

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board

Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

**Date: Tuesday, September 20, 2022 at
6:00pm**

Facilities Committee Meeting @ 5:15

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
 - a. Dawn Allie - Buses
3. **PUBLIC COMMENTS**: Public's opportunity to speak to items on the agenda.
4. **CONSENT AGENDA**
 - a. AP Manifest - Batch #36678, \$146,175.85; Batch #36680, \$173.31; Batch #36716, \$9,650.31
 - b. Payroll Manifest - Batch #36667, \$689.77; Batch #36704, \$184,875.60; Batch #36714, \$57,720.60
 - c. Enrollment
5. **MEETING MINUTES**
 - a. WSB 09.06.22 Public (draft)
6. **REPORTS**
 - a. Student Services Report
 - b. Business Administrator's Report
 - DOE-25
 - Primex Letter and Agreement
 - c. Facilities Manager Report
7. **OLD BUSINESS**
 - a. Follow-up
 - b. ESSER Fund Review
8. **NEW BUSINESS**
 - a. CIP Document
 - b. Budget Schedule
 - c. Robert DeColfmacker
 - d. Spaulding Student Internship
9. **POLICIES (indicates first or second reading)**
 - a. JFAD-Tuition Expenses for Non-Disabled Preschool Students (2nd reading)
 - b. JLCF- Wellness Policy (2nd reading)
 - c. JFACC- Tuition Expenses for Wakefield Residents (1st reading)
 - d. GBCCD- Background Investigation and Criminal Records Check (1st reading)
 - e. BEDG-R- Access to Minutes and Public Record (1st reading)
10. **SUB COMMITTEE UPDATES**
 - a. Technology Committee
11. **NOMINATIONS/HIRES/RESIGNATIONS**

Agenda Worksheet

- a. Ashia Roy
- b. Shaina Parquette-Kimball
- c. Sandra Pollack

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

13. **ADJOURNMENT:** _____ PM

Upcoming: The next Wakefield School Board meeting will be held October 4, 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 (l): 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.

Options for Transportation to be considered
Considering dismissal time of high school students
September 20, 2022

Option 1:

- Change elementary school day - 8:45 - 3:15
 - Elementary dismissal may still be later than 3:15 and coverage will need to be provided
 - Presents difficulty to parents given school year has started

Option 2:

- Elementary day continues to be 8:15 - 3:00
 - Coverage will need to be provided for any students not picked up by 3:20
 - Schedule would not be disruptive to parents

Option 3:

- High school bus stops be in 4 clusters
 - Currently we have 4 drivers doing the HS routes - what would it look like if we had clusters as opposed to stopping numerous times for students
 - Inconvenience to parents to have to drive student to a cluster, but has been done in the past

Drivers are working on these options for me to assess the difference in timing, but I am recommending that our Wakefield High School Students have the same dismissal time as Rochester students ASAP. Have had a conversation with Spaulding High School Principal to give the board an update of what dismissal looks like from his perspective.

Further conversation to follow at the board meeting

Respectfully Submitted

Anne L. Kebler
Superintendent
Wakefield School District

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56952

Check Batch: 36678
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
36678	21571	09/02/2022	1080	ADT COMMERCIAL LLC	0.00	125.86
	21572	09/02/2022	310	AMAZON.COM	0.00	1,345.64
	21573	09/02/2022	9111	CARL'S FLOORING	0.00	46,500.00
	21574	09/02/2022	9423	CDS UNLIMITED LLC	0.00	7,422.90
	21575	09/02/2022	1190	CLEAN-O-RAMA	0.00	122.10
	21576	09/02/2022	363	DIPRIZIO GMC TRUCKS INC.	0.00	3,418.64
	21577	09/02/2022	9375	DRUMMOND WOODSUM &	0.00	828.36
	21578	09/02/2022	8980	FLINN SCIENTIFIC	0.00	879.18
	21579	09/02/2022	1402	FRESH PICKS CAFE, LLC	0.00	22,777.88
	21580	09/02/2022	585	HEALTH TRUST	0.00	5,071.81
	21581	09/02/2022	1262	HOUGHTON MIFFLIN HARCOURT	0.00	4,088.49
	21582	09/02/2022	9562	Institute for Multi-Sensory Education, L	0.00	170.80
	21583	09/02/2022	1907	IXL LEARNING	0.00	3,801.00
	21584	09/02/2022	8977	JULIE CROWLEY	0.00	728.00
	21585	09/02/2022	1236	LAKESHORE LEARNING MATERIALS	0.00	222.23
	21586	09/02/2022	9567	Leavitt-Carlson, Ivy	0.00	237.18
	21587	09/02/2022	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	336.92
	21588	09/02/2022	9095	MAINSTAY TECHNOLOGIES	0.00	372.00
	21589	09/02/2022	75	MAYRAND COMPUTER SERVICES	0.00	2,130.00
	21590	09/02/2022	533	MCINTIRE BUSINESS PRODUCTS	0.00	323.88
	21591	09/02/2022	2288	MSB CONSULTING GROUP	0.00	34.96
	21592	09/02/2022	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	22,670.00
	21593	09/02/2022	9519	NEW HAMPSHIRE PRINT & MAIL	0.00	126.96
	21594	09/02/2022	80	NOELLE TAYLOR	0.00	630.00
	21595	09/02/2022	8895	ROCHESTER 100 INC	0.00	362.50
	21596	09/02/2022	8916	SCHOOL DATEBOOKS	0.00	1,092.34
	21597	09/02/2022	708	SCHOOL HEALTH CORPORATION	0.00	222.26
	21598	09/02/2022	9530	SOLIANIT	0.00	2,463.00

WAKEFIELD SCHOOL DISTRICT

AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	21599	09/02/2022	1706	CHARTER COMMUNICATIONS	0.00	1,287.60
	21600	09/02/2022	9521	STAPLES BUSINESS ADVANTAGE	0.00	772.26
	21601	09/02/2022	9383	SUNDAY PAVING AND SEALING	0.00	5,960.00
	21602	09/02/2022	1675	THE HOME DEPOT CREDIT SERVICES	0.00	210.37
	21603	09/02/2022	804	TREASURER, STATE OF NH	0.00	1,062.71
	21604	09/02/2022	2853	VACHON, CLUKAY & CO., PC	0.00	1,042.50
	21605	09/02/2022	9368	VERIZON	0.00	163.60
	21606	09/02/2022	2957	BENEFIT STRATEGIES, LLC	0.00	71.97
	21607	09/02/2022	2957	VOYA CLAIMS FUNDING	0.00	309.13
	21608	09/02/2022	2164	W.B. MASON COMPANY	0.00	6,257.48
	21609	09/02/2022	2164	W.B. MASON COMPANY	0.00	0.00
	21610	09/02/2022	2164	W.B. MASON COMPANY	0.00	0.00
	21611	09/02/2022	9467	WHITE, KRISTEN	0.00	533.34
Totals:					0.00	\$146,175.85

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

Sandrea Taliaferro, School Board Member

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 DISTRICT

Manual AP CHECK REGISTER

Report # 56955

Check Batch: 36680
 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
36680	90174	09/02/2022	2110	PITNEY BOWES PURCHASE POWER	0.00	173.31
Totals:					0.00	\$173.31

