

Agenda Worksheet

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

Paul School Library

60 Taylor way, Sanbornville, NH

Date: Tuesday, August 23, 2022

at 6:00pm

**Facilities meeting @ 5:00 to 5:30 PM in
the Gym**

**Meet and greet @ 5:30 to 6:00 in the
Gym**

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
3. **PUBLIC COMMENTS**: Public's opportunity to speak to items on the agenda.
4. **CONSENT AGENDA**
 - a. AP Manifest - Batch #36481, \$52,911.19; Batch# 36551, \$490,187.01; Batch# 36552, \$31,081.74
 - b. Payroll Manifest - Batch #36486, \$143,165.20; Batch #36482, \$50,714.43; Batch# 36558, \$17.14
5. **MEETING MINUTES**
 - a. WSB Non-Public Minutes 08.09.22
 - b. WSB Public Minutes 08.09.22
6. **REPORTS**
 - a. Student Services Report
7. **OLD BUSINESS**
 - a. Follow-up
 - b. Paul School Student and Family Handbook 22-23
8. **NEW BUSINESS**
 - a. Bus Routes
 - b. Teachers Workshop Agenda
 - c. PTA Committee Member
9. **POLICIES**
 - a. JFAD- (revise) 1st reading
10. **NOMINATIONS/HIRES/RESIGNATIONS**
 - a. Tammy Canney
 - b. Danielle McKellar
 - c. Jaden McKellar
11. **CORRESPONDENCE**
 - a. Transportation
12. **NON-PUBLIC**: RSA 91-A:3 II, if required.
13. **ADJOURNMENT:** _____ **PM**

Agenda Worksheet

Upcoming: The next Wakefield School Board meeting will be held Sept 6, 2022

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 # 56790

Check Batch: 36481
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
36481	21506	08/05/2022	1080	ADT COMMERCIAL LLC	0.00	11.33
	21507	08/05/2022	2957	BENEFIT STRATEGIES, LLC	0.00	2,422.62
	21508	08/05/2022	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	525.05
	21509	08/05/2022	1282	CAPSTONE	0.00	1,799.00
	21510	08/05/2022	907	COMPANION CORP.	0.00	1,260.00
	21511	08/05/2022	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	1,256.56
	21512	08/05/2022	363	DIPRIZIO GMC TRUCKS INC.	0.00	575.05
	21513	08/05/2022	378	EASTER SEALS NEW HAMPSHIRE	0.00	11,288.10
	21514	08/05/2022	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	7,079.40
	21515	08/05/2022	9564	GOLDTHWAITE, JENNIFER	0.00	125.00
	21516	08/05/2022	1196	KENNEY COMMUNICATIONS	0.00	5,400.00
	21517	08/05/2022	1397	LOVELL LAKE FOOD CENTER	0.00	18.98
	21518	08/05/2022	5733	MCINTIRE BUSINESS PRODUCTS	0.00	419.00
	21519	08/05/2022	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	4,130.25
	21520	08/05/2022	9366	MOXDOG MEDIA SOLUTIONS LLC	0.00	1,069.20
	21521	08/05/2022	2288	MSB CONSULTING GROUP	0.00	17.05
	21522	08/05/2022	9244	NH ASSOCIATION OF SCHOOL PRINCIPALS	0.00	1,145.00
	21523	08/05/2022	1349	NH ASSOCIATION OF SPECIAL ED	0.00	555.00
	21524	08/05/2022	9290	PAGE STREET LEASING, LLC	0.00	75.00
	21525	08/05/2022	260	PARKER EDUCATION	0.00	3,664.53
	21526	08/05/2022	9399	RENAISSANCE	0.00	8,422.75
	21527	08/05/2022	9521	STAPLES BUSINESS ADVANTAGE	0.00	57.85
	21528	08/05/2022	1706	TIME WARNER CABLE	0.00	437.90
	21529	08/05/2022	9191	TORRES, LUIS	0.00	350.00
	21530	08/05/2022	9293	UNION LEADER	0.00	350.00
	21531	08/05/2022	9368	VERIZON	0.00	163.60
	21532	08/05/2022	2164	W.B. MASON COMPANY	0.00	220.84
	21533	08/05/2022	575	WILLIAMS, BERNARD J	0.00	72.13

