

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board

Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

**Date: Tuesday, October 4, 2022 at
6:00pm**

Transportation Meeting 5:15 PM

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 #36788, \$278,238.45; Batch #36790, \$1,730.00; Batch #36739, \$1,968.56; Batch #36772, \$520.99; Batch #36786, \$169.98; Batch #36830, \$196,161.48
 - b. Payroll Manifest - Batch #36782, \$211,332.22; Batch #36787, \$1772.75
5. **MEETING MINUTES**
 - a. WSB 9.20.22 Non-Public (draft)
 - b. WSB 9.20.22 Public (draft)
 - c. Facilities 9.20.22
 - d. Policy Committee 9.28.22
6. **REPORTS**
 - a. First meeting of month:
 - i. Superintendent's Report
 - ii. School Administration Report
7. **OLD BUSINESS**
 - a. Follow-up
 - b. Intern approval – Policy LDA
 - c. Primex
 - d. Budget Timeline
8. **NEW BUSINESS**
 - a. Board Budget Goals and Development
 - b. Round Table Talk
9. **POLICIES (indicates first or second reading)**
 - a. EEA- Student Transportation Services (1st Reading)
 - b. EEAB- Establishment of School Bus Routes (1st Reading)
 - c. GBGD- Background Investigation and Criminal History Records Check (2nd Reading)
 - d. JICD- Student Discipline and Due Process (1st Reading)
10. **SUB COMMITTEE UPDATES**
 - a. Facilities CIP
 - b. Transportation Sub Committee Recommendations
11. **NOMINATIONS/HIRES/RESIGNATIONS**
12. **NON-PUBLIC:** RSA 91-A:3 II, if required.

Agenda Worksheet

13. ADJOURNMENT: _____ PM

Upcoming: The next Wakefield School Board meeting will be held October 18, 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

Check Batch: 36788
 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
36788	21623	09/20/2022	1987	A&B LOCKSMITH	0.00	35.00
	21624	09/20/2022	9568	ACP FACILITY SERVICES	0.00	7,973.33
	21625	09/20/2022	310	AMAZON.COM	0.00	1,834.50
	21626	09/20/2022	9539	ANTHEM SPORTS, LLC	0.00	812.34
	21627	09/20/2022	288	BUREAU OF EDUCATION & RESEARCH	0.00	279.00
	21628	09/20/2022	9423	CDS UNLIMITED LLC	0.00	15,030.15
	21629	09/20/2022	1190	CLEAN-O-RAMA	0.00	2,690.56
	21630	09/20/2022	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	350.35
	21631	09/20/2022	360	DEMCO Inc	0.00	94.78
	21632	09/20/2022	1402	FRESH PICKS CAFE, LLC	0.00	103,436.10
	21633	09/20/2022	1262	HOUGHTON MIFFLIN HARCOURT	0.00	1,505.67
	21634	09/20/2022	9477	HOWARD SYSTEMS	0.00	8,250.00
	21635	09/20/2022	375	HUSSEY SEATING COMPANY	0.00	3,330.00
	21636	09/20/2022	8927	IRVING ENERGY-PROPANE	0.00	341.55
	21637	09/20/2022	9225	Jayne Sullivan	0.00	451.25
	21638	09/20/2022	23	JP PEST SERVICES INC	0.00	624.00
	21639	09/20/2022	9134	LITERACY RESOURCES LLC	0.00	47.00
	21640	09/20/2022	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	95.95
	21641	09/20/2022	1397	LOVELL LAKE FOOD CENTER	0.00	11.47
	21642	09/20/2022	9386	MACGILL & CO	0.00	367.41
	21643	09/20/2022	9095	MAINSTAY TECHNOLOGIES	0.00	372.00
	21644	09/20/2022	9366	MOXDOG MEDIA SOLUTIONS LLC	0.00	500.00
	21645	09/20/2022	2288	MSB CONSULTING GROUP	0.00	55.31
	21646	09/20/2022	2128	NAPA AUTO PARTS	0.00	192.00
	21647	09/20/2022	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	239.70
	21648	09/20/2022	1349	NH ASSOCIATION OF SPECIAL ED	0.00	700.00
	21649	09/20/2022	596	NH SCHOOL HEALTH CARE COALITION	0.00	82,111.50
	21650	09/20/2022	370	ONE SOURCE SECURITY	0.00	7,272.61

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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	21651	09/20/2022	9374	PAMELA STILES	0.00	1,257.62
	21652	09/20/2022	506	PIONEER MECHANICAL	0.00	4,807.15
	21653	09/20/2022	691	ROCKINGHAM ELECTRIC SUPPLY	0.00	706.08
	21654	09/20/2022	1866	SEACOAST LEARNING COLLABORATIVE	0.00	11,550.00
	21655	09/20/2022	1582	SERVPRO OF THE SEACOAST	0.00	3,600.00
	21656	09/20/2022	9530	SOLIAINT	0.00	6,550.00
	21657	09/20/2022	1706	CHARTER COMMUNICATIONS	0.00	850.00
	21658	09/20/2022	1119	STAPLES CREDIT PLAN	0.00	110.82
	21659	09/20/2022	762	STAFFORD LEARNING CENTER	0.00	6,673.12
	21660	09/20/2022	9471	TEACHERS PAY TEACHERS	0.00	599.99
	21661	09/20/2022	9191	TORRES, LUIS	0.00	490.00
	21662	09/20/2022	772	TREASURER, OF THE STATE OF NH-SURPLUS DIS	0.00	86.25
	21663	09/20/2022	2957	VOYA CLAIMS FUNDING	0.00	774.35
	21664	09/20/2022	2164	W.B. MASON COMPANY	0.00	881.41
	21665	09/20/2022	2164	W.B. MASON COMPANY	0.00	0.00
	21666	09/20/2022	575	WILLIAMS, BERNARD J	0.00	98.13
Totals:					0.00	\$278,238.45

4

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro, School Board Member

Robert DeColfinacker
Robert DeColfinacker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 57181

Check Batch: 36790
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 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
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 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

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36790	21667	09/20/2022	604	NHSAA	0.00	1,730.00
Totals:					0.00	\$1,730.00

8

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS						
				<u>Mary Collins</u> Mary Collins, School Board Chairman		
				<u>Brennan Peaslee</u> Brennan Peaslee, School Board Vice-Chairman		
				<u>Sandrea Taliaferro</u> , School Board Member		
				<u>Robert DeColfmaacher</u> Robert DeColfmaacher, School Board Member		
				<u>Bob Ouellette</u> Robert Ouellette, School Board Member		
				<u>Carlene Stewart</u> Carlene Stewart, Treasurer		
				<u>Anne Kebler</u> Anne Kebler, CEO		

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 57034

Check Batch: 36739
 Check Header: (N / A)
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 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
36739	90175	09/09/2022	834	WASTE MGMT OF NH-ROCHESTER	0.00	1,968.56
Totals:					0.00	\$1,968.56

8

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS						
				<i>Mary Collins</i> Mary Collins, School Board Chairman		
				<i>Brennan Peaslee</i> Brennan Peaslee, School Board Vice-Chairman		
				Sandra Taliaferro, School Board Member		
				<i>Robert DeCollmacker</i> Robert DeCollmacker, School Board Member		
				<i>Bob Ouellette</i> Robert Ouellette, School Board Member		
				<i>Carlene Stewart</i> Carlene Stewart, Treasurer		
				<i>Anne Kebler</i> Anne Kebler, CEO		

9

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 36772
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
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 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
36772	90176	09/14/2022	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	520.99
Totals:					0.00	\$520.99

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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

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Sandrea Taliaferro, School Board Member

Robert DeCoffmacker
Robert DeCoffmacker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 57162

Check Batch: 36786
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 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
36786	90177	09/16/2022	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	169.98
Totals:					0.00	\$169.98

22

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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

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Sandra Taliaferro, School Board Member

Robert DeColfman
Robert DeColfman, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 57248

Check Batch: 36830
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
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 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
36830	21668	09/28/2022	9570	BROX INDUSTRIES, INC	0.00	6,269.18
	21669	09/28/2022	9574	CLEMENTS & SONS	0.00	5,000.00
	21670	09/28/2022	9412	MICHELE LAMBERT	0.00	31.94
	21671	09/28/2022	604	NHSAA	0.00	400.00
	21672	09/28/2022	762	STRAFFORD LEARNING CENTER	0.00	184,460.36
Totals:					0.00	\$196,161.48

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

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Robert DeColimacke
Robert DeColimacke, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO



Wakefield School Board Public Minutes

September 20, 2022

Held in the Paul School Library

Draft

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

In Attendance: Dawn Alie, Jill Garnett, Relf Fogg, a Bus driver and Michelle Keating from Clearview TV.

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

Agenda Review

Mrs. Colbath asked to have sealed minutes added to non public. Mrs. Collins asked that everyone hold on to their copies of the CIP to save printing it for discussions.

Dawn Alie-Buses

Dawn Alie, a parent of a 7th grader and a 9th grader said she had some concerns about the buses. She said this is not the drivers fault. The timing is just too difficult. She said her children are missing instructional time because of the schedules. Elementary buses have been 10-20 minutes late picking her daughter up and High School buses leave Spaulding before the instructional day is over. She suggested cluster stops. She also had suggestions on start times for Paul School. She said it's the parents responsibility to make arrangements to get their children to bus stops. She said we are going to lose our drivers. She wants to know why alternative options are being shot down.

She also is concerned with the Kingswood lottery. She said she shouldn't have to register at Spaulding if she wants her child to go to Kingswood. She said three of the students who were going to Kingswood showed up at Spaulding on day one because they were already registered and had their classes. She never heard that her daughter was moved up on the waiting list. The people who changed their minds should have gone to the SAU.

Jill Garnett asked about the process for going to Kingswood. Mrs. Collins said the policy is in the process of being changed and the process will begin earlier this year. Mrs. Kebler told Mrs. Alie that the SAU did receive a letter from a parent whose child decided not to go to Kingswood and the other two didn't have their names picked for the lottery and they did let the next one on

the list know. She said Kingswood starts doing registrations in October. The policy is in tonight's packet. Mrs. Garnet asked that a letter be sent home with all eighth graders to inform them of the lottery and the process. Mrs. Kebler said that's the plan. Mrs. Kebler said she has three transportation options to discuss with the Board tonight.

Mrs. Garnet asked if the students are going to be able to take laptops home this year. She said one teacher told the kids that they couldn't bring them home because they were irresponsible last year. Mrs. White responded that she will look into that. Mrs. Kebler said eighth graders should be taking laptops home.

Mr. Fogg said he read the minutes and disagrees with the number of drivers that Mrs. Kebler said were budgeted. He said the Board budgeted for eight drivers not seven. Mr. Fogg read from the minutes that eight drivers were approved. Mrs. Taliaferro said OK we budgeted for eight but we can't even fill eight. Mr. Fogg replied we could. He talked about equal opportunity employee. He thinks the Bus Manager job should be offered to existing employees and not to refuse to do so. He said that is somewhat discriminatory. Mrs. Taliaferro said a promotion comes up, anyone can apply, they may not get the job.

Mr. DeColfmacker said he thinks what Mr. Fogg brings to the table is not the real problem we're facing. We just can't get staffing. Mrs. Kebler said last year she was told that the posting was done but there is no documentation that this happened. The posting for bus drivers that was posted most of the year yielded one. Mr. Fogg vehemently disagreed saying there were four applicants. Mrs. Kebler said, I have one application on file. He said there were four people and that is a fact. Mrs. Taliaferro said that Mrs. Kebler had brought that up that people hadn't done what they said they had.

Mrs. Colbath said she was correcting some erroneous statements that Mr. Fogg had made at the last meeting. (attached) Mr. Fogg insisted that Mrs. Colbath was incorrect as far as the charge goes. He said the Board is taking action on someone's opinion and said he has the law. He said if you take steps to violate 91-A he will be addressing that. He said that the Board never agreed to a fee. He told Mrs. Collins that you can't break the law with policy how many times do you have to be told that. Mrs. Colbath asked for a Point of Order. Mr. Fogg said if you continue to break the law, you'll have more outbursts.