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

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandrea Taliaferro
Sandrea Taliaferro, School Board Member

Robert DeCormack
Robert DeCormack, 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 # 57005

Check Batch: 36716
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
36716	21612	09/08/2022	9568	ACP FACILITY SERVICES	0.00	1,839.99
	21613	09/08/2022	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	555.50
	21614	09/08/2022	363	DIPRIZIO GMC TRUCKS INC.	0.00	2,972.25
	21615	09/08/2022	2909	GPS FLEET TRACKING LLC	0.00	1,104.99
	21616	09/08/2022	2954	GRANITE STATE PLUMBING & HEATING LLC	0.00	295.00
	21617	09/08/2022	9320	HEARTLAND	0.00	1,149.00
	21618	09/08/2022	2881	KEBLER, ANNE	0.00	725.06
	21619	09/08/2022	9569	LAMPER, AMBER	0.00	853.61
	21620	09/08/2022	2288	MSB CONSULTING GROUP	0.00	45.60
	21621	09/08/2022	9532	STIPO, BETSY	0.00	50.65
	21622	09/08/2022	2957	VOYA CLAIMS FUNDING	0.00	58.66
Totals:					0.00	\$9,650.31

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
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Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

Wakefield School District/SAU 101

Paul School

Superintendent: Anne Kebler

Principal: Kristen White Assistant Principal: Ivy Leavitt-Carlson

September Enrollment Report
2022-2023

Grade	Class	Inv. Total	Class	Inv. Total	Class	Inv. Total
Little Paws	16	Boston AM	9	Boston PM	7	
K	44			Libby	22	Lugo
1	37	Learned	12	Jakubec	13	Courts
2	47	Royle	15	Kelly	16	Krafton
3	62	Robinson	21	Reynolds	21	Purvis
4	57	O'Neill	21	Levesque	20	Osmer
5	51	Olson	18	Manning	18	Seigler
6	44	Perkins	22	Boucher	22	
7	52	Gillikin (LA)	18	Nason (Science)	18	Bultman (Math)
8	53	Fairfield (SS)	19	Hurley (LA)	17	Wolforth(Math)
Overall Total:	Overall Total:	463				

Kingswood: 14
Spaulding: 159
Brewster: 1
Total: 174

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June
LP	16									
K	44									
1	37									
2	47									
3	62									
4	57									
5	51									
6	44									
7	52									
8	53									
Total	463	0	0	0	0	0	0	0	0	0



Wakefield School Board Public Minutes

September 6, 2022

Held in the SAU Conference Room

Draft

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

In attendance: Relf Fogg

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

Agenda Review

Mrs. Kebler said something came up within the last few days which require a non public session under 91-A 3:11 (3).

Relf Fogg

Contracts, Coercion and Consequences

Mrs. Collins reminded Mr. Fogg that in public we're not allowed to talk about staff. Mr. Fogg said this has to do with the Board and their commitment to contracts and the consequences of not following contracts. He said that contracts had ended and the Board took action to seek a remedy because of the wording of the contract. Mr. Fogg said he is aware of a driver who left who understood his contract was.... Mrs. Collins said she had to interrupt because he is talking about someone else. If a driver had an issue they should have come to the Board. Mr. Fogg said he isn't talking about people he's talking about positions. Mrs. Collins said when you say driver, it's a small group and everyone knows who it is. She told Mr. Fogg that we can't assume what someone else understood. Mr. Fogg replied that he can understand what he was told and has read. He asked to address those issues. Mrs. Collins asked if he had anything in writing? Mr. Fogg replied, yes, of course I do. I wouldn't be here if I didn't have the ability to verify beyond a reasonable doubt what I'm speaking to. Mrs. Collins asked Mr. Fogg to share that with the Board. Mr. Fogg asked, wouldn't that be an invasion of people's privacy?

Mr. DeColfmacker asked Mr. Fogg if is employed by the School District. Mr. Fogg answered no. He then asked, do any of these contracts have a direct effect on your wellbeing? Mr. Fogg said absolutely, as a taxpayer. Mr. DeColfmacker asked, can you supply the School Board with documentation and factual information regarding these things so we can actually address it? Mr.

Fogg replied, absolutely. Mr. Fogg said he is not prepared to give it to the Board right now but he certainly can. Mr. DeColfmacker said in reality it's hard to grasp what you're saying to us because the way you're presenting it makes it look like you're speaking on behalf of someone else. Mr. Fogg said, I'm speaking as a concerned resident of Wakefield. Mr. DeColfmacker said that contracts, coercion and consequences are pretty heavy things to bring to the Board.

Mrs. Peaslee said she invites anyone who has a concern about their contract to come to the Board. She doesn't want to hear it from a third party. She also said these are opinions and if there is an issue with the contract, I'd like to see the actual contract. She said we aren't involved with the contracts for support staff, only the contracts for teachers and paras. We can't hear anything right now because we don't have the contract in front of us to see what it says. Mr. Fogg responded to Mrs. Peaslee saying I totally disagree as you are the governing body. He then said, let's talk about your contract. Mrs. Peaslee said we're not going to talk about my contract. Mr. Fogg said yes, we will. Mrs. Peaslee called for a Point of Order and said as an employee of the district I was protected and we're not going to talk about my contract when I was an employee. I am no longer an employee, I'm a School Board member. The Chair said to Mr. Fogg, you cannot bring up when Mrs. Peaslee was an employee of the school.

Mrs. Taliaferro said, I don't know where his conversation is going. It's on the agenda, do we have a back-up? Mrs. Taliaferro said I have no problem with Mr. Fogg being on the agenda or speaking. I don't know what he's going to say but he was put on the agenda without the back-up. Mrs. Kebler said there was no back-up. Mrs. Taliaferro responded; it shouldn't be on the agenda if you don't have the back-up. She said I also find it hard when people put time into their presentation and then aren't allowed to speak without interruption. If you're put on the agenda, you should be allowed to speak without interruption. Mr. Collins said that when Mr. Fogg starts talking about people and a contract and we don't have the contract in front of us it's hard to follow what he's saying. Mr. Fogg said to Mrs. Collins, I would have that information if I had received it from you according to law 91-A. He said I asked for this information on August 28th from Mrs. Collins and I haven't received it. He said I submitted it to the SAU addressed to Mrs. Collins asking for current and last years contracts and if anyone had complied with the 91-A he would have them. Mrs. Kebler said the 91-A says you are to reply that you are in receipt of the 91-A within 5 days. She said, I consulted with our attorney today. Mr. Fogg said to the Board I am requesting, in writing the information that Mrs. Kebler just cited. Mr. Fogg said to Mrs. Kebler, you just said you talked to him today, I want his response in writing. Mrs. Kebler said I will get it. Mrs. Collins told Mr. Fogg, I never received it and he said it was addressed to you, I don't know why anyone else would open it. Mrs. Kebler said it wasn't in an envelope, it was given to an employee and she gave it to me and I did respond in an email and told you our server was down and couldn't pull it up until the next day She said my assumption was because it was brought to the SAU, it was an SAU request.