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 56790

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
Totals:					0.00	\$52,911.19

WAKEFIELD SCHOOL DISTRICT- SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taltiaferro, School Board Member

Robert DeCoffmacker
Robert DeCoffmacker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne L. Kebler
Anne Kebler, CEO

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 56851

Check Batch: 36551
 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
36551	21534	08/11/2022	686	ROCHESTER SCHOOL DEPARTMENT	0.00	490,187.01
Totals:					0.00	\$490,187.01

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 56851

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

Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeColfmaeker
Robert DeColfmaeker, School Board Member

Bob Onelle
Robert Onelle, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne L. Kebler
Anne Kebler, CEO

I Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 56853

Check Batch: 36552
 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
36552	21535	08/11/2022	948	BASIX AUTOMATION INTEGRATORS	0.00	6,080.00
	21536	08/11/2022	2161	HOWE TWO LA WNCARE & LANDSCAPING LLC	0.00	17,775.00
	21537	08/11/2022	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	72.74
	21538	08/11/2022	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	239.70
	21539	08/11/2022	9519	NEW HAMPSHIRE PRINT & MAIL	0.00	338.30
	21540	08/11/2022	9530	SOLIANT	0.00	1,776.00
	21541	08/11/2022	9383	SUNDAY PAVING AND SEALING	0.00	3,950.00
	21542	08/11/2022	1706	TIME WARNER CABLE	0.00	850.00
Totals:					0.00	\$31,081.74

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56853

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

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeCofmacker
Robert DeCofmacker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne L. Kebler
Anne L. Kebler, CEO



Wakefield School Board Public Minutes

August 9, 2022

Held in the SAU Conference Room

Draft

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

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

Agenda Review

Mrs. Kebler said the preschool tuition policy will be looked at during the Policy Committee meeting tomorrow to bring to the Board at the next meeting. The next School Board meeting will be held on August 23rd.

Public Comments

None

Consent Agenda

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to approve the Consent Agenda. (Vote 5-0)

Meeting Minutes

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the 7-19-22 public minutes. (Vote 5-0)

Reports

Business Administrators Update

Mr. Markiewicz thanked the Board for hiring him and said he would be presenting an overview tonight. Prior to July first he worked as a consultant with the district. He has fourteen years of experience as a BA. He said as a parttime BA working remotely there will be challenges. He will need to rely quite heavily on the SAU staff. He said that both individuals are extremely capable but it will take time for training. This may require some outside training.

When he came on board in July the district had a very low cash flow. So low that they had to hold off making the tuition payment to Spaulding. This low cash flow was due to grants being

extremely behind with reimbursements from the DOE, some four months behind. That has been rectified and we're caught up. Food service was also behind and also the CRF's were behind in reimbursements. No one had notified the Trustees of the Trust Funds to release that money. He said we were behind more than a half a million dollars. The audit report for the district for 2021 had a citation, a corrective action plan for grants. He has written a response that he will submit to the auditors. Mrs. Kebler said the Public Hearings will have a different procedure going forward. Mr. Markiewicz said he had talked with Trustees Mr. Knight and Mr. Mankus to get this all straightened out. Mr. Markiewicz said he has some suggestions on procedure concerning the Trusts when we reach that point.

He also communicated with the BA in Rochester. He said we made a half payment and the other half has been approved by him to be paid. A critical report due every March to Primex wasn't done. He spoke with them and they were very helpful allowing us to put our data into their system even though the system was closed. There were also some DRA reports that were filed in error and have been cleaned up. The DOE-25 is the next big report to be filed. He does not know what the Unassigned Fund Balance is at this point.

He has closed the books on 2022. He plans to have the DOE-25 done by August 23rd. It is due to the DOE on September 1st. Mr. Markiewicz said it doesn't matter the size or enrollment of an SAU, the same paperwork and reports still have to be filed for the DOE, DRA, Food Service, Transportation etc. so a parttime BA has to rely on two strong people in the SAU. Mrs. Collins said that Mrs. Lambert and Mrs. Newsome have been doing a great job. Mr. Markiewicz agreed that they have and are both very willing and capable.