Transportation

Mrs. Kebler read the following options for bus transportation. She looked at three options and has had discussions with staff.

Option 1. would be to change the elementary school day. Conway starts at 9:00 and opens up for morning recess at 8:30 and Wolfeboro is similar. That option would have the school day from 8:45 to 3:15. This could be difficult for parents given the school year has already started. This is the feedback she received from staff.

She said it is her priority to change the High School dismissal time back to what it should be ASAP. She has spoken with the Spaulding Principal.

Option 2. Would be to keep the elementary school day from 8:15 to 3:00 and provide coverage for any student not picked up by 3:20, the time teachers can leave. At this time, she has ten people who can cover.

Option 3. Would be to consider four clusters. There are currently four drivers doing the High School routes. She has been told that there are a number of students who would have difficulty getting to the clusters.

She recommends keeping our school day the same and have the coverage we need. Mr. Kebler said elementary buses are coming later and they are allowed to have breakfast. She suggested sending a survey to parents about changing the school day times. A driver spoke to the clusters. She said it doesn't make sense to drive by houses on the way to a cluster stop and not pick up the kids. She thinks parents would have a problem with that. Mr. DeColfmacker said there are no spots in some places to have a cluster. This driver has a Facebook bus group to keep parents informed about being late or early. Mrs. Taliaferro asked to see the bus routes pre covid. Mrs. Kebler said we have looked at those. The bus driver said there is a whole road added to her route. The routes are different.

Mrs. Kebler said the drivers have done a phenomenal job of trying to get these routes worked out. She said we didn't anticipate losing a driver also. Her hope is when the other driver gets her CDL the routes can be stabilized and hopes that will be by mid-October. That's her goal. Mrs. Alie made some comments about the situation. Mr. DeColfmacker said he gives credit to the bus drivers for their tireless work. There is a nationwide shortage of drivers. Mrs. Alie said there are no issues in Milton where she works. Mr. DeColfmacker said Milton has a smaller footprint and all their buses stay in Milton. Mrs. Taliaferro said her concern is that her child already waits for the bus outside for a half hour and that would add another fifteen minutes to his wait if the start time was later. Mrs. Kebler said if the day started later, she would be looking at a morning program so parents could drop their kids off earlier. The staff would be compensated for this. Mrs. Taliaferro asked what will the compensation look like for the rest of the year? Mrs. Kebler said the afternoon costs would be what teachers are paid now when they don't get their prep time; \$25 per hour. She said they are also looking at Parent pick-up and walkers being dismissed out front and buses out back.

Mr. Ouellette asked about having Tim Eldridge help. Mrs. Kebler said he is willing to help with routes. Celeste is our trainer. Mrs. Taliaferro told Mrs. Alie that this is something the Board has been working on at every meeting. Mrs. White said our buses at Spaulding are by the rec center right on the corner. She said they literally take a right and they're on the highway. The bus driver said the kids have five to eight minutes to get to the bus. She said we are fully loaded by 2:12. Mr. Ouellette said we should let Mr. Eldridge and the drivers keep trying to work the schedules so everyone gets picked up and dropped off at a reasonable time. The Board agreed that Mrs. Kebler should work on having the Wakefield high school kids dismissed the same time as the Rochester kids.

Consent Agenda

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to approve the Consent Agenda. (Vote 4-0)

Enrollment

Paul School – 463 students, Kingswood - 14 students, Spaulding - 159 students and Brewster - 1 student.

Mrs. Collins asked about a K/1 split. Mrs. Kebler said they have not had that discussion. She will look into this. Mrs. Taliaferro asked about having 3 kindergarten classes and 2 first grade classes. Mrs. Collins said that would have to be done before school starts.

Meeting Minutes

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to approve the 9-6-22 public minutes with amendments. (Vote 4-0)

Reports

Student Services Report

SAU # 101
Student Service Report
September 20, 2022

Special Education Update:

The school year has begun on a positive note. Both staff and students are settling back into the routine of the school day. We are continuing to work on filling vacant staffing positions. Child Find activities are being set up to ensure that we are identifying any students in the community that are in need of special education. As the special education budget is developed this fall it will be taking into account the need to provide funding for special education costs for students until age 22. Previously we were obligated to cover these costs until the age of 21. SB394 which outlines the details of this change was passed and became effective on June 17, 2022.

Wakefield School District Special Education Numbers:

- Little Paws (PreK): 5 identified students
- Paul School: (K-8): 83 students
- Spaulding High School: (9-12): 24 students
- Kingswood: (9-12): 3 students
- Out of District Placements: 6 students

Total number of students with disabilities: 121

Total number of 504 students: 28

Respectively Submitted

Lisa Dubois, Director of Special Education

Business Administrators Update

Primex Letter and Agreement

Mr. Markiewicz said that the Board has the opportunity to lock into a fixed rate for three years on property and liability insurance with Primex. And they will cap the rate so that it will not exceed 9% for the next three years. The cost for Wakefield for 2022 was \$26,109. The rate for 2023, because the district was not part of the cap program, went up 15.6% or \$30,179. Every district that he has worked for has opted into this. It will cap the premium not to exceed 9% in each of the three years. In 2024 it would cost the district approximately a maximum of \$2,700. Because it's for three years it has a non-appropriation clause which would be in the unlikely event the district chose to not fund the appropriation the district has an opt out and could rescind the agreement if there is no appropriation.

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the scheduled Primex plan as laid out. (Vote 4-0)

DOE-25

Mr. Markiewicz explained the DOE 25. It's basically a detailed summary of revenues and expenses along with the assets and liabilities of the district and shows the Unassigned Fund Balance of \$273,614. This report goes to the DOE and DRA and this report will be used to help set the tax rate. He said this is a complicated report and hard to understand and he'd be happy to talk to any Board member who would like a more detailed explanation. He said they were granted an extension for this report. He will submit this report tomorrow morning to DRA so the Town has everything in order to set the tax rate. Mr. Taliaferro asked if he knew what lines the money came from in unassigned fund balance. He said it could be that the district received more revenue than expected and or underspent lines. He said that districts received more in Adequacy Aid. Mrs. Kebler will find out if anyone wants to go over The DOE 25 in more detail.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the DOE25 as proposed. (Vote 4-0)

Mr. Markiewicz will send each Board member all twenty pages of this report.

Facilities Manager Report

Mr. Ouellette said Mr. Williams will be on the next agenda. As he will be able to answer questions about what is on the CIP. He said Mr. Williams is looking for a pick-up truck with a plow

PAVING OF BACK DRIVE FY 21/22 FALL

The Wakefield School District is looking to spend \$20,000.00 from the operating budget in order to make the paving project of the bus depot and driveway more complete. This will be an area of 18' wide x 400' long. This will extend from the new finished sidewalk by door number 5 to the end of the new pavement that was just put in by the Town of Wakefield Highway Dept. and Clements Paving. The Business Administrator has the details for the funding.

This is a very good opportunity for the school district to get this done for a reasonable amount of funding. This will make it better for the buses during mud season, delivery trucks, plowing that the Town of Wakefield takes care of for the school district. From a cleaning point of view this will stop a large amount of sand being tracked into the building. I think this is a great opportunity working collaboratively with the town and to check another box of getting another project off of the list of things to do.

Thank you for your time and look forward to your decision.

Mrs. Kebler said this project would have had to go through the Construction ESSER Funds and

would have required an engineer. The cost of the approval would be more than the project. Mr. Markiewicz is not concerned about spending the \$20,000. There is money in the salary line.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the \$20,000 from the budget to pave the 18'x400' back road immediately. (Vote 4-0)

Old Business

Follow Up

Bus driver hours are running between 7 and 10 hours a day. An ad will go in two newspapers and edjobs for a manager, bus drivers and substitute bus drivers. She will check and make sure it has been done.

ESSER Fund Review

Mrs. Taliaferro said Chrome Books are listed in a couple of places. Mrs. Kebler replied 400 were purchased out of ESSER 1. ESSER II we bought another 100 to 120. Mrs. Taliaferro asked that the document be broken down as to what was purchased and the cost. It will be quite a bit of work. She will be glad to do it but her priority right now is budget. A dumpster is under ESSER and the Board asked Mrs. Kebler to find out if we are still leasing the extra dumpster that was rented to handle the additional lunch trash during Covid. Mrs. Taliaferro remembers denying the lease of the additional dumpster. Mrs. Collins believes it was just until the end of the last school year. Mrs. Kebler will find out.

New Business

CIP Document

Mr. Williams will address this at the next meeting.

Budget Schedule

Mr. Markiewicz sent in a schedule for budget and Mrs. Kebler passed them out. 10/4 School Board meeting with Mr. Markiewicz in attendance. Talking about budget goals and objectives. 10/12 Budget Workshop at 5:00. 10/18 review functions 1100-2410. 11/1 complete budget. Have the Budget to the Budget Committee on 11/2. Budget Committee meeting 11/7. Board meeting on 11/15. Budget Committee meeting on 11/29. Mr. DeColfmacker will not be at the 10/18 meeting and Mrs. Kebler and Mr. Ouellette will not be at the meeting on 11/15.

Robert DeColfmacker

Mr. DeColfmacker suggested having a Board Round Table. He said we would physically invite people to come in to have discussions to get a true feeling of what the town thinks about what the school is doing. Parents can come in and discuss ideas with the Board. He would like to make this a positive event and not a complaint session. He's not asking for a decision tonight but something to think about. Mrs. Taliaferro thought this was a great idea and maybe this will get more people on the committees. The Board agreed. He will be putting something together. Mrs. Kebler said she didn't want to start committees before October and will send out a list on who's on what committee.

Spaulding Student Internship

There is a Wakefield student who will be working with Mr. Bouchard and Mr. Perkins in sixth grade. This is part of ELO. The student will begin the internship on the 26th of September. He

will be here from 8:00 to 12:30 every other week from Monday through Friday. Mr. DeColfmacker's step daughter is in this program. She helps in the classroom and it gives her a hands on experience. Mr. DeColfmacker asked about a background check. Mrs. Kebler said they were going to address that in the Policy meeting as they are our students.

Mrs. Kebler said she talked with Wayne Robinson at the luncheon we had last week. He asked if there were any high school students that could do a drawing of the building they're proposing. She talked with the Principal at Spaulding and they do have a drafting class. Wayne is looking at it like saving money and celebrating our students. Mr. Ouellette said Howie Knight approached him and Anne about the Siemen Scholarship and suggested they plan on using \$4,000 of it. Mrs. Kebler has not been able to reach Cynthia Wyatt. They have three applications and are thinking about dividing the money between the three.

Policies

JFAD -Tuition Expense for Non Disabled Pre School Students (2nd Reading)

The tuition rate is set at \$240 a month. There will not be a lottery system. It will be first come, first serve.

Mr. Ouellette made a motion, seconded by Mrs. Collins, to adopt Policy JFAD. (Vote 4-0)

JLCF - Wellness Policy (2nd Reading)

The policy was reviewed two Aprils ago and it was decided to reaffirm the Wakefield Policy. The school year will be updated.

Mr. Ouellette made a motion, seconded by Mrs. Collins to adopt Policy JLCF. (Vote 4-0)

JFACC – Tuition Expense for Wakefield Students (1st Reading)

The date will be changes to October 1st.

Mr. Ouellette made a motion, seconded by Mrs. Collins to waive the second reading for Policy JFACC. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins to approve Policy JFACC. (Vote 4-0)

GBCD – Background Investigation and Criminal Records Check (1st Reading)

Deleting overnight fieldtrip.

Mr. DeColfmacker doesn't believe it's necessary for the Wakefield student coming from Spaulding on an internship should have to have a background check. Mrs. Collins said she doesn't think that he would fall under the definition of a designated volunteer or chaperone. Add the wording #11. 'Current Wakefield student interns are exempt from background check' to the policy.