Mr. Fogg said the Board is responsible for everything that goes on in the district. Mr. Fogg said I am trying to provide insight and guidance and am talking about contracts that were signed that the Board is aware of and contracts that get violated with no follow up. He went on to say if you have a contract that says you will do everything in the best interest of the school district then you have to do everything in the best interest of the school district. Last year people were fully aware of a contract being violated, the Board made a decision and instructed the employee at the time

to write a letter to the violator of the contract and seek restitution. Now, 12 months later, the very same contract is getting violated again. He went on to expound on said contract giving his opinion on what the Board is teaching kids and that the taxpayers are the ones who are losing out when contracts are broken. And he stated that the person who is breaking the contract takes half of the school with them. You're left in a situation that Wakefield finds themselves in now, desperately seeking help.

Mr. DeColfmacker asked Mr. Fogg, how do we address situations when it's not our fault that we are dealing with certain personalities, people making it difficult for the jobs to be done, a naysayer, a rabblouser and they're in a contract. How would you suggest we handle those situations because that can be just as detrimental to the operations of the school and the taxpayers as the perfect employee that just wants to do just what's in their contract? 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.

Mr. Ouellette asked Mr. Fogg, are you just looking for one contract? Mr. Fogg said I've been advised to ask for all contracts, every single contract signed and all contracts with vendors and the district Mr. DeColfmacker asked, who is advising you to get this information? Mr. Fogg replied, my conscience and there are other concerned residents of Wakefield who would love to have the same information. Mr. DeColfmacker asked if the others would come before the Board and Mr. Fogg replied, there aren't a whole lot of people in town who want to subject themselves to ridicule or instances of abuse.

Mrs. Kebler asked Mr. Fogg if he wants all employee contracts from 2021-2022 and all vendors contracts from 2021-2022 and Mr. Fogg said, that is correct. He said by receiving them I will be able to see where there has been coercion and consequences. Mr. DeColfmacker said there is a cost to this. Mr. Fogg said no there isn't. Mr. DeColfmacker said it does say in the policy that there can be a cost. Mr. Fogg said, ok, in the policy but you don't understand what Board action has already been taken. He said we've already waived fees. Mrs. Collins said a previous Board she believes in 2016 waived the fee for paper copies. Mrs. Colbath asked is that was in the policy book? Mr. DeColfmacker said the policy gives no amount.

Mr. Fogg said Mrs. Collins immediately sought out the policy that would create this obstacle and colluded with people within the district to communicate this cost. Mr. DeColfmacker 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, 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. He went on to say when you receive an email that says 25 cents, go back and research the history of the Wakefield School District. We have waived those fees by a vote of the Board. He said you can use discriminatory action and charge me. Mr. Ouellette said we never voted on a fee. Its in the policy with a blank and the Board never took action on any fee at all.

Mr. Collins said she has something to say as she has been accused of colluding and being abusive. She said she was taking a class about costs to the district and when she found out about the request, she contacted the Superintendent and said, we do have a policy and me and Mrs.

Kebler being on the policy committee said it would be taken up at the next policy meeting. That is not colluding. She said your 91-A request was responded to within the five days by law. Mr. Collins said, just because you have a right to do something doesn't mean it's the right thing to do. You requested the contracts on the first day of school when we have new staff and students coming in and we're short an employee at the SAU. She said the RSA says if it's immediately available you'll get it right off, if not, the law will be cited why you can't have that material right off. It was stated that you would get the material at a certain date. Mr. Fogg said you can't pick and choose what part of a law you want to apply.

Mr. Ouellette called for a point of order and Mrs. Peaslee said, Mrs. Kebler you will get that information and follow up? Mrs. Kebler said yes. She then said, thank you for your time Relf. Mr. Fogg said I don't believe I'm done. Mrs. Peaslee said, you've gone round and round and I assume you want to see the contracts before we go any further and then you're going to bring something back to us. Mr. Fogg said yes, I am. Mr. Colbath said it's been over the allotted 15 minutes. Mr. Fogg asked if that was by policy and Mrs. Colbath replied yes, it is. Mrs. Taliaferro asked, when is the date you gave him to let him have that? Mrs. Kebler responded September 30th.

Public Comments

Mrs. Soares said she would love to be on the Policy Committee but you meet at 10:00am. She asked that they consider having it before or after school. She said the Board is trying to get teachers to join committees but when they're in the middle of the day it's impossible for them to join. Mr. Fogg said he wished the district the best year ever.

Consent Agenda

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

Meeting Minutes

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the 8-23-22 public minutes with any additions or corrections. Mrs. Taliaferro said under the PTA; she didn't offer she was asked and accepted. **(Vote 5-0)**

Reports

Superintendents Report

We had a very exciting and positive start to our school year with the Back-to-School Barbecue as a kick off. The Barbecue was well attended, and we all received very positive feedback on the opening of school. We are excited to start the year off in such a positive manner, and we continue to move forward and not allow the barriers of the current state of education change our positive approach to the school year.

It has certainly been a very busy summer at the SAU office and some updates are listed below: Food Service - our application has been submitted and was submitted well within the time limit - first time in 3 years this has happened. Thank you goes to Frank our BA for the hard work he put into this. In addition, our Corrective action plan has been submitted and approved. Back up documentation of our food service CIP and food service contract is in the back up.

Also, with regard to food service, our technology company has worked with Fresh Picks to get our POS up and running for School Bucks, the problem has been that the system does not communicate with our new student infinite campus student information system, Howard Technologies has made this a priority and we hope that it will be corrected by the first of the next week. Currently we are keeping track of the breakfast and lunch purchases that have been made, and we will input this information into our POS . I have used school messenger to announce any updates we have on our MY School Bucks status. All students have had access to both breakfast and lunch. This has been communicated to our school community more than once this week. Frank Markiewicz is working with Laurie Newsome, who will process our free and reduced lunches and work with Fresh Picks to do the monthly reporting of food service.

Technology: Howard Systems is working hard to get our technology needs in place and we are currently working on roles and responsibilities for all members of our technology team. Job descriptions for our technology employees will be brought to the board for approval at our next board meeting. Frank Markiewicz is working directly with Howard Systems to develop a hierarchy of services that will best meet our teacher's needs.

Transportation: While we continue to have some struggles with the times of pick up and drop off, we are working to refine our routes, Our two bus drivers training for their CDL licenses tested on September 2, this date is as I write this appointment, so I will be able to share the updates on our driver status on Tuesday at the board meeting. A big shout out to Celeste, our trainer for the year, as she has stepped up to the plate and performed many tasks related to the job of a transportation manager and is training our bus drivers need to assist with the day-to-day operations of transportation. This has been very helpful, and we are grateful! In addition we have hired a bus monitor who we hope will also train to be a small bus driver, and we have two other potential applicants to drive for us. I will be meeting with these two candidates this coming school year.

Grants: Catching up on grant posting and cleaning up our grant information in our accounting system has been a long project which took Frank Markiewicz most of July and August to clean up. We are finally caught up and we have started to see the revenue come in for the expenses of our grants this year. Frank is now training Laurie Newsome to do the monthly grant posting which should improve our system of grant reporting greatly This will be a great improvement for the processing of grants.