Mrs. Kebler said they will be filling Mrs. Newsome's prior position as Special Ed secretary and that person will also be at the front desk at the SAU. Mr. Markiewicz said that he lives in Weare and will be at budget meetings but not physically at School Board meetings but will Zoom in. He will be happy to generate any reports the Board requests beginning in September. Mrs. Collins asked for a timeline of when reports are due for the DOE and DRA. Mr. Markiewicz said both put out a schedule he will share with the Board. He has started an SAU calendar and as he goes along, he's putting on certain tasks and reports that need to be done on the dates they need to be started or done like putting out an RFQ for Food Service that should go out in January posted for four to six weeks. Mrs. Kebler said that the corrective action plan for food service is letting them know how we are not going to be late with our application again. He said they have made some leaps and bounds and he hopes to leave the district in a much better place. He enjoys the challenge.

Superintendents Report

It is hard to believe that we are halfway through the summer, and it has been a very busy summer at the SAU and the Paul School. Here are some highlights of the work we have done at the SAU office, as well as our District Leadership Team.

Frank Markiewicz our Business Administrator and I have been working closely with the Office of Nutrition Programs and Service. We have the contract for the years extension with Fresh Picks completed and have submitted a corrective action plan to address the past late food applications. We are waiting for the application from the state to be uploaded so that we can begin the

application process and are confident that we will have it submitted in a timely manner. Frank is working with both Laurie and Michele to train them both in food service and grants, allowing us to be up to date with all the necessary tasks involved in both food service management and grant management.

The transportation survey has been sent to families of Paul School as well as families of students going to Spaulding high school, and we will be working on completing our routes with a deadline of August 12th to have them as complete as possible with a hope they can be sent out to families and uploaded to the website during the third week in August, in addition to our work on bus routes, we have hired a trainer for our bus drivers who has been rostered for the school year 2022-2023 who will be able to provide us with all the training our bus drivers need as well as offering some substitute driving when available. Our two drivers who have been waiting to be CDL trained should be able to test mid-September.

Our District Leadership Team worked together with a facilitator in late July to come up with a common language of what we believe is necessary to educate our students, We have some fine tuning of our beliefs, and they will then be shared with our staff during opening workshop days with the opportunity for our staff to engage in coming to a consensus on our beliefs as a school community. These beliefs will help us drive our decision making to best meet the needs of the students. Our focus this year will be to work together as a staff to improve our instructional practice through many opportunities for instructional coaching being offered to all staff who are interested.

Once we have completed fine tuning these beliefs with our staff, they will also be shared with the board for their review. Our goal is to work collaboratively with all members of our school community to foster a love for learning for all students, staff and community members, model and teach kindness and respect throughout our community, celebrate children, and develop strong instructional practices that engage our students in learning. We are all very excited to begin this work and are looking forward to a very productive and successful year.

We have been very busy with interviewing and feel quite confident that we will be close to fully staffed by the beginning of the school year. We are excited about the level of experienced teachers we have attracted to come work for us and feel fortunate to be able to say we are almost fully staffed! Right now, there will be 19 students in each kindergarten class. Each class has a regular ed para plus there is one special ed para. Mr. Williams said the gym floor will be done by the 19th. Mrs. Kebler plans on having the website revamped and eliminating people from email that are no longer with the district.

Our School Community Barbecue is scheduled for August 29^u, with classroom visits scheduled for 4:30 - 5:00 and the barbecue immediately following from 5:00 - 6:00. We hope you all can attend!

We will hold a meet and greet for our new administrators before our board meeting on August 23rd.

School Administration Report

Mrs. White reported that the Paul school summer Enrichment Program finished on Thursday, July 28th. The summer Enrichment Partner Program ended on Thursday, August 4th. Students had a wonderful time practicing mathematics, reading and writing skills. The focus of Summer Enrichment is to provide students with extra practice in areas of academic weaknesses. Students had a special presentation by Jennifer Gibbs of Wildlife Encounters. Students had an "up close" experience with a fennec fox, a red footed tortoise, a hog, a cockatiel, and an exotic snake.