BEDG-R – Access to Minutes and Public Records (1st Reading)

Mrs. Collins said the old policy did not have a fee. In May of 2017 that Board added 25 cents per paper copy. This Policy will be reaffirmed. This policy is not on the website. Mrs. Taliaferro asked if there would be a charge to a parent for copies to their own children's records. Mrs. Kebler said she thinks this policy was revised and the 25 cents added when she brought the Special Ed procedural manual to the Board because requesting those records could add up to a lot of copies. Mrs. Collins said if you want the records electronically there is no cost. Mr.

DeColfmacker said there's a big difference between someone stopping in at the SAU asking for their child's records and a request for hundreds of documents that's going to take, not just 25 cents but hours of labor. Mrs. Colbath said the law says you can't charge for labor. Mr. DeColfmacker said that it just takes away from the kids learning and every other function of the school. Mrs. Kebler said it takes away from the efficiency of the SAU staff. Mr. Fogg asked if the Board is going to knowingly and willingly adopt a policy that violates state law. RSA 91-A IV: (d). Mr. Fogg said in 2019 RSA 91-A was revised under part IV (d). It will not allow the district to capitalize above the actual cost of a copy. So, when you go to the General Accounting Office in the State of New Hampshire in Concord they will tell you that the actual cost of a paper copy is 6/100s of 1 cent per page and that's a fact. He said this amendment clearly states no cost or fee shall be assessed for the actual cost. He said he's trying to caution the Board from adopting a policy that violates state law. And also, Article 83 of the State Constitution clearly states that fictional capitalization is against the law. Charging above the cost of a copy is fictional capitalization. The option you're about to take seems to be reactionary to a 91-A request and without the history of repeated actions enforcing this policy it will appear quite discriminatory on the part of the Board if you assess these costs against one person and nobody else.

Mrs. Taliaferro asked if the law applied to everywhere. She said she knows the courthouse charges 25 cents a copy. She also said the request has already come in and she doesn't believe you can backdate the policy. She was told that the current policy includes the 25 cent charge per copy. Mr. DeColfmacker said it's the first reading and let's do some research on what the real cost is.

Sub Committee Updates

The Technology Committee report was in the packet. Mr. DeColfmacker said he had zoomed into the meeting. The systems are meshing a little better. They are working on the website. Right now, it's policing the Chromebooks. Teachers are going to be updated periodically about Chromebook policies. He asked if there was a process if a high amount of misuse happens in one classroom. Mrs. White said that hasn't been an issue. Mrs. White said we have two new teachers who have worked with Chromebooks and they have brought some really good ideas with them. Mrs. Kebler said that Mrs. Soares has done a great job with the website.

Nominations, Hires, Resignations

Mrs. Taliaferro made a motion, seconded by Mrs. Ouellette, to accept the nomination of Ashia Roy as SAU Administrative Assistant. (Vote 4-0)

Mrs. Taliaferro made a motion, seconded by Mrs. Ouellette, to accept the nomination of Sandra Pollack as Special Ed Teacher . (Vote 4-0)

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to accept the nomination of Shaina Parquett as a Paraprofessional. (Vote 4-0)

Non Public

Mrs. Ouellette made a motion, seconded by Mrs. Taliaferro, to enter non public at 8:45 under RSA 91-A 3, II (c). Roll call: Collins aye, Taliaferro aye, Ouellette aye, DeColfmacker aye. (Vote 4-0)

The Board re-entered public session at 10:00.

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to adjourn the meeting at 10:00. (Vote 4-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Corrections to Mr. Fogg's statements

I would like to clear up some erroneous statements that Mr. Fogg made at the last meeting. He said he put in a 91-A request addressed to Mrs. Collins:

Policy BEDG-R states the following: 3. All requests for public records must be made through the SAU/Superintendent's office. If a board member receives a Right-to-Know request, the board member will forward the request to the Superintendent as soon as possible.

Mrs. Kebler said the 91-A said you are to reply that you are in receipt of the 91-A within 5 days. She said, I consulted with our attorney today.

*And the law states: **91-A:4, III Minutes and Records Available for Public Inspection:** Each public body or agency shall keep and maintain all governmental records in its custody at its regular office or place of business in an accessible place*

91-A:4, IV. (a) Each public body or agency shall, upon request for any governmental record reasonably described, make available for inspection and copying any such governmental record within its files when such records are immediately available for such release.

(b) If a public body or agency is unable to make a governmental record available for immediate inspection and copying the public body or agency shall, within 5 business days of a request:

(1) Make such record available;

(2) Deny the request; or

(3) Provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay. Which she did.

Mr. Fogg said to the Board I am requesting, in writing the information that Mrs. Kebler just cited she said she talked to the attorney today, I want his response in writing.

This was a telephone conversation it does not exist in a physical form.

91-A:5 XII Exemptions. –

The following governmental records are exempted from the provisions of this chapter. Records protected under the attorney-client privilege.

91-A:1-a II Definitions. "Governmental records" means any information created, accepted, or obtained by, or on behalf of, any public body, or a quorum or majority thereof, or any public agency in furtherance of its official function. Without limiting the foregoing, the term "governmental records" includes any written communication or other information, whether in paper, electronic, or other **physical form**, received by a quorum or majority of a public body in furtherance of its official function, whether at a meeting or outside a meeting of the body. The term "governmental records" shall also include the term "public records."

IV. "Information" means knowledge, opinions, facts, or data of any kind and in whatever **physical form** kept or maintained, including, but not limited to, written, visual, electronic, or other **physical form**.

Mr. Fogg said there are expectation of behavior and discipline in the CBA. He said a verbal warning then a written warning that goes into their file. There is nothing in the CBA that addresses discipline. *Only complaints are addressed under 12.4 Complaints.*

Mr. DeColfinacker said the policy says The School District will charge a fee of [insert fee amount] per page for copying/photocopies of records when the person requests a paper copy. No fee will be charged for the inspection of records. Mr. Fogg replied that this policy has already been addressed and the law has been amended that the district can't charge employee time but the actual cost which is six one-hundredths of a cent per page. We have waived those fees by a vote of the Mr. Ouellette said we never voted on a fee. It's in the policy with a blank and the Board never took action on any fee at all.

The Board did take action and this is the current policy. The policy on line is not the current policy.

On May 17th policy BEDG-R was in the Board packet. And they did determine a fee and according to law they can charge that fee.

The minutes of that meeting reflect the vote taken by the Board at that meeting. Wakefield School Board 5-17-17 Public Minutes Approved

BEDG-R Access to Minutes and Public Records

Mrs. Joy made a motion, seconded by Mrs. Cyr, to approve this policy (Vote 4-1)

RSA 91-A:4, IV states that the person requesting copies of governmental records may be charged "the actual cost of providing the copy," but there are no real guidance about what this means. This is not an issue with the average request because it takes relatively little time. However, for larger requests, the time and costs can add up. It boils down to who pays the cost of large document requests—the citizen or the taxpayers? Concern among legislators was the difficulty of distinguishing between legitimate and frivolous requests. However, if the agency provides the requestor with copies of public records, the agency can charge for those copies pursuant to its adopted fee schedule. And your policy has an adopted fee schedule.

91-A:4, IV (d) If a computer, photocopying machine, or other device maintained for use by a public body or agency is used by the public body or agency to copy the governmental record requested, the person requesting the copy may be charged the actual cost of providing the copy, which cost may be collected by the public body or agency. No cost or fee shall be charged for the inspection or delivery, without copying, of governmental records, whether in paper, electronic, or other form. Nothing in this section shall exempt any person from paying fees for obtaining copies of governmental records or documents, but if such fee is established for the copy, no additional costs or fees shall be charged.

Priscilla Colbath

WAKEFIELD SCHOOL BOARD
9-20-22 Facilities Sub Committee Minutes
Held in the Paul School Library
Draft

In attendance: Sandra Taliaferro, Bob Ouellette, Superintendent Anne Kebler, Facilities Director Joe Williams,

The meeting was opened at 5:15.

The committee looked at the CIP. Mr. Ouellette asked about the warranty on the roof. Mr. Williams will get that information for the committee. Mr. Williams gave an explanation for each item on the CIP. He would like to do eight bathrooms this year with the same kind of flooring that's in the gym.

He would like to form a committee for future population growth. He wants to, at some point, remove the SAU building and the other modular and build a two floor SAU building where the white building in the parking lot is. Well replacement and a three bay maintenance building is also on the list. The paving out back is not covered by ESSER Funds so he asked the committee to bring it forward tonight and the money would come out of the salary lines. He would also like a new \$44,500 truck and a \$5,000 plow for snow cleanup and dump runs. He is currently using his own truck for dump runs. Howe Two does the snow removal for sidewalks and roof and the town plows the parking lot and road.

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to adjourn the meeting at 6:00. (Vote 2-0)

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

Priscilla Colbath
School Board Secretary

Policy Meeting Notes 9.28.22

Anne Kebler, Mary Collins, Kristen White, Laurie Newsome

10AM start

Change meeting time to 10:30 for all future Policy Meetings

Next Policy Meeting review IJC, IIAC and IIAC-R

JICD go with the NHSBA Policy

EEAB – adopt (add verbiage under #4 – or designee)

EEA change verbiage under Resolution of Conflicts from business administrator to Transportation Committee

Meeting end at 11:30

Superintendent Report
Wakefield School District
October 4, 2022

Well, here we are ending the first full month of school at the Paul Elementary School, and it has been a positive and exciting start to our school year. Included in this packet is a copy of the Core Beliefs our District Leadership Team developed this summer during our retreat. The overall purpose of having these core beliefs is to assist and support our decision making at the school. I can say for myself, when I hear of a decision made, or make a decision myself for our school community I reflect on these beliefs to ask my self the question “are we following our beliefs when we make this decision and/or recommendation for the school. Our district leadership is practicing this process as well so that we begin to practice proactive approaches to implementing systems which are truly in the best interest of our school community – both students and staff. These beliefs have also been shared with our staff, and we will dive deeper into these beliefs through out the year with staff so that we are all establishing practices of collaboration and thoughtful decision making. It is my hope that as a board we can think about these beliefs as we find ourselves in a position of making difficult decisions assuring that they are in the best interest of our overall school community.

Elaine Millen, a teacher of 50 years and a national consultant has begun working with us to assist in developing strong instructional practice through out our school. Elaine has been traveling through out the country for as long as I have known her, working with schools to help develop structures and systems that allow us to be the best that we can be as educators. One of the primary areas she will be assisting us with is the mentoring of our new educators that we have hired this year, however more important she will also be involved in our professional development through out the year to offer any of our teacher’s consultation with regard to instructional practice. Most recently Elaine has researched and written many articles and a book focused on education practices in post covid times. Elaine had her first visit at our school last Wednesday and was very excited at the great potential she sees in our school and the commitment and excitement in our teachers. It was a great way to end the day to hear all the positives she found in our school. I am anxious for her to work with our staff through out the year and look forward to the success this will bring us. Elaine is fully paid out of grant money and has no impact to our operating budget. Utilizing our grants in a systemic way with on going professional development and work towards a focus that provides us with consistency and growth I feel is the most effective way to utilize our grants. We are lucky that Elaine lives in New Hampshire, so she is readily accessible to our school through out the year. Our staff has already been inspired by her presence and are excited to work with her.

Finally, also included in this packet is a simple worksheet for us to use to develop budget goals for the upcoming budget process. Using these worksheets to think about what each board member’s individual goals are for budget development will be helpful to our administrative staff as we begin to develop the FY 23-24 school year.

It has been a great first month of school, and I am excited for the work we engage in this year.