Budget Process: I will be meeting with the Budget Committee on Wednesday September 7, 2022. At this meeting I suspect that we will have a timeline for the process. We will need to schedule a budget workshop meeting to review the initial draft of our budget for this year and I believe the Budget Committee is hopeful to have their first reading of the budget prior to Thanksgiving. I will share the budget committee timeline with the board next board meeting. I will be looking for the board to recommend a direction as to what they are looking for in regard to budget development, and what they will be looking for in the budget i.e.: what type of increase they are looking for, do they have specific needs they would like me to address.

School Administration Report

Beginning on August 1st, many staff had the opportunity to participate in a four day Literacy Seminar facilitated by Pam Stiles. This Literacy Seminar had us exploring ideas around literacy and uncovering a common definition and understanding of literacy, digging into our standards, and exploring ways to develop a common pre-k through I structure for literacy development. These four days helped all of us envision the next steps in curriculum development for Literacy at The Paul School. Our School Leadership team met on August 10th to plan for our school year. We discussed the schedule, routines, and the need for consistent and clear communication to help facilitate the flow of information and collaboration throughout the school. In addition, our dynamic Middle School team met on August 17th to ensure appropriate placement and to begin setting expectations and routines for students.

On August 22nd and 23rd we welcomed our Paul School New Staff to join us for New Staff orientation. Breakfast was provided by the WEA and WPA, and the PTA came to welcome the new members of the Paul School team and share about their program. We used the two days to build relationships among our new and mentor staff and to ensure that we provided our new staff with the tools and resources they needed to have a successful start to the school year, including learning more about assessment at The Paul School, standards, emergency procedures, and our community.

Our incredible PTA provided our new staff with a Back to School goody bag that promoted encouragement, support and an appreciation for the hard work they do. The PTA welcomed our new Kindergarten families and our school community during our Kindergarten Orientation and Back to School BBQ, their support of our school is inspiring and we are looking forward to continued collaboration with all members of the PTA.

A special thank you to our School Board for the Meet and Greet event they sponsored to welcome our Assistant Principal Ivy Leavitt Carlson and our Director of Special Education Lisa Dubois. We are excited to have both of them as members of the Paul School District Administration team their impact has been positive and we are excited to build off the hard work and collaborative approach we are taking as a team.

We welcomed all staff back on August 24th with a powerful presentation of hope from Superintendent Kebler. We would like to thank the Wakefield School Board for providing a wonderful breakfast from the Wakefield Inn. During Our Professional Development Days, we took time to reflect on the experiences and strengths each member of our Paul School Staff brings to our team. Collectively we have 1,071 years of experience working with children and families. We are grateful for each member of our team and look forward to the 2022-2023 school year.

We are thankful to the Wakefield Police Department for the Active Shooter training that all staff received on Wednesday, August 24th. While a sobering concept, this training helped staff feel better prepared for emergency situation and to have their questions answered.

On Monday August 29th we had our Back to School Barbeque, and it was a huge success. We served hamburgers, hotdogs, watermelon, salad, chips, cookies. and water to more than 400 people. The highlights of the evening were happy families seeing their classrooms and meeting

their teachers while also enjoying a community event by The Wildlife Encounters' and playing on our new playground. We have received wonderful feedback on the first days of school by both students and families that they can see and feel the hard work that our incredible Paul School staff has put in to make this year a positive experience for our community. A special thank you to Mary Collins, Gino Bernier, Michelle Bernier, Liz Parker, Elishia Slattery, Karen Nason, Jeanne Baker, Joseph Palmariello, John Burger, Margie O'Kane, Bobbie Shearer, Gloria and Glen Ballinger, Paige Horan and Mary Wing Soares for all their hard work in setting up, breaking down and serving food at our Back to School Barbeque. Events such as these are only possible when you have amazing community members working together to create a positive culture, our success is built upon a supportive community that works together for our children. As a school community, our goal is to Spread Kindness.

Superintendent Kebler designed a wonderful T-shirt for all our staff and students. We will be wearing these on Community Days and special event days. Thank you to Collins Sports for working with us on the design and for making a special delivery to our school to ensure that we had our t-shirts in time for our Back to School events. We would like to thank Cindy Trench for sorting, folding and delivering to all of our classrooms.

Our first day of school was on August 30th and went smoothly. It was wonderful to welcome our students back to the Paul School, to have them eating in the cafeteria, using our new playground, and traveling to their Integrated Arts classes. As I walked through the building and joined in on each classroom, I was impressed with both the students and our staff for taking time to foster positive relationships and build classroom communities that promote our school theme of spreading kindness. This school year is off to a great start!

We would like to thank our bus drivers for their patience, flexibility, and hard work as they have revised routes to ensure that students are transported to and from school on time. They have worked tirelessly to ensure coverage and a successful start to the school year. Sign-ups for soccer and Heart and Sole have begun, we are looking forward to after school activities that encourage our students to try new skills as well as work together as a team to achieve a common goal.

Infinite Campus, our new School Intonation System. is nearing completion. Thank you to Jen Hayward for tirelessly working the mitigation from PowerSchool. Staff training has begun and additional training will be based on the needs of staff. When implementation is completed, Paul School families will be notified of how to access their children's accounts.

Custodial staff were hard at work this month assisting with moving classrooms, painting. and completing repairs. Throughout this summer we had many staff volunteer their time to help with moving boxes. completing inventory checks and helping with any need we had, our school community is what makes us a better school and when we all work together as a team, our potential is limitless.

Mrs. White said one of the community builders have been Faces of our School. She said she had visions of what she wants and Mrs. Soares makes them come to life. She said there has been great positive feedback.

Mrs. Taliaferro said she has had a lot of positive feedback also about the school. She and Mrs. Peaslee said it was great to see the Lions Club with signs and they received a lot of positive feedback. They thanked the Lions Club.

The PBIS meeting has been changes to September 14th.

Mrs. Collins asked if any fundraisers have started. Mrs. White said the PTA sent them out today. Mrs. Collins asked if any grade level fund raisers have started. Mrs. White replied that eighth grade started their Little Caesars fundraiser today. Mrs. Peaslee asked to put fundraisers in coming events in her report. Mrs. Collins said there has been talk about having a calendar with all fundraisers listed. Mrs. Taliaferro suggested selling Paul School calendars next year with that information on them.

Follow Up

Mrs. Kebler said they were able to hire a long term sub for their Title 1 Teacher position and the other position we thought we were losing has decided to stay. She said we have a parent who is interested in sponsoring uniforms for the soccer team. She's not sure if there is a policy for that. The Corrective Action Plan and the School Foodservice grant included in the packet are FYI's. Paving is also an FYI. Mr. Mitchell told Mr. Williams he could pave the back parking lot up to the storage trailer for an additional \$20,000. So far, we have spent \$26,000. The Board approved up to \$30,000. She has language from three different school districts that has used ESSER Funds for paving. She asked if the Board wanted her to see if ESSER funds could be used for this paving. Mr. Peaslee said being concerned with washouts it would be good to use ESSER funds to complete the project.]