Attendance:

Pre-K-8 students

Grade K and I -9 students

Grade 2- 11 students

Grade3-8students

Grade 4 and 5 - 10 students

Grade 6 and 7-5 students

Partner Program- 7 students

(Total 58)

Both Title One and Special Education students attended. We had a total of 23 staff members servicing students. community Actions provided a bagged breakfast and lunch each day for the students. A special thank you to all the staff who were a part of the program and to Ms. Kate Kelley for all her hard work to ensure that the summer Enrichment program was successful. Our new Assistant Principal, Ivy Leavitt-Carlson joined the Paul School Administration team on July 1st. She has been a wonderful addition; her wealth of knowledge' experiences and positive attitude have been evident in the work she has been doing this summer.

We have been busy interviewing for open positions. We would like to thank the staff members who have volunteered to participate in these interviews. We remain hopeful that we are able to fill our open positions. We have been actively advertising positions and would like to thank the community for helping us spread the word by sharing our Facebook posts. we have hired several educators who live within the Paul school community.

Our wonderful PTA met with Kristen and Ivry to reflect on all the successful events that the PTA sponsored and how we can build upon them, we are setting up a monthly meeting schedule, planning monthly celebrations, family nights and will be working with the middle school to help with fundraising for the 8th grade trip to Boston. PTA meetings will be the second Tuesday of each month at the Wakefield Inn.

Mrs. Collins asked about the ad the PTA has posted about a volunteer coordinator. Mrs. White said this is straight from the National PTA website and is a coordinator for the PTA not the school. Mrs. Collins also asked about an after school activities coordinator. Mrs. White said there are people who are interested in doing after school activities.

Mrs. Kebler said they have to look at the data and costs for the Universal Summer Program to see if we want to add this to the budget when ESSER funds run out.

Old Business

Follow Up

None

Mrs. Kebler said the bus depot is done and it was way under the \$30,000. Mr. Williams would like to pave the area with the rest of the money from the adequacy grant.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette. To pave the parking spot for the buses if the project remains under the \$30,000 already approved. (Vote 5-0)

Mrs. Kebler will write a letter on behalf of Board for the Highway Department in care of Mr. Scala thanking them.

New Business

Paul School Student and Family Handbook 22-23

1. The Board changed the start and end time of the day to pre covid 8:30am to 3:00pm. Breakfast time will also be changed to 8:10. This will be reflected on the appropriate pages.

Mrs. Taliaferro made a motion, seconded by Mrs. Peaslee to change the start and end of the school day changed to pre-covid to 8:30 and 3:00. (Vote 5-0)

2. The manual needs to be changed to reflect last Octobers vote on page 10, Excused Absences, bullet 2 changing the words 'have an obligation to avoid' to 'Should Avoid'.

There was some discussion on cell phone use and enforcement.

(Mrs. Peaslee asked to eliminate 'until exiting the building' on page 13 under Cell Phones, bullet 2, entering and exiting school property- no motion or vote.

3. Lunch and snack milk will be 60 cents.

4. Mr. DeColfmacker made a motion, seconded by Mr. Ouellette to change on Page 18 under Step 1 Individual Teacher from a 48 hour response to a two school day response. (Vote 5-0)

5. Also on page 18, paragraph 2, the coordinator will need to be changed.

6. Policy KFA will be referenced under Visitor Policy after it is approved tonight by the Board.

Mrs. White said the handbook will be in digital form and the policies will be linked from the handbook.

A student pick-up policy and a bus policy are not referenced because they haven't been found.

Mrs. Peaslee asked about a form that by law needed to be signed by parents allowing their child to be recorded. She said this was part of the packet that parents received to sign in order to use busing.

7. Under Tobacco Free Schools, Change age 18 to age 21.

Mrs. Collins asked to see a copy of the Reflection Sheet for the Student Success Center.

8. Page 27

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to remove grade levels but leave ages under Minimum Immunizations. (Vote 5-0)

Mrs. Collins questioned background checks for field trip volunteers. Mrs. Peaslee said there is a new law that everyone involved with students must have a background check.