Respectfully,

Anne L. Kebler
Superintendent
SAU 101 ~ Wakefield School District

District Leadership Team Core Beliefs:

- **We believe a respectful, engaging, nurturing, and safe environment will provide opportunities for teachers and students to achieve success in our school.**
- **We believe that students must develop a love of learning and apply skills across content areas, by engaging in experiences that are relevant and meaningful to the real world.**
- **We believe in modeling for our children a strong work ethic to foster productive relationships and behavior, and we believe excellence in our students and teachers should be recognized and celebrated.**

School Administration Report
October 2022

- We celebrated our first Community Day on Friday September 30th. We celebrated our outstanding students, most improved students and our Outstanding Staff member for the month of September.
- We conducted our first school wide fire drill, everyone was out of the building and accounted for in 6 minutes. We will continue to conduct drills throughout the school year to ensure the safety and wellbeing of our students and staff in the event of a real emergency.
- Our soccer team had their first game and we saw a lot of great teamwork and skills on the field. Students working together on a common goal while supporting and encouraging one another is the Paul School expectation, our students on the soccer team exemplify these expectations. Thank you Mr. Fairfield and Mr. Balser for your dedication and support in making this season a success.
- We completed our school benchmark testing, with grades K-2 completing STAR testing in Literacy and Math, while students in Grades 3-8 completed NWEA and STAR reading and math. These benchmarks are important for tracking student progress, teachers use this information to inform instruction and to ensure proper interventions are being implemented.
- Jen and Michelle have been working to update all family information from the returned registration packets into our new system Infinite Campus. Our teachers will have training on the gradebook on Friday October 7th. Jen just had training on the Parent Portal and we are hoping to have the parent portal portion ready to be introduced to families by the 21st of October. That will give teachers 2 weeks (after their own training) to get all of their assignments and grades (that they've been doing by hand) into Infinite Campus. We also will be using an automated calling system for families who forget to call the office for attendance.
- We would like to welcome back Paul School Alumni Nicholas Oakes as a Student Intern in Mr. Boucher's room. Nicholas is currently a senior at Spaulding High School where he is completing an Extended Learning Opportunity through his studies in Foundations of Education 2 at the Richard Createau Technology Center. We look forward to supporting Nicholas in his pursuit of one day becoming a classroom teacher.
- Our Title I staff, with the aid of our math and reading interventionists, have been sorting through our programs to ensure that everything we use with children is up to date and complete. They have also been benchmark testing students in grades K-3. Our Title I and interventionists will spend time reviewing the data with administration and classroom teachers in order to effectively determine the needs of our students. In a continued effort to teach with fidelity, our goal is to provide students with a high quality education while meeting their individual needs. We are excited about the year ahead.

- We have an exciting new program called Heart and Sole at our school. Heart and Sole is a program created from Girls On The Run designed to meet the unique needs of a middle school girl, rich with themes girls can relate to. Heart and Sole focuses on five key parts: body, brain, heart, spirit, and how 6th-8th grade program teammates connect with others. Each lesson girls participate in activities and workouts to improve these five key areas. At the end of the program girls will participate in a 5K with other Girls On The Run and Heart And Sole teams. We are very excited to offer this program this year.
- Our PBIS team has started our first school wide roll-out of the year. We are currently focusing on cafeteria and recess behavioral expectations. Lessons were created and provided to our teachers to ensure all students are receiving the same message. Our middle school has a group of students that create skits as videos to model expectations. These will be shared with students in the future. Students in each grade also participated in a cafeteria group lesson and modeled expected behavior for each other. Students now have the opportunity to earn pompoms as a group for following these expectations. At the end of this rollout all students will have a field day for staff. The grade level that earns the most poms will help plan this event. Staff will participate in games chosen by the students as they cheer their teachers on. In addition to helping plan this fun day, students in the winning grade will choose an extra incentive such as lunch on the lawn or extra recess. Our PBIS team is made up of staff across all grade levels. We meet every other week to plan and discuss the next data driven rollout.
- The Paul School library has been off to an excellent start this school year. Students are very excited to be back and with full use of the library. These include 22 classes and additional 3 middle school classes that cover topics such as Coding/3D Printing, Book/Creative Writing Club and Lego Engineering. Many of the middle school projects can be seen on the library's top shelves. In the first four weeks in the Paul School Library/Media Center we had 1,138 books checked out to students/teachers. Alongside the books, the library has dispersed 405 Chromebooks and headphones to students in grades 1-8 with the help of Mary Soares, Justin Mayrand and Howard Systems. The technology support team has also been off and running with setting up testing, student accounts and of course helping as needed for any tech concerns as they arise for anyone in the building.
- The week of October 24th through October 28th we will have Nature's Classroom coming to our school for a Nature's Classroom on Wheels Program. We will be using our outdoor classroom and our beautiful outdoor facilities to provide hands-on learning experiences. We are hopeful that the weather will cooperate with us this year and that all our students will be able to participate in this exciting and unique learning experience.
- Our Tier 2 team has been established to work with students needing additional behavior supports to be successful in school. Tier 2 piggybacks off of the whole school Tier 1 programming, and targets specific students that need additional skills. We have identified Check In, Check Out (CICO) as a strategy to use to help students be more successful and hope to begin this program at the beginning of the second quarter.

- Our school counselors have been collaborating with teachers, staff, and students' families to help meet all students' needs. The goal is to help student growth in academics as well as socially. The counselors are providing individual and small group counseling for the purpose of meeting and supporting individual student needs. Together with school psychologists and student support team personnel, the counselors are identifying and developing activities and programs for the needs of students. The counselors are available to provide information/resources and referrals and consultation to teachers, families, and community agencies and organizations.

Upcoming Dates:

- Sunday October 2nd- School Store Closes-
<https://collinssports.chipply.com/paulschoolpanthers/>
- Monday October 3rd- Grade 4 Field Trip to Sandy Point Discovery Center
- Tuesday October 4th- PreK Students Field Trip to McKenzie's Farm
- Tuesday October 4th- Transportation Subcommittee Meeting 5:15 PM
- Tuesday October 4th- School Board Meeting 6PM Paul School Library
- Friday October 7th- No School Teacher Workshop Day- Staff Picture Day
- Friday October 7th- Home Soccer Game Vs Nute 4PM
- Monday October 10th- No School Columbus Day
- Tuesday October 11th- Leadership Team Meeting- 3:30 PM Paul School Library
- Tuesday October 11th- PTA Meeting 5:30 PM- Wakefield Inn
- Wednesday October 12th- Policy Meeting - 10:30 AM SAU Conference Room
- Wednesday October 12th- PBIS Meeting- 3:30 PM Paul School Library
- Wednesday October 12th- Home Soccer Game Vs Somersworth 4PM
- Monday October 17th- 8th Grade Information Night for Spring Fieldtrip
- Tuesday October 18th- School Board Meeting- 6PM Paul School Library
- Wednesday October 19th- Picture Day
- Wednesday October 19th- Staff Meeting- 3:30 PM Paul School Gymnasium
- Thursday October 20th- Technology Committee Meeting 7:15 AM- Paul School Library
- Friday October 21st- Staff Field Day sponsored by PBIS
- Friday October 21st- Staff Outdoor Games - 330-530PM- sponsored by the Paul School PTA
- Friday October 21st- Annual Student Flu Clinic
- Sunday October 23rd- PTA First Annual Cornhole TournamentThompson Field
- Monday October 24th- Friday October 28th- Nature's Classroom
- Monday October 24th- Mentor/Mentee Meeting 3:30 PM- Paul School Library
- Wednesday October 26th- Policy Meeting 10:30 AM SAU Conference Room
- Wednesday October 26th- Title One Family Night- 5:30- 6:30 PM- Paul School
- Monday October 31st- Community Day - Tentative Halloween Parade

STUDENT TEACHING AND INTERNSHIPS

The Wakefield School Board recognizes the student teacher program as an important aspect of a future teacher's education. Therefore, the Board will cooperate with institutions of higher education in training student teachers.

All persons involved in this program must recognize that the first and primary responsibility of the District is to the students within its schools. If at any time a student teacher becomes unacceptable, the District reserves the right to refuse that student teacher further teaching experience within the District.

Student teachers who work in the District shall be accepted only after approval of the School Board upon the recommendation of the Superintendent and the Principal of the building in which the person is to teach.

Student teachers are restricted to not more than three non-consecutive days of substitute teaching, except in emergency situations.

Student teachers shall be subject to a Criminal History Records Check prior to working in the District. The cost of the Criminal History Records Check is to be paid by the student teacher.

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

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 17 October 2002



September 27, 2022

Michele Lambert, HR/Payroll
Wakefield School District
76 Taylor Way
Sanbornville, NH 03872

RE: Contribution Assurance Program (CAP) for FY 2024 – FY 2026 for the Workers' Compensation Program

Dear Michele:

Primex³ is pleased to offer the **Wakefield School District** the option of participating in the **Contribution Assurance Program (CAP)** for the next three coverage period years. **For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Workers' Compensation contributions for future renewals.**

We are pleased to offer you a **CAP** Agreement that provides you budgetary assurance through **June 30, 2026**. (See enclosed **CAP** Agreement and Resolution.) **Please return your executed CAP Agreement and Resolution on or before September 30, 2022, to ensure your participation in CAP for the upcoming October 15, 2022 Renewal.**

The percentage listed is a maximum increase; actual increases will not exceed that percentage and may be lower, based on each member's performance. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. **CAP** provides predictable contributions in the Workers' Compensation Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,

Carl Weber
Director of Member Services

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org

**Workers' Compensation
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees, with limited exception¹, that your annual contribution increase will not exceed ten percent (10%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

FY 2024 July 1, 2023 through June 30, 2024

(maximum 10% increase over July 1, 2022 through June 30, 2023 contribution)

FY 2025 July 1, 2024 through June 30, 2025

(maximum 10% increase over July 1, 2023 through June 30, 2024 contribution)

FY 2026 July 1, 2025 through June 30, 2026

(maximum 10% increase over July 1, 2024 through June 30, 2025 contribution)

By signing this Agreement, the **Wakefield School District** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for three coverage period years, through **June 30, 2026**. The **Wakefield School District** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

¹ CAP protects the member from most contribution increases during the CAP period; i.e., those resulting from account underwriting, or directly caused by changes in the member's loss history, property and payroll exposures. For the protection of all members, CAP does not prevent Primex³ from raising contributions across the pool/program to meet the actuary's reserve funding recommendations in response to catastrophic events, investment losses, severe adverse claim development, reinsurance failure, legislative enactments, judicial opinions and administrative orders. In the rare and unlikely event CAP maximum increase limits must be exceeded to adequately fund reserves, Primex³ in fairness will provide members advance notice and the option of terminating the CAP Agreement.



The **Wakefield School District** agrees that the ten percent (10%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Wakefield School District** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Wakefield School District** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Wakefield School District** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Wakefield School District** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Wakefield School District** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Wakefield School District**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Wakefield School District** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Wakefield School District** with legal authority to contractually bind the **Wakefield School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

_____	Chair	October 4, 2022
Authorized Representative of the Governing Body	Title	Date
Mary Collins		

Print Name		

Wakefield School District
June 6, 2022
WC-2024-10-3

RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Wakefield School District** adopted on October 4, 2022.