Mrs. Kebler said she would submit this and make sure Mr. Williams has documentation for the next meeting. Mrs. Taliaferro asked to see the list of what ESSER Funds have been used for because she's concerned that other schools have used ESSER Funds directly for the kids. She is in favor of this project but wants to make sure the Funds are used for helping our children. She would like to see what has been done already before the Board votes on the paving. Mrs. Kebler said ESSER 1 has been spent. ESSER 11 has been broken down by categories, amount budgeted, amount spent and what it was spent for. She said it's a detailed report and the Board and Budget Committee will both receive it. She said we still have a lot of ESSER Funds to spend. Mr. Ouellette said plowing would be much better having the area paved rather than going from asphalt to dirt. The asphalt would eventually get ripped up.

Transportation Update

Mrs. Taliaferro said of the two that have been testing we now have one new driver and the other one will be testing in ten days. The additional driver will have a high school route and that should alleviate some problems. They're still working out routes. There is a possibility of hiring another small bus driver. It was determined by Diprozios that bus 28 is too expensive to fix. A new bus takes two years to purchase and receive. Mr. Ouellette asked to get the bus inventory including year, milage, repairs, maintence and costs. Mrs. Peaslee said maintenance files are required by law. She said bus 24 is older but more reliable than bus 28. Mrs. Peaslee would like to know what is wrong with bus 28 and the cost to repair and also what someone like WC

Cressey's would say because that's what they specialize in. Mrs. Kebler said the issues were the back door and around the back door. She was told it's a rust bucket. She will get this in writing from Ed Diprizio and send it to the Transportation Committee. There was a discussion about putting out an RFQ.

Mr. Ouellette said the Board should know how many drivers there are, how many buses there are and how many spare buses there are. At one time there were one and a half buses per driver. Mr. Fogg said there are seven drivers and nine big buses, three small buses and a van thirteen in all. Mrs. Kebler will check on this. She will also look to see if she has an old RFQ to use as a guide for purchase information. (?? everyone talking at once) Mrs. Kebler will bring something to the Board to take a look at it at the next meeting.

Nominations. Hires. Resignations

Mrs. Kebler told the Board that the incomplete intent to hires will be complete along with a cover sheet with information.

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve Morgan Caswell as a School Bus Monitor. (The hours should say up to seven.) (Vote 5-0).

Mrs. Kebler is in the process of looking at the drivers hours to transport. Mrs. Peaslee asked her to look at contract and hours pre-Covid plus the start times and end times for the current routes and she would like this information in Follow-Up. This may be because there were more drivers with smaller routes.

Non Public

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to enter non public at 7:20 under 91-A 3: II (c). Roll call, Ouellette aye, Taliaferro aye, Collins aye, DeColfmacker aye, Peaslee aye. (Vote 5-0)

The Board re-entered public session at 7:55.

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro to seal the non public minutes for two years. (Vote 5-0)

Adjournment

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to adjourn the meeting at 7:56 (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

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

For Office Use Only

Dist.	Loc.
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Form DOE-25
School Administrative Unit # 101

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION

Annual Financial Report

for the Year Ending June 30, 2022

for the WAKEFIELD School District

Due to the State Department of Education not later than September 1, 2022

This document has been prepared in accordance with the
New Hampshire Financial Accounting Handbook For Local Education Agencies

"I certify under the pains and penalties of perjury, to the best of my knowledge and belief, that all of the information contained in this document is true, accurate and complete." Per RSA 198:4-d

School Board Chairperson Date

Superintendent of Schools

Date

School Board

School Board

SCHOOL FINANCIAL REPORT

For the Year Ending June 30, 2022

For School District of WAKEFIELD, NH

SAU # 101

DUE TO THE NH DEPARTMENT OF REVENUE
Not Later Than September 1, 2022

"I certify under the pains and penalties of perjury, to the best of my knowledge and belief,
that all of the information contained in this document is true, accurate and complete."
Per RSA 198:4-d

School Board Chairperson

Date

Superintendent of Schools: _____ Date: _____

SCHOOL BOARD MEMBERS

Please sign in ink.

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL & PROPERTY DIVISION
P.O. BOX 487
CONCORD, NH 03302-0487
(603)230-5090

NAME:	DIST	LOC	(1)	(2)	DOE 25 2021-2022	(4)	(5)	(6)	(7)
Wakarusa	543	543							
TITLES	PAGE LINE		Page/Line/Column			Page/Line/Column			
CHECK			1/1/1	531,551.00	531,551.00	1/37/1	0.00		
TOTALS			1/1/2	30,940.00	30,940.00	1/37/2	0.00		
			1/1/3	260,326.00	260,326.00	1/37/3	0.00		
			1/1/4	0.00	0.00	1/37/4	0.00		
			1/1/5	655,547.00	655,547.00	1/37/5	0.00		
			1/36/1	273,614.00	273,614.00	19/8/1	0.00		
			1/36/2	30,940.00	30,940.00	19/8/2	0.00		
			1/36/3	0.00	0.00	19/8/3	0.00		
			1/36/4	0.00	0.00	19/8/4	0.00		
			1/36/5	655,547.00	655,547.00	19/8/5	0.00		
			6/19/1	10,564,161.00	10,564,161.00	19/2/1	0.00		
			6/19/2	314,648.00	314,648.00	19/2/2	0.00		
			6/19/3	818,698.00	818,698.00	19/2/3	0.00		
			6/19/4	0.00	0.00	19/2/4	0.00		
			6/19/5	305,226.00	305,226.00	19/2/5	0.00		
			10/18/7	10,914,411.00	10,914,411.00	19/5/1	0.00		
			14/17/7	818,698.00	818,698.00	19/5/3	0.00		
			15/5/4	150.00	150.00	15/8/4	0.00		
			15/5/7	324,260.00	324,260.00	19/5/2	0.00		
			15/17/7	0.00	0.00	19/5/4	0.00		
			16/20/7	305,226.00	305,226.00	19/2/5	0.00		
			17/20/7	0.00	0.00	19/5/5	0.00		
			18/8/1	655,547.00	655,547.00	18/21/1	0.00		
			18/8/2	0.00	0.00	18/21/2	0.00		
			18/8/3	0.00	0.00	18/21/3	0.00		
			18/8/4	655,547.00	655,547.00	18/21/4	0.00		
			2/1/5	0.00	0.00	16/20/1	0.00		
			3/11/5	226.00	226.00	16/20/3	0.00		
			6/10/5	305,000.00	305,000.00	16/20/2	0.00		
			6/19/5	305,226.00	305,226.00	16/20/7	0.00		
			23/8/6	639,962.00	639,962.00	7/11/7+8/11/7+9/11/7	0.00		
			23/12/6	186,715.00	186,715.00	(10/8/5+14/7/5)-	0.00		
			7/11/7	535,961.00	535,961.00	23/8/3	0.00		
			8/11/7	0.00	0.00	23/8/4	0.00		
			9/11/7	104,001.00	104,001.00	23/8/5	0.00		
			6/6/2	0.00	0.00	(10/11/6+14/11/6)	0.00		
			6/6/3	0.00	0.00	10/12/6	0.00		
			6/6/4	0.00	0.00	10/13/6+14/12/6	0.00		
			6/6/5	305,000.00	305,000.00	10/14/6+14/13/6	0.00		
			BALANCE CHECK		0.00				