9. Numerical grading will be the same as in the handbook. There will be talks about changes for next year.

Mrs. Taliaferro made a motion, seconded by Mr. DeColfmacker, to be greater than or equal to a grade of 85. (Vote 5-0)

10. Mrs. White said this year students with lunch detention will not take place in the office. They will be looking at keeping kids in the classrooms.

11. Page 45: Change Chairperson to Chairman and Vice Chair to Vice Chairman.

Mrs. Peaslee said that the Staff Handbook, Student Athletics Handbook, Transportation Handbook and bus routes all need to be approved before school starts. Mrs. White said it took many hours to do the Student and Family Handbook. The Administration will come up with a schedule to review the other handbooks.

Local Critical Shortage Request

Mrs. Kebler said we are hiring Ryan Manning for a fifth grade teacher who has a degree in history. K-8 teachers are not listed on the Critical Shortage list but because of shortages the DOE has allowed districts to claim their own critical shortage. The letter sent to the DOE states that he will be applying for a Statement of Eligibility. He will have three years to complete at least three education courses. In order to bring him on board we have to declare local critical shortage. He'll be with two very experienced teachers. The BA is looking into Troops for Teachers.

Jason Tardy

Mrs. Collins said Mr. Tardy is a juggler and also does interactive bullying shows. He was at Parks and Rec this summer. Mrs. White will contact him for costs and availability.

Policies 2nd Reading

Policy EBC was dropped because it is now combined with policy EBC-A

Mr. Ouellette made a motion, seconded by Mrs. Peaslee to withdraw Policy EBC. (Vote 5-0)

Policy EBCA adopting the NHSBA policy

Mr. Ouellette made a motion, seconded by Mrs. Peaslee to adopt Policy EBC-A. (Vote 5-0)

Policy JLCJA adopt, not in the book

Mr. Ouellette made a motion, seconded by Mrs. Peaslee to adopt Policy JLCJA. (Vote 5-0)

Policy KFA revised. Changed to Civility Policy. Everything in red is new.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee to approve the revision of Policy KFA. (Vote 5-0)

Policy KRA-R revised

Mr. Ouellette made a motion, seconded by Mrs. Peaslee to approve the revision of Policy KFA-R. (Vote 5-0)

Nominations. Hires, Resignations

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the nomination of Tara Dexter as a paraprofessional. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the nomination of Michelle Osmer as a paraprofessional. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the resignation of Valerie Barlow with regret as a fifth grade teacher. (Vote 3-0-2)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to accept the resignation with regret of Lisa Wunderlich. (Vote 4-0-1)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to accept the nomination of Andrea Levesque as grade 4 teacher. (Vote 5-0)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to accept the nomination of Brandon Balser as a Phys Ed. (Vote 5-0)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to accept the nomination of Shannon Seigler as a fifth grade teacher. (Vote 5-0)

Non Public

Mrs. Ouellette made a motion, seconded by Mrs. Taliaferro, to enter non public at 8:36 under RSA 91-A 3, II (c). Roll call: Collins aye, Peaslee aye, Taliaferro aye, Ouellette aye, DeColfmacker aye. (Vote 5-0)

The Board re-entered public session at 8:50

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to adjourn the meeting at 8:50 (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

**SAU # 101
Student Service Report
August 23, 2022**

Special Education Update:

Summer has been a busy time with new students enrolling and others leaving. Students with special education needs received their Extended School Year services in conjunction with the Summer Enrichment Program over the four weeks in July and those students receiving services through the Partner Program had an additional week the first week of August.

We have also been actively looking to hire a Special Education Teacher/Case Manager as well as Paraprofessionals and ABA Tutors. We have filled several vacancies, but continue to have a need to fill more positions.