Board: Wakefield School Board
Title of Board

Signature: _____

Name: Mary Collins

Title: Chair duly authorized

Date: _____

FY 2024 BUDGET DEVELOPMENT				
DATE	ACTION	PARAMETERS [RSA 21:35]	BUDGET PRESENTATION	NOTES
Wednesday 10-5-2022	Budget Requisitions Due to Superintendent - October 5, 2022			
Tuesday, 10-4-2022	SCHOOL BOARD MEETING - 6:00 pm		FY 2024 Budget Development Goals and Objectives	
Weds. October 12, 2022	SCHOOL BOARD - BUDGET WORKSHOP 5:00 pm - 8:00 pm		1100 Regular Ed, 1410 Co-Curricular, 1420 Athletics, 1430 Summer School, 2120 Guidance, 2130 Nurse, 2120 Library, 2410 Principal	
Tues. October 18, 2022	SCHOOL BOARD MEETING - 6:00 pm		2310 School Board, 2320 SAU Adm, 2510 Fiscal, 2721 Reg Transp, 2724 Ath Transp, 2725 Co-Curr Transp, 2820 Tech, 2900 Other	
Tuesday, November 1, 2022	SCHOOL BOARD MEETING - 6:00 pm		2310 School Board, 2320 SAU Adm, 2510 Fiscal, 2721 Reg Transp, 2724 Ath Transp, 2725 Co-Curr Transp, 2820 Tech, 2900 Other, 1200 Spec Ed, 2210 Professional Dev, 2610 Operations Maint, 2722 Spec Ed Transp	
Tuesday, November 1, 2022				
Thursday, November 3, 2022	DELIVER BUDGET FROM SCHOOL BOARD TO BUDGET COMMITTEE			
Monday, February 7, 2022	BUDGET COMMITTEE MEETING 6:30 pm			
Tuesday, November 15, 2022	SCHOOL BOARD MEETING 6:00 pm		Revisions from Budget Committee meeting	
Tuesday, November 29, 2022	BUDGET COMMITTEE MEETING 6:30 pm			
Tuesday, January 10, 2023	Last day to post notice of January 17th meeting	The second Tuesday in January, 1-10-2022		
Tuesday, January 10, 2023	Last day for petitioned warrant articles	The second Tuesday in January, 1-10-2022		
Tuesday, January 10, 2023	Last day for negotiated cost items to be finalized	The second Tuesday in January 1-10-2022		
Tuesday, January 17, 2023	Last day to hold at least one budget hearing	On or before the third Tuesday in January 1-17-2022		
Thursday, January 26, 2023	Last day for budget committee to deliver budget and warrant article recommendations to the school board for posting	The Thursday before the last Monday in January 1-26-2022		
Monday, January 30, 2023	Last day to post warrant, budget and default budget	On or before the last Monday in January 1-31-2022		
Saturday February 4-Saturday February 11	FIRST SESSION - DELIBERATIVE	Between the first and second Saturdays following the last Monday in January, inclusive of those Saturdays		
Tuesday, March 7, 2023	Annual Report with final budget and ballot questions made available to the school board	At least one week before		
Tuesday, March 14, 2023	SECOND SESSION - VOTING BY BALLOT	The second Tuesday in March		
Monday, April 3, 2023	Submit signed and completed forms to DRA	Within 20 days of the close of the meeting		

The Wakefield School Board Round Table Outline

Date: TBD

Time: TBD

What It Is

The Wakefield School Board Round Table is a non-structured way to have a positive open dialogue with those involved with making The Paul School successful. If you are a teacher, administrator, parent, or Wakefield citizen, the Wakefield School Board welcomes your ideas, feedback, and questions free from discrimination.

What It Is Not

The Wakefield School Board Round Table is not a method for circumventing SAU 101 or The Paul School policies for addressing potential issues concerning the district, students, teachers, or administration. If any issues are brought up that require a certain flow of discussion or discipline. The issue will be brought back through the proper channels and will not be addressed at the round table. The round table is also not a place to be negative. If constructive criticism is necessary, the round table moderators will ask for solutions to help solve the problem.

Round Table Guidelines

1. Meetings will be moderated by The Wakefield School Board.
2. Topics for discussion need to be submitted 1 week prior to meeting. However, fresh topics can be discussed at the meeting.
3. Meetings will be held to a 1 hour time slot.
4. This is not a school board meeting and therefore school board business including decisions regarding school business will not be discussed or made. However, discussions that come out of the meeting can be added to an upcoming school board agenda.
5. Disrespect of any kind will not be tolerated and if necessary the party being disrespectful or disruptive will be asked to leave.

STUDENT TRANSPORTATION SERVICES

The district shall provide transportation for pupils to schools in the district consistent with provisions of RSA 189:6, 189:9 provided they live one mile or more from the school. The following policies shall apply.

General Operating Policy

- A. Bus routes shall be established by the transportation coordinator and school administration under the direction of the superintendent and subject to review by the board. Routes will be developed annually and posted.
- B. Private school transportation will be integrated where possible and when required by law.
- C. Bus stops shall be established under the direction of the superintendent. A bus stop so established will be designated as authorized when the school board has approved its designation as such. Drivers may not load or unload pupils at other than authorized bus stops.

Student Conduct on School Buses

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's principal in writing. Video cameras may be used on buses to support the bus driver's reports of unacceptable conduct. The school principal will have the authority delegated by the superintendent to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions to continue beyond twenty (20) days must be approved by the board (RSA 189:9a).

Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the student transportation policies shall direct that request first to the SAU Transportation Coordinator. If the parent is not satisfied by the ruling of the SAU Transportation Coordinator, he or she may appeal the ruling within five days to the school business administrator. If the parent is again not satisfied by the ruling, he or she may appeal to the superintendent within the next five-day period. As a last appeal, the parent may request to appear before the board.

Statutory Reference:

RSA 189:6

RSA 189:9

RSA 189:9a

RSA 200:40

See Appendix: JICC-R & EEA-R

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

Adopted by the Board: 18 December 1991
Reaffirmed by the Board: 10 July 1998
Revised by the Board: 18 August 1999
Revised by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 21 Nov 2012

Page 1 of 1

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Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the student transportation policies shall direct that request first to the SAU Transportation Coordinator. If the parent is not satisfied by the ruling of the SAU Transportation Coordinator, he or she may appeal the ruling within five days to the school **Transportation Committee**. If the parent is again not satisfied by the ruling, he or she may appeal to the superintendent within the next five-day period. As a last appeal, the parent may request to appear before the board.

Statutory Reference:

RSA 189:6

RSA 189:9

RSA 189:9a

RSA 200:40

See Appendix: JICC-R & EEA-R

DRAFT

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

Adopted by the Board: 18 December 1991
Revised by the Board: 18 August 1999
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Revised:

Page 1 of 1

ESTABLISHMENT OF SCHOOL BUS ROUTES

Category: Recommended

Related Policies: EEA, EEAA & JICC

Related Administrative Procedures: EEAE-R & JICC-R

ADOPTION/REVISION NOTES

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

- (a) The content of this policy was formerly located in sample “-R” document EEA-R. Given recent experiences of districts with parent transportation challenges, NHSBA recommends adopting as a Board policy.
- (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. General Policy.

The Transportation Coordinator designated by the Superintendent pursuant to Board policy {**}EEA, in consultation with the Principal(s) and transportation provider shall establish bus routes, schedules and stops for all students eligible for transportation pursuant to Board policy {**}EEA. Routes will be over the most direct roads practicable for bus travel. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of students more directly. Routes will be designed to employ as nearly as practicable the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering equitable service to all eligible students. The measure of service rendered shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip. To the greatest extent possible, routes, schedules and stops will minimize and balance the time students spend on buses. However, priority in distance to stops will be given to younger children.

Authorized bus stops shall be located at convenient intervals in places where students can be loaded or unloaded, cross highways and await arrival of buses with the utmost safety permitted based upon highway conditions, terrain, and visibility. Bus stops will be situated so that no student is required to walk more than 1 mile to reach a stop. Per RSA 189:8, the maximum distance to stops can be extended to 1 ½ miles for students residing in areas which are

ESTABLISHMENT OF SCHOOL BUS ROUTES

inaccessible by the District's established mode of transportation, provided that the vehicle, route and schedule have been approved by the commissioner of education. The number of bus stops on each trip shall be limited, consistent with the policy, so as to enable buses to maintain a reasonable timetable and schedule.

B. Process for Establishing Bus Routes and Stops. [adjust timelines, titles, etc. as appropriate for District and transportation contractor]

1. Transportation coordinator obtains student enrollment list in early July.
2. Transportation Coordinator and building Principal(s), evaluate past year's routes and stops, find houses of new students, and draft a route/stop proposal.
3. Proposed route and stop schedule is reviewed with Superintendent and/or designee.
4. In August Superintendent approves final route and stop schedule.¹
5. Routes and stops are posted on the District and school websites [and published in local newspapers].
6. Late enrollments and other factors may necessitate alteration of approved and publicized routes and stops.

C. Parent/Guardian Requests for Changes and Appeals.

1. Change Requests. Students entitled to transportation service will be assigned to a school bus and stop and will be expected to adhere to the assignment. Parent requests for changes in a child's regular bus assignment should be sent to the Transportation Coordinator. Bus assignment changes will be made based on the following criteria:
 - a. Request must be written by parent or guardian.
 - b. Space must be available.
 - c. Change in a student's regular bus assignment may be approved for the year, the half year, or the quarter. Changes for shorter periods will not be honored by the coordinator.
 - d. Emergency situations or one-day changes may be authorized on a case-by-case basis by the Principal or his/her designee. Any such one-time change must be requested in writing and in advance by the parent/guardian. The Principal/designee will coordinate the change directly.

¹ [Delete footnote]. Some districts involve the School Board, while within Board authority, this can be problematic depending on Board availability. Boards could appoint sub-committee to carry out this function. For board or board committee, consider: "In August, the Superintendent or Transportation Coordinator presents the proposed route and stop schedule to the Board [Transportation Committee] for approval or revision."

ESTABLISHMENT OF SCHOOL BUS ROUTES**2. Appeals of Change Requests.**

- a. Appeals under C.1 must be presented in writing to the Superintendent within 10 calendar days of the Transportation Coordinator's decision.
- b. The Superintendent will review relevant information and consult with the parent/guardian, Principal and transportation contractor [or driver if employed by the district].
- c. If the Superintendent perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Superintendent will immediately make the change[if routes require board approval, then add] on a temporary basis. Changes will be brought to the Board for confirmation at its next scheduled meeting].
- d. If the Superintendent does not approve the request, the parent/guardian may request a review by the School Board. To initiate the review/appeal the parent/guardian must request review/appeal in writing to the Superintendent within 10 calendar days from the date of the Superintendent's decision.
- e. The Board will hear the appeal as part of its next available agenda subject to the availability of the parent/guardian.
- f. The Board will make its decision after hearing all appropriate information.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:**Legal References:**

189:6, Transportation of Students

189:8, Limitations and Additions

189:9, Pupils in Private Schools

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

NHSBA revision notes, September 2021, see adoption note (a) above. See also Sept. 2021 revision notes for sample EEA.

ESTABLISHMENT OF SCHOOL BUS ROUTES

w/p-update/2021-U2 Fall/EEAB Establishment of Bus Routes and Stops 2021-U2 (vF)

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EEAB – ESTABLISHMENT of SCHOOL BUS ROUTES

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

Adopted:

EEAB – ESTABLISHMENT of SCHOOL BUS ROUTES

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 - a. Request must be written by parent or guardian.
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 - a. Appeals under C.1 must be presented in writing to the Superintendent within 10 calendar days of the Transportation Coordinator's decision.
 - b. The Superintendent will review relevant information and consult with the parent/guardian, Principal and transportation contractor [or driver if employed by the district].
 - c. If the Superintendent perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Superintendent will immediately make the change [if routes require board approval, then add} on a temporary basis. Changes will be brought to the Board for confirmation at its next scheduled meeting].
 - d. If the Superintendent does not approve the request, the parent/guardian may request a review by the School Board. To initiate the review/appeal the parent/guardian must request review/appeal in writing to the Superintendent within 10 calendar days from the date of the Superintendent's decision.
 - e. The Board will hear the appeal as part of its next available agenda subject to the availability of the parent/guardian.
 - f. The Board will make its decision after hearing all appropriate information.

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

Adopted:

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

Background Investigation

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime, and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any person for whom the Board requires a criminal records check shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal records check, unless otherwise determined by the Board.

Criminal Records Check

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI criminal records check.

"Persons regularly in contact with students" means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a criminal records check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI criminal records check.

Volunteers

Designated volunteers are subject to a background investigation/criminal records check and the provisions of this policy. "Designated Volunteers" are defined and so designated pursuant to policy IJOC. Volunteers not categorized as "Designated Volunteers" per policy IJOB will not be subject to a background investigation or criminal records check.

Conditional Employment

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI criminal records check.

No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI criminal records check process and has completed a background investigation.

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

**Adopted by the Board: 4 April 2001
Reaffirmed by the Board: 3 November 2010
Revised by the Board: 5 March 2014**

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK*(continued)*

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a criminal records check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the board does not tender the person a final offer of employment by reason of application of this policy.