ELEM/SEC(ESEA) - ALL OTHER PROGRAMS BREAKDOWN

ELEM/SEC(ESEA) - ALL OTHER PROGRAMS		CEOA#	Amount
ELEM/SEC(ESEA) - ALL OTHER PROGRAMS (TOTAL REPORTED ON PAGE 5 (LINE 8))			0.00 Total
Title II, Part A Supporting Effective Instruction		84 3576	Sub-Total 1
Title III, Part A English Language Acquisition Grant Grants		84 3650	0 Sub-Total 2
Title IV, Part A-Subpart 1-Section 4135 Student Support & Academic Enrichment Grants		84 4204	Sub-Total 3
Title IV, Part B-21st Century Community Learning Centers		84 2371	Sub-Total 4
Title V, Part B-Subpart 2, Rural and Low-Income School Programs		84 3538	Sub-Total 5
FROM FEDERAL SOURCES DIRECT		CEOA#	Amount
Title V, Part B-Subpart 1-Small Rural School Achievement Programs		84 3538	

Food Service Financial information
For Fiscal Year Ending June 30, 2022

Audited Yes/No

NO

District Name

Wakefield

Revenues

1. Food Service Sales	224.00
2. Other Local Sources	0.00
3. State Revenues	6,146.00
4. Federal Revenues	308,278.00
5. Miscellaneous	0.00
Total Revenues	314,648.00

Expenditures

1. Food Service Cost	324,260.00
2. Other	
Total Expenditures	324,260.00

27

**Excess (deficiency)
of Revenues over Expenditures**

(9,612.00)

Other Financing Sources

1. Transfer In from General Fund	0.00
2. Transfer Out from Food Service Fund	0.00

Fund Equity Beginning of Year July 1, 2021

40,552.00

Fund Equity End of Year June 30, 2022

30,940.00

Value of USDA Commodities Used during Fiscal Year

6348

Salaries-Benefits
FY2021-2022

District Name:	Wakefield	See Instructions on Row 48
General and Special Revenue Fund Personnel Expenditures for Instruction		
DOE 25 2021-2022		
Totals - Reported on Pages 7-9 and 11-13		
Account Code - 1100	Regular Programs	
	Salaries	Benefits
Totals	1,908,642.00	954,328.00
1. Teachers	1,745,879.00	905,033.00
2. Aides/Paras	50,772.00	40,336.00
3. Other	111,991.00	8,959.00
Check Total OK	1,908,642.00	954,328.00
Totals - Reported on Pages 7-9 and 11-13		
Account Code - 1200	Special Programs	
	Salaries	Benefits
Totals	1,000,293.00	474,290.00
1. Teachers	347,410.00	206,725.00
2. Aides/Paras	551,122.00	223,216.00
3. Other	101,761.00	44,349.00
Check Total OK	1,000,293.00	474,290.00
Totals - Reported on Pages 7-9 and 11-13		
Account Code - 1300	Vocational Programs	
	Salaries	Benefits
Totals	0.00	0.00
1. Teachers		
2. Aides/Paras		
3. Other		
Check Total OK	0.00	0.00
Totals - Reported on Pages 7-9 and 11-13		
Account Code - 1400	Other Instructional Programs	
	Salaries	Benefits
Totals	8,525.00	2,170.00
1. Teachers	8,525.00	2,170.00
2. Aides/Paras		
3. Other		
Check Total OK	8,525.00	2,170.00
Note: Please provide the instructional salaries and benefits by job classification.		
Personal costs constitute about 85% of current expenditures, and this information will allow the		
NH DOE to report a more comprehensive analysis of expenditures for districts, elected officials		
and the public. This breakout of expenditures will also be reported to the US Department of Education.		
Instructions		
1. The top line in each section is the sum of amounts reported at all grade levels for both the general and		
special revenue funds on the DOE-25 worksheet.		
2. Allocate the full amount to the three employee categories. If the allocations do not sum to the total,		
"Check Total OK", will change to "Check Total Error" in cells A13, A22, A31 and A40.		

Schedule of Expenditures for Computation of Restricted Indirect Cost

Dist Name: Function	Wakefield	General Fund	Direct/		Indirect Cost	Excluded Cost per 34 CFR 76		
			Total Expenditures	Disallowed Cost		Portion of Contract	Capital/Property	Debt Services
				Objects 100-600	Objects 100-600	amounts above \$25,000	Object 700	Function 5100
								Object 800-900
								Other
1000	Instruction		7,917,328.00	7,908,879.00			7,740.00	709.00
2100	Support Services - Student		290,577.00	290,419.00			0.00	158.00
2200	Support Services - Instructional Staff		154,880.00	153,364.00			1,516.00	0.00
2300	General Administration		241,937.00		234,708.00		0.00	7,229.00
2310	School Board Cost ¹		0.00					
2317	School Board Audit ²		0.00					
2321	Cost of Superintendent & Sec & Assistant Super ³		0.00					
2400	School Administration		355,664.00	353,216.00			0.00	2,448.00
2500	Business		194,083.00		193,503.00		0.00	580.00
2600	Operation and Maintenance of Plant		683,682.00	671,972.00			11,550.00	160.00
2700	Student Transportation		639,962.00	639,201.00			90.00	671.00
2800	Central		131,298.00		131,298.00		0.00	0.00
1600	Adult/Continuing Ed Programs		0.00	0.00			0.00	0.00
1700	Community/Jr. College Programs		0.00	0.00			0.00	0.00
1800	Community Service Programs		0.00	0.00			0.00	0.00
4000	Capital Outlay		0.00					
	Facilities Acquisition And Construction						0.00	
5110-5120	Debt Service		0.00					0.00
	Principal & Interest							
3100	Special Revenue Funds							
	1. Food Service Operations		324,185.00	318,372.00			5,813.00	0.00
	minus Cost of Food							
1000-2800	2. Special Revenue Expenditures		818,698.00	636,718.00			165,819.00	16,161.00
	Total Grand Expenditures			10,972,141.00	559,509.00	0.00	192,528.00	28,116.00
	Total Indirect Cost			559,509.00				
	Total Direct Cost			10,972,141.00				

We are requesting an indirect cost rate (choose yes or no in green cell below)

<<<<<< YOU HAVE NOT CHOSEN IF YOU WANT AN INDIRECT

Restricted Indirect Cost Rate to be determined
Includes Audit - Y/N

N

Notes

1) **2310 School Board Costs** - Enter the total expenditures for the District School Board Operations. This is an "unallowed" cost that is subtracted from the indirect pool of expenditures, and is added to the direct pool of expenditures.

2) **2317 Cost of Audit** - Enter the cost of the audit. This is an "allowed" cost that is added back in to the indirect pool of expenditures.