Wakefield School District Special Education Numbers:

- Little Paws (PreK): 5 identified students
- Paul School: (K-8): 84 students
- Spaulding High School: (9-12): 22 students
- Kingswood: (9-12): 3 students
- Out of District Placements: 6 students

Total number of students with disabilities: 120

Total number of 504 students: 28

Respectively Submitted

Lisa Dubois, Director of Special Education

TUITION EXPENSES FOR NON-DISABLED PRESCHOOL STUDENTS

The Wakefield School District operates public schools within the Villages of Wakefield for preschool through eighth grade students. The preschool program is composed of disabled and non-disabled students. The Wakefield School District does not assume tuition expenses for non-disabled students in preschool. In determining the number of disabled vs. non-disabled students for preschool, students with disabilities will be placed in the preschool program before non-disabled students. The maximum class size is 12, with 50% or less non-disabled student's participation. If the maximum class size is not met after placing students with disabilities, non-disabled students may then be placed to meet the maximum number of twelve. Effective July 1, 2015 requests will be approved based on a lottery system. The lottery is a random drawing of names to be placed in order of priority. The first names drawn that meet the maximum number students that can attend preschool will be able to attend preschool. All other names will be placed on a waiting list in order of names drawn. Example: If five non-disabled students may attend preschool, the first five names drawn will be able to attend. The sixth name drawn will be placed first on a waiting list; the seventh name drawn will be second on the waiting list and so forth. Parents need to request in writing to the principal by May 1st. The Board will conduct the lottery at their first meeting in May. Students approved to attend preschool need to confirm their acceptance and attendance by July 1st for their non-disabled student to attend the preschool program. Tuition rate will be set at \$240.00 a month (\$15.00/day).

Mrs. Norma Joy, Chairperson
Mrs. Bonnie Cyr
Mr. Relf Fogg
Mr. Robert Ouellette
Mr. Stephen Brown

Adopted by the Board: 18 March 2015

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

Adopted by the Board: 18 March 2015
Revised:

Wakefield School District School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Lisa Dubois
Date: (Submitting) 8/15/2022

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: 8/24/2022

Employee's Name: Tammy Canney
Existing Employee (Yes or No): YES Hours Per Day: 8
If existing, current position: Paraprofessional Days Per Week: 5
Position being hired for: Speech Language Assistant Day Per Year: 185
Replaces (Name): _____
Is this a NEW or EXISTING position? NEW

Non-Certified: _____ ID# _____ Expiration Date: _____
Certified: NH Speech Language As ID# #0269 Expiration Date: _____

Hiring Manager Comments:

Tammy has completed her Associates Degree in Communication Disorders in June 2021.
She has worked at the Paul School for 20 years as a pareprofessional and over the last
several years has provided Rehabilitative Assistant services to student with Speech -
Language needs.

Superintendent Comments:

To be filled in by the Superintendent

Account Number: _____

Hourly Rate: _____

Step: _____

Signature of Superintendent

Date

WAKEFIELD SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Danielle McKellar
Position being hired for: In School Suspension
Existing Employee? Yes Paraprofessional No
Replacing: N/A

Submit with this form:

Completed Application
Reference Sheet
Resume (if applicable)
Transcripts (if applicable)
Certification (if applicable)
Three letters of
recommendation (if applicable)

NH Certification ID # _____ Expiration Date: _____

Baccalaureate Degree from: _____

Degree _____ Year _____

Graduate Degree from: _____

Degree _____ Year _____

Hours Per Day: _____ Days Per Week: _____ Days Per Year: _____

Time Card: Yes No

Collective Bargaining: ☐ WTA ☒ WPA ☐ No Affiliation

Hiring Manager Comments:

Danielle has been a dedicated member of the Paul School, she knows how to foster positive relationships with students while holding them accountable for their behavior. Danielle works with students to provide them with strategies to help them make better decisions.

Submitted by: [Signature]

Date: 8/17/22

To be filled in by Superintendent

Account Number: _____

Hourly Rate: _____ Salary: Track/Step: _____

Signature of Superintendent: 20 Date: _____

Wakefield School District School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Lisa Dubois
Date: (Submitting) 8/18/2022

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: 8/24/2022

Employee's Name: Jaden McKellar
Existing Employee (Yes or No): NO
If existing, current position: _____
Position being hired for: ABA Tutor
Replaces (Name): Alex Gillikin
Is this a NEW or EXISTING position? EXISTING

Hours Per Day: 8
Days Per Week: 5
Day Per Year: 185

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

Hiring Manager Comments:

Superintendent Comments:

To be filled in by the Superintendent

Account Number: _____

Hourly Rate: _____

Step: _____

Signature of Superintendent _____

Date _____