Final Offer of Employment

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a criminal records check which is satisfactory to the boards.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of the following offenses, as referenced in RSA 189:13-a, V~~0~~⁰⁴:1 (1) murder, or (2) child pornography, or (3) aggravated felonious sexual assault, (4) felonious sexual assault, (5) kidnapping, (6) manufacturing, selling, administering, dispensing or distributing any controlled substances(s) on school property, or (7) sexual misconduct within an education setting in this state; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed above, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any felony. Such determination will be made by the board, on a case by case basis.

The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the State Policy on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four(24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

Additional Criminal Records Checks

The Board may require a Criminal Records Check of any employee at any time.

Legal Reference::

*RSA 189:13-a, School Employee and Volunteer Background Investigations
Appendix GBCD-R: Technical Advisory, School Employee Background Investigation,
Including A Criminal History Records Check, N.H. Department of Education, November
27, 2000*

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

**Adopted by the Board: 4 April 2001
Reaffirmed by the Board: 3 November 2010
Revised by the Board: 5 March 2014**

BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

Category: Priority/Required by Law

Related Policies: EEAE, EEAEA, GBCE, GDF & IJOC

To help assure the safety of District students, it is the policy of the Wakefield School Board that before any person is employed by the School District, or are otherwise placed into positions whereby they have frequent close contact with - or supervision of - students, that the administration conduct proper investigation into such person's background, including, without limitation, a criminal history records check under RSA 189:13-a – 189:13-c.

A. Definitions. As used in this policy:

1. **"Applicant"** shall mean and include an applicant for employment or any person seeking to serve in any position falling within the term "Covered Person" as defined below, who is selected by the District for further consideration for such position.
2. **"Background investigation"** means an investigation into the past employment and other background of an Applicant with the intent of determining whether:
 - a. The applicant/covered person is qualified for the position for which he/she has applied, will/would be assigned, or will/would perform, and
 - b. The applicant has been found guilty of any criminal activity or conduct that would make him/her ineligible or unsuitable for employment or service in the district.
3. **"Conditional offer of employment"** means an offer of employment extended to a selected Applicant subject to a successful completed criminal history record check (defined below) which is satisfactory to the SAU or school district.
4. **"Contractor"** means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services including but not limited to:
 - a. cafeteria workers,
 - b. school bus drivers,
 - c. custodial personnel,
 - d. any other direct service or services to students of the district or charter school.
5. **"Covered Person"** shall mean every employee, stipended position (e.g., coach, trainer, drama coach, etc.), candidate, designated volunteer (whether direct or through a volunteer organization), or any other service where the contractor or employees of the contractor provide services directly to students of the District or any applicant/person seeking to serve in any of those positions. NOTE: Only those volunteers who meet the definition of "Designated Volunteer" below are considered "Covered Employees". See Board policy {**}/IJOC for additional provisions relating to all volunteers. All Covered Persons are required to undergo training as provided in Board policy {**}/GBCE.
6. **"Criminal History Records Check" or "CHRC"** means a criminal history records inquiry under RSA 189:13-a – 13-c, conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation.
7. **"Designated Volunteer"** is any volunteer who:
 - a. Comes in direct contact with students on a predictable basis (e.g., library volunteer, overnight field trip chaperone;
 - b. Meets regularly with students (e.g., community mentor, volunteer assistant coach);

BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

- c. Meets with students on a one-on-one basis [without the presence of a teacher or other such professional staff member]; OR
- d. Any other volunteer so designated by the School Board or Superintendent.

The administrative supervisor for the applicable activity or program (e.g., building principal, athletic director), shall have the responsibility of determining whether a volunteer position is a "Designated Volunteer", subject to any additional rules or procedures established by the Superintendent.

- 8. **"Educator Candidate"** means a student at an institution of higher education in New Hampshire who has been selected to participate in a K-12 educator preparation program (RSA 189:13-c, I(b)). This definition includes both Educator Candidates who are placed as student teachers in the district, and those who might be in the District for a different purpose (e.g., Methods, etc.).
- 9. **"Section V Offense(s)"** are those criminal offenses listed in RSA 189:13-a, V, as that list may be amended by the Legislature from time to time. The current of offenses may be accessed at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

"Non-Section V Offenses" are all other crimes offenses, whether felonies or misdemeanors.

- 10. **"Designee"** shall mean, a person designated by the Superintendent to receive and inspect results of the Criminal History Records Check. Under RSA 189:13-a, II, the Designee for purposes of CHRC may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.

B. Background Investigation. The Superintendent will require a Background Investigation of any Applicant or Covered Person as defined in this policy. The Superintendent may assign the Background Investigation (but not the CHRC) to someone other than Designee, but shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, student teacher, or a Designated Volunteer to work or serve within the District. For Covered Persons who are employed by a third-party contractor or assigned as a Designated Volunteer by a volunteer agency, the Superintendent or Designee may waive the Background Investigation and instead rely on suitable assurances from the contracting company or agency regarding a background investigation. The requirement for a Criminal History Records Check under paragraph D, below, however, may not be waived. All decisions regarding employment and the pre-employment process shall conform to the District's Anti-Discrimination and Equal Opportunity policy, {**}AC.

As part of the application process, each Applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The Applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or until notified that s/he will not be hired. Failure to report will be treated in the same manner as falsification of information under Section C ___, below.

BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

General record of completion of a Background Investigation (but not copies of the results of a CHRC) shall be retained in an employee's personnel file and retained pursuant to the District's Record Retention Schedule **{**}**EHB-R.

- C. False Information.** The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

D. Criminal History Records Check.

- 1. General.** As part of the District's Background Investigation, each Applicant must submit to a Criminal History Records Check ("CHRC") through the State of New Hampshire in full compliance with RSA 189:13-a. No Covered Person/Applicant shall be employed, extended a Conditional Offer of Employment, or begin service in the District, until the Superintendent, or his/her designee, has initiated a CHRC.

The Applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken by a qualified law enforcement agency according to RSA 189:13-a, II.

Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the CHRC will result in immediate disqualification of the Applicant/Covered Person and will not be considered for the position.

- 2. Special Provisions for Educator Candidates, Bus Drivers & Bus Monitors **[{optional}, and Substitutes]**.**
 - a. Educator Candidate.** Educator Candidates who are placed in the District as a student teacher shall undergo a CHRC prior to beginning in the District. For Educator Candidates in the District under a status other than student teacher (e.g. observation, Methods Course or Practicum student), the Superintendent or Designee will determine whether to require a CHRC using the same parameters included in the Designated Volunteer definition, above.
 - b. Bus Drivers and Bus Monitors.** Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education ("NHED"). Although NHED will conduct the CHRC, the Superintendent or designee shall require a Background Investigation in accordance with paragraph B.
 - c. **[Optional paragraph for multi-district SAUs¹]** Substitute Teachers.** Applicants for substitute teaching positions who have submitted to a CHRC within 3 years in any district within **SAU** shall not be required to undergo an additional CHRC before substituting in this District, unless otherwise required by the Superintendent.
- 3. Results of Criminal History Records Check.** The results of the CHRC shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality.

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BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

The Superintendent or Designee shall destroy all results and reports of any CHRC within sixty (60) days of receiving said information.

4. **Pending Charges or Convictions for Section V Offenses.** If the results of the CHRC disclose that the Applicant has either been convicted of or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment. Additionally, the Superintendent (not the Superintendent's Designee), shall notify NHED through its Investigator or the Chief of the Governance Unit or as otherwise directed by NHED.

5. **Non-Section V Offenses and/or Past Charges of Section V Offenses.** If the results of a CHRC disclose that the Applicant has been charged (whether pending or previously concluded) with a Non-Section V Offense, or has been previously charged with a Section V Offense which the charge has been disposed of other than by a conviction, the Superintendent or Designee shall take such information into account prior to hiring or assigning such Applicant. In making a determination regarding such an Applicant, the Superintendent or Designee shall consider all reliable information, and assess whether, in light of the totality of the circumstances, the Applicant's suitability for the position sought with student safety being the priority consideration. (Circumstances the Superintendent should consider, include, but are not limited to, nature and date of the charge, information about reduced charges, age at time of charge, relationship of the nature of the charged offense to the duties of the position sought),

If the Superintendent chooses to nominate, appoint or assign an Applicant who has a history of conviction or pending charges of a Non-Section V Offense, or of past concluded charges of Section V Offenses that did not result in a conviction, then the final hiring decision or appointment of another Covered Person must be approved by the School Board. The Superintendent may share to the Board in non-public session general information about the offense/conviction but is prohibited under RSA 189:13-a from sharing the CHRC report.

6. **Fees for Criminal History Records Check.** Any applicant for whom the Board requires a CHRC check, or, in the instance of third party contractors/organizations, the Covered Person's employer/organization, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the CHRC, unless otherwise determined by the Board.
7. **Additional Criminal Records Checks.** To the extent permitted by law, the Superintendent or Designee may require a CHRC of any Covered Person at any time after hire or appointment to a position within the District.

- E. **Conditional Offer of Employment.** Applicants who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the Background Investigation and CHRC, and a determination that there are no disqualifying pending charges or convictions.

Any Applicant who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment

BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

that his/her employment or approval to work within the District is entirely conditioned upon the results of a CHRC and Background Investigation being satisfactory to the District.

- F. Final Offer of Employment.** No Applicant shall be extended a final offer of employment or be allowed to serve/provide services in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An Applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of CHRC and Background Investigation,

- G. Administrative Protocols/Procedures.** The Superintendent is authorized to establish written protocols for background investigations, and such protocols may vary depending on the nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional specific disqualifying misdemeanor or felony convictions or charges (e.g., prostitution, theft, etc.) in addition to the Section V Offenses.

- H. Contractor and Vendor Provisions.** The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to complete CHRCs and Background Investigations as required under this policy, as well as training and information relative to child sexual abuse prevention as required under RSA 189:13-a, XII and policy {**}GBCE.

- I. Training of Superintendent/Designee.** The Superintendent or any Designee shall complete such training relative to the reading and interpretation of criminal records as required by NHED.

- J. Reports of Criminal Offenses Post-Hire or Commencement of Service.** When the District receives a notification of a Covered Person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to immediate discharge. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the District. If the Covered Person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall report to the New Hampshire Department of Education pursuant to section 510.05 of the Code and Board policy {**}GBEAB – Mandatory Code of Conduct Reporting.

District Policy History:

First reading: _____ Last revised: _____
 Second reading/adopted: _____ Reviewed/reaffirmed: _____
 Other district policy history: _____

BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

Legal References:

RSA 189:13-a, School Employee and Designated School Volunteer Criminal History Records Check
 RSA 189:13-b, School Bus Driver and Transportation Monitor Criminal History Records Check
 Code of Conduct for New Hampshire Educators

***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: Revised – May 2022, Sept. 2021, Nov. 2020, Sept. 2017, Sept. 2016, Sept. 2010, Aug. 2007, Dec. 2004, Nov. 1999

NHSBA revision notes, May 2022, restructured generally – added and put definitions in front; added language reflecting 2021 SB134's changes to 189:13-a and new section 189:13-c; added language re substitute teachers per 2022 amendment to 189:13-a, VI; and added additional policy cross-references; **September 2021,** added "designee" language in Section F to reflect 2021 amendments to RSA 189:13-a, added legal references, and revised language to clarify prohibition of employing applicant who has been charged pending disposition or convicted of a Section V offense; **November 2020,** NHSBA revised GBCD to reflect 2020 amendments to RSA 189:13-a, and more generally to improve usability.

w/p-update/2022-U1/GBCD - Background Investigation & CHRC 2022-U1 (f)

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.

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Student Discipline and Due Process

Category: Priority/Required by Law

Related Policies: JI, JIC, JICI & JICK
See also Appendix JICD-R

ADOPTION/REVISION NOTES –

All text between the highlighted lines “~ ~ ~” above and below, and all highlights within the policy should be removed prior to adoption.