3) **2321 Cost of Superintendent & Secretary and Assistant Superintendent** - Enter the cost which reflects the salary, benefits, fixed charges, supplies and other cost of the Superintendent, Superintendent's Secretary and Assistant Superintendent (where applicable) whose responsibilities is directing and managing all affairs of the LEA. The activities of the Assistant Superintendent's office should be charge here, unless the activities can be placed properly into a service area such as; 2500 Business - Assistant Superintendent of Finance. This is an "unallowed" cost that is subtracted from the indirect pool of expenditures, and is added to the direct pool of expenditures.

4) **Contract Amounts Above \$25,000** - Enter the amount of any contracted service that exceeds \$25,000 per year per contract. (Prorate multi-year contracts.) This applies to object 300 (professional and technical services) except per diem. It also includes object code 400 and 500 fixed price and term contracts for such things as janitorial, grounds maintenance, transportation and food service operation. **It does not include rentals, utilities or tuition.**

District
Wakefield

District #

543

School Level Expenditures

ELEMENTARY

Elementary School Name
Other District Expenditures
Paul Elementary School

Elementary School #
99999
22110

District
Other District Expenditures
Wakefield

State/Local
Expenditures

8,368,531.00

Federal
Expenditures

Grand Total
8368531.00

DOE-25 Total Elem. School Pupil Cost Pg. 7&11	8,368,531.00	Variance 0.00
---	--------------	------------------

-
8,368,531.00
-
-
-
-
-
-
-

8,368,531.00 0.00

MIDDLE

Middle School Name
Other District Expenditures

Middle School #
99999

District
Other District Expenditures

State/Local
Expenditures

Grand Total
0.00

DOE-25 Total Middle School Pupil Cost Pg. 8&12	0.00	Variance 0.00
--	------	------------------

-
-
-
-
-
-
-

0.00 0.00

HIGH

High School Name
Other District Expenditures

High School #
99999

District
Other District Expenditures

State/Local
Expenditures

3,059,578.00

Federal
Expenditures

Grand Total
3059578.00

DOE-25 Total High School Pupil Cost Pg. 9&13	3,059,578.00	Variance 0.00
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3,059,578.00
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3,059,578.00 0.00

NAME:	Wakefield	Acct #	(1) Fund 10	(2) Fund 21	(3) Fund 22	(4) Fund 30	(5) Fund 70	TOTALS
TITLES								
BALANCE SHEET			GENERAL	FOOD SERVICE	ALL OTHER	CAPITAL PROJECTS	TRUST/AGENCY	
ASSETS								
Current Assets								
1. CASH	100	96,186.00	30,940.00	0.00	0.00	0.00	0.00	127,126.00
2. INVESTMENTS	110	0.00	0.00	0.00	0.00	0.00	655,547.00	655,547.00
3. ASSESSMENTS RECEIVABLE	120	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. INTERFUND RECEIVABLE	130	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5. INTERGOV'T REC	140	309,014.00	0.00	260,326.00	0.00	0.00	0.00	569,340.00
6. OTHER RECEIVABLES	150	63,108.00	0.00	0.00	0.00	0.00	0.00	63,108.00
7. BOND PROCEEDS REC	160	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. INVENTORIES	170	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9. PREPAID EXPENSES	180	63,243.00	0.00	0.00	0.00	0.00	0.00	63,243.00
10. OTHER CURRENT ASSETS	190	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11. Total Current Assets lines 1 - 10		531,551.00	30,940.00	260,326.00	0.00	655,547.00	0.00	1,478,364.00
LIAB & FUND EQUITY								
Current Liabilities								
12. INTERFUND PAYABLES	400	0.00	0.00	260,326.00	0.00	0.00	0.00	260,326.00
13. INTERGOV'T PAYABLES	410	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14. OTHER PAYABLES	420	257,937.00	0.00	0.00	0.00	0.00	0.00	257,937.00
15. CONTRACTS PAYABLE	430	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16. BOND AND INTEREST PAY	440	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17. LOANS AND INTEREST PAY	450	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18. ACCRUED EXPENSES	460	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19. PAYROLL DEDUCTIONS	470	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20. DEFERRED REVENUES	480	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21. OTHER CURRENT LIAB	490	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22. Total Current Liabilities lines 12 - 21		257,937.00	0.00	260,326.00	0.00	0.00	0.00	518,263.00
Fund Equity								
Nonspendable:								
23. RESERVE FOR INVENTORIES	751	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24. RESERVE FOR PREPAID EXPENSES	752	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25. RESERVE FOR ENDOWMENTS (principal only)	756	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Restricted:								
26. RESERVE FOR ENDOWMENTS (interest)	756	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27. RESTRICTED FOR FOOD SERVICE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
28. UNSPENT BOND PROCEEDS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Committed:								
29. RESERVE FOR CONTINUING APPROPRIATIONS	754	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30. RESERVE FOR AMTS VOTED	755	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31. RESERVE FOR ENCUMBRANCES (non-lapsing)	753	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32. UNASSIGNED FUND BALANCE RETAINED		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Assigned:								
33. RESERVED FOR SPECIAL PURPOSES	760	0.00	30,940.00	0.00	0.00	0.00	655,547.00	686,487.00
34. RESERVE FOR ENCUMBRANCES	753	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35. UNASSIGNED FUND BALANCE	770	273,614.00	0.00	0.00	0.00	0.00	0.00	273,614.00
36. Total Fund Equity lines 23-35		273,614.00	30,940.00	0.00	0.00	655,547.00	0.00	960,101.00
37. TOT LIAB & FUND EQUITY lines 22 & 36		531,551.00	30,940.00	260,326.00	0.00	655,547.00	0.00	1,478,364.00
REVENUES			GENERAL	FOOD SERVICE	ALL OTHER	CAPITAL PROJECTS	TRUST	
Revenue From Local Sources								

