-CIVIL conduct includes but is not limited to:

- Using an inappropriate loud voice
- Using profane, vulgar, or obscene words or gestures
- Belittling, or taunting; using personal epithets
- Using violent or aggressive gestures or body-language
- Repeatedly demanding personal attention at inappropriate times
- Purposely and inappropriately invading personal space
- Purposely ignoring appropriate communications
- Wrongfully invading another persons' private possessions
- Any behavior that inappropriately disrupts school related activities

For purposes of this policy, "school property" means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;

Mary Collin, Chairman
Brennan Peaslee, Vice Chairman
Sandra Taliaferro
Bob Ouellete
Robert DeColfmaeker

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 17 October 2002
Revised by the Board: 7 September 2011
Revised by the Board:

Page 1 of 2

7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
10. Violate other District policies or regulations, or an authorized District employee's directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds. **Law enforcement officials may be contacted if such employee believes it necessary.**

Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose. **Persons must appear before the School Board to have a "no trespass" letter removed from the school.**

Mary Collin, Chairman
Brennan Peaslee, Vice Chairman
Sandra Taliaferro
Bob Ouellete
Robert DeColfmacker

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 17 October 2002
Revised by the Board: 7 September 2011
Revised by the Board:

Page 2 of 2

ASSAULTS

Assaults/battery upon School District personnel and/or students will not be tolerated. Appropriate action must be taken immediately. Procedures to be followed by building administrators when an assault/battery has occurred are:

1. Restore order and contact proper law enforcement authorities, if necessary;
2. Secure medical assistance, if necessary;
3. Conduct a preliminary investigation;
4. Submit a written report to the Superintendent.

After reviewing the written report of the incident, the Superintendent may refer the matter to the School District's Attorney.

Reference:

KFA

Mrs. Connie Twombly, Chairperson
Ms. Sarah Hayes
Mrs. Ann Glidden
Mr. Joseph Fleck
Mrs. Peggy Richards

Adopted by the Board: 6 December 2000
Revised by the Board:
Reaffirmed by the Board:

ASSAULTS

Assaults/battery upon School District personnel and/or students will not be tolerated. Appropriate action must be taken immediately. Procedures to be followed by building administrators when an assault/battery has occurred are:

1. Secure medical assistance, if necessary;
2. Restore order and contact proper law enforcement authorities, if necessary;
3. Conduct a preliminary investigation;
4. Submit a written report to the Superintendent.

After reviewing the written report of the incident, the Superintendent may refer the matter to the School District's Attorney.

Reference:

KFA

Mary Collins, Chairman
Brennan Peaslee
Sandrea Taliaferro
Bob Ouellette
Robert DeColfmacker

Adopted by the Board: 6 December 2000
Revised by the Board:

Wakefield School District School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Lisa Dubois
Date: (Submitting) 7/12/2022

Documents Required when submitting this form:

Completed Application
Resume (Para's and ABA Tutors)
Certs or Transcripts (Para's/ABA Tutors)
Reference Sheet

I wish to hire the following employee:

Start Date: 24-Aug-22

Employee's Name: Aleigha Brault
Existing Employee (Yes or No): NO
If existing, current position: _____
Position being hired for: Sp. Ed. Paraprofessional
Replaces (Name): _____
Is this a NEW or EXISTING position? EXISTING

Hours Per Day: 7
Days Per Week: 5
Day Per Year: 184

Non-Certified: _____ ID# _____ Expiration Date: _____
Certified: _____ ID# _____ Expiration Date: _____

Hiring Manager Comments:

Superintendent Comments:

To be filled in by the Superintendent

Account Number: _____
Anne L. Kuba 7/14/2022

Signature of Superintendent _____ Date _____

Hourly Rate: Step 2 cert 15.54
Step: _____

Wakefield School District
School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Lisa Dubois
Date: (Submitting) 7/12/2022

Documents Required when submitting this form:

Completed Application	
Resume (Para's and ABA Tutors)	
Certs or Transcripts (Para's/ABA Tutors)	
Reference Sheet	

I wish to hire the following employee:

Start Date 24-Aug-22

Employee's Name: Jessica Bradbury

Existing Employee (Yes or No): NO

Hours Per Day: 7

If existing, current position: _____

Days Per Week: 5

Position being hired for: Sp. Ed. Paraprofessional

Day Per Year: 184

Replaces (Name): _____

Is this a NEW or EXISTING position? EXISTING

Non-Certified:	_____	ID# _____	Expiration Date: _____
Certified:	_____	ID# _____	Expiration Date: _____

Hiring Manager Comments:

Superintendent Comments:

To be filled in by the Superintendent

Account Number: _____
Anne L. Kube 7/14/2022
Signature of Superintendent Date

Hourly Rate: Step 2 Non \$13.27
Step: _____