- (a) **IMPORTANT NOTE FOR SEPTEMBER 2021 REVISION:** The only substantive revision to this policy was to correct an error in the version published in March 2021. The corrections are indicated by green highlighted language in section 7. The correction reflects the minimum standard for expulsions now found in RSA 193:13, II, and thus correction is not optional and should be made as soon as possible.
- (b) The 2021 revisions to JICD should be considered concurrently with 2021 revisions to sample policy JIC.
- (c) RSA 193:13, the statute regarding suspension and expulsion was amended significantly in 2020. That statute is explicitly linked to RSA 193-D (Safe Schools), Dept. of Ed. rule 317. Because amendments to either would supersede this policy, NHSBA has chosen not to reprint applicable sections but rather reference with appropriate links to the statute or rule; see, e.g., footnotes 2, 3, 5 – 8.
- (d) 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. Highlighted language or blank, underscored spaces indicate areas which Boards must review/change/complete to reflect local personnel titles, internal and external policy references, duty assignments etc.
- (e) {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (f) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

A. Policy Statement.

This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board policy {**}JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy {**}JIC and the applicable Code of Conduct__. [remove footnote]

¹ No law or regulation requires something called a “code of conduct”. However, boards and schools are required to have a policy for “rules of conduct”, and “penalties for misbehavior”, and be disseminated to parents and guardians. (Ed 306.04(f), and (g)). See also sample policy JIC. Ed 306.06 further requires fair and consistent implementation of the outdated term “code of discipline”. This sample policy uses “Code of Conduct” to

Student Discipline and Due Process

B. Standards and Procedures Relative to Disciplinary Consequences.

1. **"Removal from the classroom"** means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond.

Detentions are not appealable.

2. **"Restriction from school activities"** means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

Restrictions under this policy are not appealable.

3. **"Detention"** means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class, and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention.

Detentions before or after school shall not exceed **one hour**, and Saturday detentions shall not exceed **three hours**. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc.. The length and timing of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

Detentions are not appealable.

reference the collection of Board policies, school and district administrative rules, and policies & rules pertaining to disciplinary consequences. Any district which does not use term Code of Conduct for such rules, should replace with the District's own title, e.g., Expectations and Standards of Behavior and Consequences.

Student Discipline and Due Process

4. **"Temporary Reassignment"** or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be notified at least 24 hours prior to the administration of a temporary reassignment.

The building Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct ____, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

5. **"Probation"** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.
6. **"Out-of-school suspension"** means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out of school suspensions.
- a. Short-term suspension. A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).²

The Superintendent or his/her written designee³ is authorized to suspend a student for ten (10) school days or less.

A short term suspension may be imposed only for:

- i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, and act of theft, destruction or violence, as defined in RSA 193-D:1); or
- ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in {**}JIC and the Code of Conduct ____.

Pursuant to RSA 193:13, XI(b) and Board policy {**}JIC, a short-suspension over 5 days must conform to the standards included in the Code of Conduct ____.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to

² The text of any state law ("RSA") referenced in this policy may be located with the following link:
<http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm>

³ RSA 193:13, I(a) designates the Superintendent as the person with authority to suspend, but specifically allows the Superintendent to delegate that authority "in writing". This should be done before the start of each year.

Student Discipline and Due Process

respond, and a written decision explaining the disciplinary taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).⁴

- b. Long-term suspension. A “long-term suspension” is the extension or continuation of a short-term suspension for a period **not to exceed an additional 10 days** beyond the duration of the short-term suspension.

The Superintendent [⁵delete footnote] is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-D⁶;
- ii. bullying pursuant to Board policy {**}JICK when the pupil has not responded to targeted interventions **and** poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but **the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g)**, including, without limitation, the requirements for advance notice and a written decision.

- c. Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's [or other person designated under B.6.b, above] hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from.

Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

⁴ As of March 2021, Ed 317 has not been revised to reflect 2020 amendments to RSA 193:13. The text of any regulation of the NH Department of Education may be located with the following link: <https://www.education.nh.gov/who-we-are/deputy-commissioner/office-of-governance/administrative-rules>

⁵ RSA 193:13 and Ed. 317 both authorize the School Board to designate a representative to issue long term suspensions. Most districts designate the Superintendent, an assistant superintendent, or student services administrator. Alternatively, the Board itself may issue a long term suspension (not recommended).

⁶ <http://www.gencourt.state.nh.us/rsa/html/XV/193-D/193-D-1.htm> That list is subject to change. The statute should be reviewed prior to any long term suspension for an act of theft, destruction of violence.

Student Discipline and Due Process

- d. Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long term suspensions.
- e. Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended **in excess of 20 cumulative days** within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.
- f. Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended **more than 10 school days in any school year**, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.
- g. Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to a suspension.
- 7. **"Expulsion"** means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV. ~~An expulsion may be for either a stated duration or permanent~~
 - a. Grounds for Expulsion. ~~Any pupil may only be expelled by the School Board, and only for the following grounds~~ An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:
 - i. A repetition of an act that warranted long term suspension under section **B.6.b**, above;
 - ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
 - iii. Any act of violence pursuant to RSA 651:5, XIII⁷;
 - iv. Criminal threatening pursuant to RSA 631:4, II(a)⁸; **OR**
 - v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1⁹, or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.
- (2) The pupil's disciplinary history.

⁷ <http://www.gencourt.state.nh.us/rsa/html/LXII/651/651-5.htm>

⁸ <http://www.gencourt.state.nh.us/rsa/html/LXII/631/631-4.htm>

⁹ <http://www.gencourt.state.nh.us/rsa/html/XV/193-D/193-D-1.htm>

Student Discipline and Due Process

- (3) Whether the pupil is a student with a disability.
 - (4) The seriousness of the violation or behavior committed by the pupil.
 - (5) Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
 - (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.
- b. Due Process to Be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the **due process standards set forth in Ed 317.04(f)(3) through 317.04(m)**¹⁰ are followed.
- c. Duration of Expulsion. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per **B.7.a.v**, shall be for a period of not less than 12 months.
- d. Educational Services. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

C. Modification or Reinstatement After Suspension or Expulsion.

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request, and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph **B.6.f**, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

1. **Modification by Superintendent.** Subject to all other applicable laws, regulations and Board policies, and paragraph **C.3**, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.
2. **Review and reinstatement by Board.** A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.
3. **Modification of Expulsion for Firearms.** A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe

¹⁰ <https://www.education.nh.gov/who-we-are/deputy-commissioner/office-of-governance/administrative-rules>

Student Discipline and Due Process

school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

D. Appeals to State Board of Education. Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.

E. Sub-committee of Board. For purposes of sections **B.6** and **B.7** of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

F. Superintendent and Principal Designees.

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

G. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

H. Notice and Dissemination.

This policy shall be made available to families, students and staff as provided in Board policy **/**/JIC**.

I. Conflict in Law or State Regulation.

If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

Student Discipline and Due Process

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

18 U.S.C. § 921, *Et seq.*, Firearms

20 U.S.C. § 7151, *Gun-Free Schools Act*

RSA 189:15, *Regulations*

RSA 193:13, *Suspension & Expulsion of Pupils*

RSA Chapter 193-D, *Safe Schools Zones*

RSA 631:4, *Criminal Threatening*

RSA 651:5, XIII "Act of Violence"

NH Code of Administrative Rules, Section Ed 306.04(a)(3), *Discipline*

NH Code of Administrative Rules, Section Ed 306.04(f), *Student Discipline Policy*

NH Code of Administrative Rules, Section Ed. 306.04(g), *Suspension & Expulsion*

NH Code of Administrative Rules, Section Ed 317.04, *Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures*

In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)

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: Revised – Sept. 2021 (correction only), March 2021, May 2018, Sept. 2017, April 2011, May 2008, Nov. 2007, Oct. 2005, and Nov. 1999

NHSBA revision notes. **September 2021**, only revisions were to Section 7, and were intended to correct statutory standard for expulsions (RSA 192:12, II). **March 2021**, Policy JICD was revised to reflect 2020 amendments to RSA 193:13, which Policy JIC was revised to reflect 2020 amendments to RSA 193:13. Among other things, those amendments largely are designed to effect greater emphasis on the emotional and academic needs of students through support and intervention strategies prior to using exclusion from school through suspension and expulsion. The amendments also (a) limit the duration of long-term ("LT") suspensions to 20 days, (b) limit the reasons a student may receive a LT suspension, and (c) require districts to adopt separate standards for short term suspensions of <5 days, and those of >5.

w/p-update/2021-U21/JICD - Student Discipline and Due Process 2021-U2 (vF)

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Wakefield School Board**JICD- STUDENT DISCIPLINE AND DUE PROCESS**

Category: Priority - Required by Law

Related Policies: [JI](#), [JIA](#), [JIC](#), [JICDD](#) & [JICK](#)

See also Appendix JICD-r

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy [JIC](#) and all other applicable Board policies and all District or school rules. Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law.

A. Disciplinary Measures - "Definitions".

Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

1. "Removal from the classroom" means a student is sent to the building Principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
2. "Detention" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal.
3. "In-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days.
4. "Out-of-school suspension" means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.
 - a. "Short-term suspension" means a suspension of ten (10) school days or less. Ed 317.04(a)(1).

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

Adopted by the Board: 21 March 2001
 Revised by the Board: 7 September 2011
 Revised by the Board: 16 July 2019

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- b. "Long-term suspension" means the continuation of a short-term suspension under RSA 193:13, I (b)-(c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).
5. "Restriction from school activities" means a student will attend school, classes, and practice but will not participate in other school extra-curricular activities, including competitions.
6. "Probation" means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
7. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

B. Standards for Removal from Classroom and Detention.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building Principal may assign students to detention under the same standard.

C. Standards for In-School Suspension, Restriction of Activities, and Probation.

The building Principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any failure to conform to school or School District policies or rules, or for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

D. Process for Out-of-School Suspension.

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

Adopted by the Board: 21 March 2001
Revised by the Board: 7 September 2011
Revised by the Board: 16 July 2019

The power of suspension is authorized for gross misconduct, for neglect, or refusal to conform to School District policies and rules as follows:

1. Short-term Suspensions. The Paul School Principal (as designee of the Superintendent) is authorized to suspend a student for ten (10) school days or less.

As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).

2. Long-term Suspensions. The SAU 101 Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

Prior to a long-term suspension, the student will be afforded an informal hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing before the School Board, but the process must comply with the requirements of Ed 317.04 (f)(2) and Ed 317.04 (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the [Superintendent]'s decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

E. Process for Expulsion.

1. Any pupil may be expelled by the School Board for (a) an act of theft, destruction, or violence as defined in RSA Chapter 193-D, (b) for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or (c) for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school. An expulsion under this paragraph will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request. The Board will determine whether and in what manner it will consider any such request.

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

Adopted by the Board: 21 March 2001
Revised by the Board: 7 September 2011
Revised by the Board: 16 July 2019

2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.

3. Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.

4. Any decision by the Board to expel a student may be appealed to the State Board of Education.

5. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Sections E.1 and E.2 above on a case-by-case basis.

F. Sub-committee of Board. For purposes of sections D and E of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

G. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

H. Notice.

This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

Legal References:

RSA 189:15, Regulations

Mr. Bob Ouellette, Chair
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Mrs. Sandy Johnson
Mrs. Jen McCawley
Mr. Relf Fogg

Adopted by the Board: 21 March 2001
Revised by the Board: 7 September 2011
Revised by the Board: 16 July 2019

RSA 193:13, Suspension & Expulsion of Pupils

RSA Chapter 193-D, Safe Schools Zones

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline

NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy

NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures

In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)

See Appendix: JICD –R

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

Adopted by the Board: 21 March 2001
Revised by the Board: 7 September 2011
Revised by the Board: 16 July 2019

JICD – STUDENT DISCIPLINE and DUE PROCESS

Category: Priority/Required by Law

Related Policies: JI, JIC, JICI & JICK
See also Appendix JICD-R

A. Policy Statement.

This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board policy {**}JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy {**}JIC and the applicable Code of Conduct.

B. Standards and Procedures Relative to Disciplinary Consequences.

1. **"Removal from the classroom"** means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond.

Detentions are not appealable.

2. **"Restriction from school activities"** means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

Restrictions under this policy are not appealable.

3. **"Detention"** means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class, and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the

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Sandra Taliaferro
Bob Ouellette
Robert DeColfmacker

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JICD – STUDENT DISCIPLINE and DUE PROCESS

student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention.

Detentions before or after school shall not exceed **one hour**, and Saturday detentions shall not exceed **three hours**. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc.. The length and timing of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

Detentions are not appealable.

4. **"Temporary Reassignment"** or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed **five** consecutive school days. **Parents/guardians shall be notified at least 24 hours prior to the administration of a temporary reassignment.**

The building Principal **or designee** is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the **Code of Conduct**, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

5. **"Probation"** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.
6. **"Out-of-school suspension"** means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out of school suspensions.
 - a. **Short-term suspension.** A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).¹

The Superintendent or his/her written designee² is authorized to suspend a student for ten (10) school days or less.

A short term suspension may be imposed only for:

¹ The text of any state law ("RSA") referenced in this policy may be located with the following link:

<http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm>

² RSA 193:13, I(a) designates the Superintendent as the person with authority to suspend, but specifically allows the Superintendent to delegate that authority **"in writing"**. This should be done before the start of each year.

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Robert DeColfmacker

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JICD – STUDENT DISCIPLINE and DUE PROCESS

- i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, and act of theft, destruction or violence, as defined in RSA 193-D:1); or
- ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in **{**}JIC and the Code of Conduct** ____.

Pursuant to RSA 193:13, XI(b) and Board policy **{**}JIC**, a short-suspension over 5 days must conform to the standards included in the **Code of Conduct** _____.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).³

- b. Long-term suspension. A “long-term suspension” is the extension or continuation of a short-term suspension for a period **not to exceed an additional 10 days** beyond the duration of the short-term suspension.

The **Superintendent** is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-D⁴;
- ii. bullying pursuant to Board policy **{**}JICK** when the pupil has not responded to targeted interventions **and** poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but **the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g)**, including, without limitation, the requirements for advance notice and a written decision.

- c. Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the

³ As of March 2021, Ed 317 has not been revised to reflect 2020 amendments to RSA 193:13. The text of any regulation of the NH Department of Education may be located with the following link:
<https://www.education.nh.gov/who-we-are/deputy-commissioner/office-of-governance/administrative-rules>

⁴ <http://www.gencourt.state.nh.us/rsa/html/XV/193-D/193-D-1.htm> That list is subject to change. The statute should be reviewed prior to any long term suspension for an act of theft, destruction or violence.

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Sandra Taliaferro
Bob Ouellette
Robert DeColfmacker

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Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's [for other person designated under B.6.b, above] hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from.

Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

- d. Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long term suspensions.
- e. Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended **in excess of 20 cumulative days** within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.
- f. Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended **more than 10 school days in any school year**, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

- g. Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to a suspension.
7. **“Expulsion”** means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV. **An expulsion may be for either a limited duration or permanent.**
- a. Grounds for Expulsion. **Any pupil may only be expelled by the School Board, and only for the following grounds: An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:**
 - i. A repetition of an act that warranted long term suspension under section **B.6.b**, above;
 - ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
 - iii. Any act of violence pursuant to RSA 651:5, XIII⁵;
 - iv. Criminal threatening pursuant to RSA 631:4, II(a)⁶; **OR**

⁵ <http://www.gencourt.state.nh.us/rsa/html/LXII/651/651-5.htm>

⁶ <http://www.gencourt.state.nh.us/rsa/html/LXII/631/631-4.htm>

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JICD – STUDENT DISCIPLINE and DUE PROCESS

- v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1⁷, or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.
 - (2) The pupil's disciplinary history.
 - (3) Whether the pupil is a student with a disability.
 - (4) The seriousness of the violation or behavior committed by the pupil.
 - (5) Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
 - (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.
- b. Due Process to Be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the **due process standards set forth in Ed 317.04(f)(3) through 317.04 (m)**⁸ are followed.
 - c. Duration of Expulsion. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per **B.7.a.v**, shall be for a period of not less than 12 months.
 - d. Educational Services. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

C. Modification or Reinstatement After Suspension or Expulsion.

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request, and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph **B.6.f**, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

- 1. Modification by Superintendent. Subject to all other applicable laws, regulations and Board policies, and paragraph **C.3**, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this

⁷ <http://www.gencourt.state.nh.us/rsa/html/XV/193-D/193-D-1.htm>

⁸ <https://www.education.nh.gov/who-we-are/deputy-commissioner/office-of-governance/administrative-rules>

Mary Collins, Chairman
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Bob Ouellette
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District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.

2. **Review and reinstatement by Board.** A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.
3. **Modification of Expulsion for Firearms.** A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

- D. **Appeals to State Board of Education.** Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.
- E. **Sub-committee of Board.** For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.
- F. **Superintendent and Principal Designees.**

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

- G. **Disciplinary Removal of Students with Disabilities.**

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

- H. **Notice and Dissemination.**

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

Adopted:

JICD – STUDENT DISCIPLINE and DUE PROCESS

This policy shall be made available to families, students and staff as provided in Board policy
{**}JIC.

I. Conflict in Law or State Regulation.

If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

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

Adopted:

FACILITIES COMMITTEE MEETING
SEPTEMBER 20, 2022
PAUL SCHOOL LIBRARY

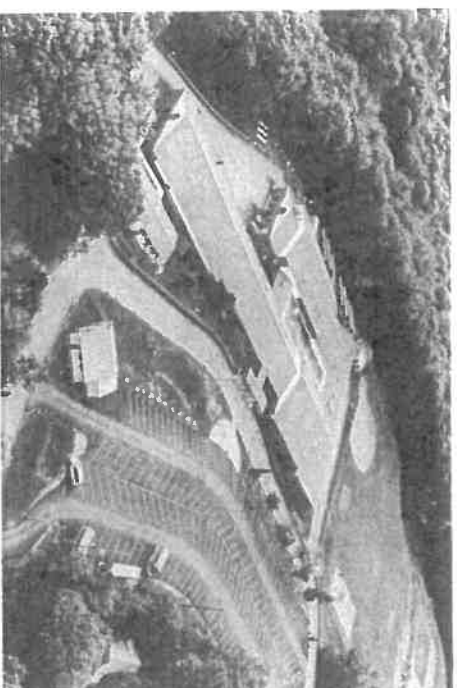
- **CIP** = What was discussed with CIP Committee for CIP plan and Warrant Articles FY 22/23
- **Vision** = Have a discussion of the campus of the Paul School and the Wakefield School District.
- **Committee** = Have a discussion to for a committee to execute a plan for the future.
- **Plan** = Formulate a plan, and then execute the plan. This will probably start with engineering.

The vision I have and this is just myself. I would love to have a collaborative effort between all of the stakeholders. This is the beginning of conversation.

- Tear down and build a new SAU building. Build a cape two stories, full basement, waiting room (talk with Robbie Nason and his daughters and dedicate the waiting room to Judy Nason from funds raised for bridge. If all in agreement change Trust over). This could be done through RFP.
- Build a separate cafeteria. This location could be by the out cove of the back of the kitchen. This room would also be set up for meeting (School Board, Committees, etc.). This would need engineering.
- Future addition to replace modular. This would come directly off the double doors at the primary wing. This design would be a two story with the possibility of eight classroom, office space, custodial closets, elevator, etc. This would need engineering.

Town of Wakefield
Capital Improvement Plan: FY2023 – FY2027
Project Detail Sheet

Department:	School Department	
Project:	Building Renovation (Future Building Expansion)	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Improve Quality of Facility and Substandard Conditions	
Estimated Total Cost:	TBD	
Anticipated Year of Purchase	TBD	
Estimated Useful Life:	50 Years	



Description and Justification:

The School Department would form a community building committee to look at future population growth, educational space needs and building expansion concepts.

An engineering study would then be completed to look at which of those concepts is the most feasible and provide the best value to the community.

79

Estimated Costs by Fiscal Year	
FY2023	\$0
FY2024	\$0
FY2025	\$40,000
FY2026	\$40,000
FY2027	\$0
Total Cost	\$TBD

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 9/1/22)	\$24,087 +23,000

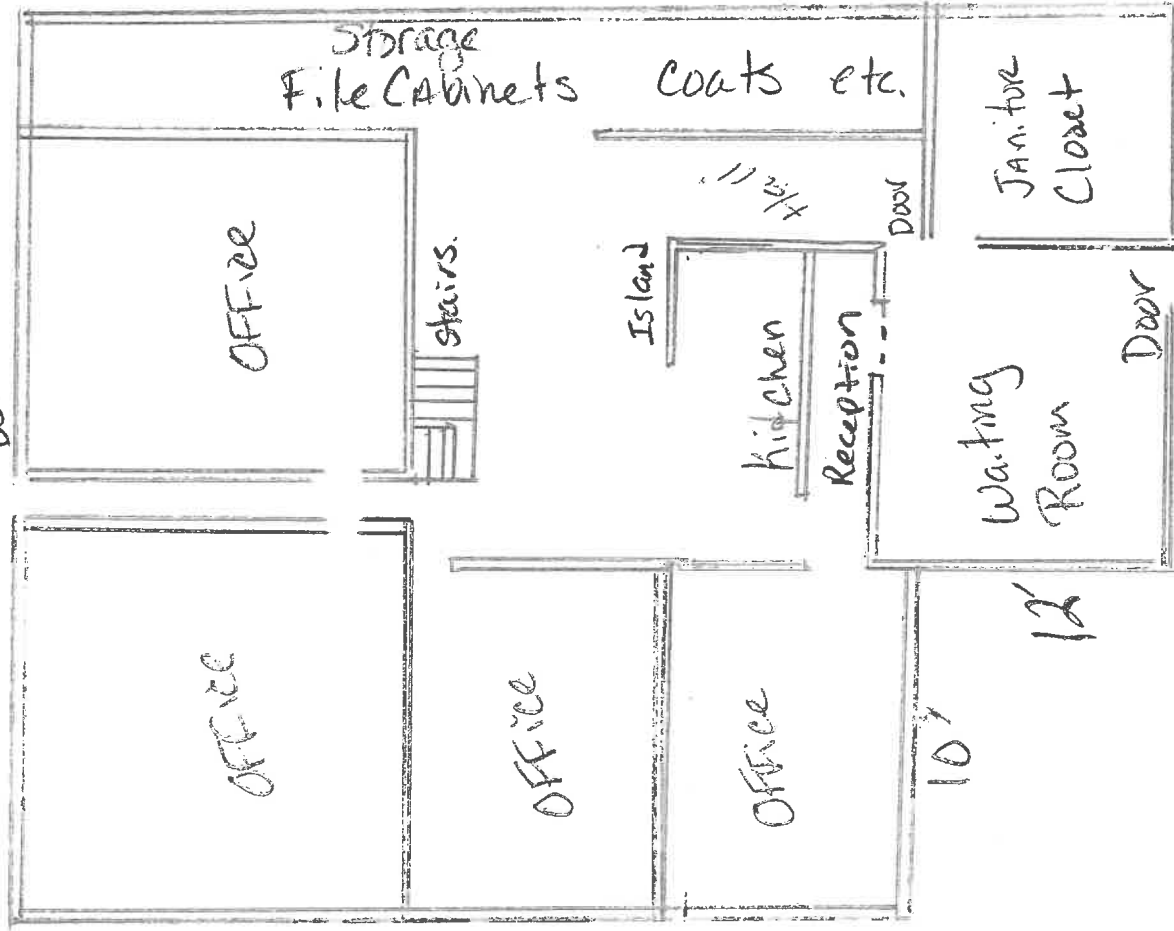
Foundation 8'

Cape Style

Upstairs - Conference Room?

88

36' door



46.5'

Janitorial
Closet
Old Building

Hallway

Entrance

3312

Kitchen

62

23

Cafeteria

Media Area
Markings

70' Old Building K-1

29

22

Driver

8

81