1. Total Assessments	1100-1119	6,471,217.00	0.00	0.00	0.00	0.00	0.00	0.00	6,471,217.00
2. Tuition from All Sources	1300-1399	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. Transportation Fees from All Sources	1400-1499	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Earnings on Investments	1500-1599	929.00	0.00	0.00	0.00	0.00	0.00	226.00	1,155.00
5. Food Services Sales	1600-1699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	224.00
6. Other Revenue from Local Sources	1700-1999	33,051.00	0.00	0.00	0.00	0.00	0.00	0.00	33,051.00
7. Total Local Non-Tax Revenue Lines 2-6		33,980.00	224.00	0.00	0.00	0.00	0.00	226.00	34,430.00
8. Total Local Revenue Lines 1 & 7		6,505,197.00	224.00	0.00	0.00	0.00	0.00	226.00	6,505,647.00
Revenue from State Sources									
UNRESTRICTED GRANTS-IN-AID									
9. Adequacy Education Grant	3111	1,822,836.00	0.00	0.00	0.00	0.00	0.00	0.00	1,822,836.00
10. Statewide Enhanced Education Tax	3112	2,183,973.00	0.00	0.00	0.00	0.00	0.00	0.00	2,183,973.00
11. Shared Revenues	3119	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12. Other (Specify)	3190-3199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13. Total Unrestricted Grants-in-Aid 9-12		4,006,809.00	0.00	0.00	0.00	0.00	0.00	0.00	4,006,809.00
RESTRICTED GRANTS-IN-AID									
14. School Building Aid	3210	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15. Kindergarten Building Aid	3215	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16. Kindergarten Aid	3220	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17. Catastrophic Aid	3230	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18. Vocational Education	3241-3249	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19. All Other Restricted Grants-in Aid (Lines 14-19)	3250-3299	0.00	6,146.00	0.00	0.00	0.00	0.00	0.00	6,146.00
20. Total Restricted Grants-in Aid (Lines 14-19)		0.00	6,146.00	0.00	0.00	0.00	0.00	0.00	6,146.00
21. Grants-in-Aid Through Other Public Intermediate Agency	3700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22. Revenue In Lieu of Taxes	3800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23. Total Revenue from State Sources Lines 13, and 20-22		4,006,809.00	6,146.00	0.00	0.00	0.00	0.00	0.00	4,012,955.00
REVENUES									
Revenue From Federal Sources									
24. Unrestricted Grants-In-Aid	4100-4299	0.00	0.00	818,698.00	0.00	0.00	0.00	0.00	818,698.00
RESTRICTED GRANTS-IN-AID									
25. Restricted Grants-In-Aid Direct from Fed Gov't	4300-4399	33,935.00	0.00	0.00	0.00	0.00	0.00	0.00	33,935.00
26. Restricted Grants-In-Aid from Fed Gov't thru State	4500-4599	0.00	308,278.00	0.00	0.00	0.00	0.00	0.00	308,278.00
27. Other Revenue for /on Behalf of LEA	4700-4999	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28. Federal Forest Land Distribution	4810	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29. Total Revenue from Federal Gov't (Lines 24-28)		33,935.00	308,278.00	818,698.00	0.00	0.00	0.00	0.00	1,160,911.00
Other Financing Sources									
30. Sale of Bonds and Notes	5100-5139	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31. Reimbursement Anticipation Notes	5140	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interfund Transfers									
32. Transfer from General Fund	5210	0.00	0.00	0.00	0.00	0.00	0.00	305,000.00	305,000.00
33. Transfer from Special Revenue Funds	5220-5229	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34. Transfer from Capital Projects	5230-5239	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35. Transfer from Capital Reserve Funds	5251	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36. Transfer from Trust Funds	5252-5253	18,220.00	0.00	0.00	0.00	0.00	0.00	0.00	18,220.00
37. Compensation for Loss of Fixed Assets	5300-5399	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
38. Capital Lease/Lease Purchases	5500-5600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39. Total Other Financing Sources (Lines 30-38)		18,220.00	0.00	0.00	0.00	0.00	0.00	305,000.00	323,220.00
40. Total Revenue & Other Financing Sources (Lines 8,23,29,39)		10,564,161.00	314,648.00	818,698.00	0.00	0.00	0.00	305,226.00	12,002,733.00
EXPENDITURES									
Instruction									
1. Regular Programs	1100-1199	5,380,674.00	478,919.00	0.00	0.00	0.00	0.00	0.00	5,859,593.00

2. Special Programs	1200-1299	2,521,109.00	146,202.00	0.00	0.00	0.00	2,667,311.00
3. Vocational Programs	1300-1399	0.00	0.00				0.00
4. Other Instructional Programs	1400-1499	15,545.00	4,325.00				19,870.00
5. Non-Public Programs	1500-1599	0.00	0.00				0.00
6. Adult & Community Programs	1600-1899	0.00	0.00				0.00
7. Total Instructional Expenditures (Lines 1-6)		7,917,328.00	629,446.00	0.00	0.00	0.00	8,546,774.00
Support Services							
8. Student Services	2100-2199	290,577.00	140,742.00				431,319.00
9. Instructional Staff	2200-2299	154,880.00	16,779.00				171,659.00
10. General Administration - SAU Level	2300-2399	241,937.00	0.00				241,937.00
11. School Administration	2400-2499	355,664.00	742.00				356,406.00
12. Business	2500-2599	194,083.00	7,607.00				201,690.00
13. Operation/Maintenance of Plant	2600-2699	683,682.00	10,914.00				694,596.00
14. Student Transportation	2700-2799	639,962.00	12,468.00				652,430.00
15. Centralized Services	2800-2899	131,298.00	0.00				131,298.00
16. Other Support Services	2900-2999						
17. Food Service Operation	3100-3199						
18. Total Support Services (Lines 8-17)		2,692,083.00	189,252.00	0.00	0.00	0.00	3,205,595.00
Other Outlays							
19. Facility Acquisition & Construction	4000-4999	0.00	0.00				0.00
20. Debt Service - Principal	5110	0.00	0.00				0.00
21. Debt Service - Interest	5120	0.00	0.00				0.00
Other Financing Uses							
22. Transfer to General Fund	5210		0.00			0.00	0.00
23. Transfer to Food Service (Special Revenue) Funds	5220-5221	0.00	0.00				0.00
24. Transfers to All Other Special Revenue Funds	5222-5229	0.00	0.00				0.00
25. Transfer to Capital Projects Funds	5230-5239						
26. Transfer to Capital Reserves	5251	50,038.00					50,038.00
27. Transfer to Expendable Trust Funds	5252	255,188.00					255,188.00
28. Transfer to Nonexpendable Trust Funds	5253	0.00					0.00
29. Transfer to Fiduciary Fund	5254	(226.00)					(226.00)
30. Allocation to Charter Schools	5310	0.00	0.00				0.00
31. Allocation to Other Agencies	5390	0.00	0.00				0.00
32. Total Other Outlays and Financing Uses (Lines 19-31)		305,000.00	0.00	0.00	0.00	0.00	305,000.00
33. Total Expenditures for All Purposes (Lines, 7,18 & 32)		10,914,411.00	818,698.00	0.00	0.00	0.00	12,057,369.00
AMORTIZATION OF LONG TERM DEBT							
For the Fiscal Year Ending on June 30th							
REPORT IN WHOLE DOLLARS							
Length of Debt (yrs)	(1)	(2)	(3)	(4)	(5)	(6)	
Date of Issue (mm/yy)	DEBT 1	DEBT 2	DEBT 3	DEBT 4	DEBT 5	TOTAL	
Date of Final Payment(mm/yy)	0	0	0	0	0		
Original Debt Amount	0.00	0.00	0.00	0.00	0.00		
Interest Rate	0.00	0.00	0.00	0.00	0.00		
Principal at Beginning of Yr	0.00	0.00	0.00	0.00	0.00		
New Issues This Year	0.00	0.00	0.00	0.00	0.00		
Retired Issues This Yr	0.00	0.00	0.00	0.00	0.00		
Remaining Principal Bal Due	0.00	0.00	0.00	0.00	0.00		
Remaining Interest Bal Due	0.00	0.00	0.00	0.00	0.00		
Remaining Debt(P&I) Bal Due	0.00	0.00	0.00	0.00	0.00		
Amount of Prin to be Paid Next Fisc. Yr	0.00	0.00	0.00	0.00	0.00		
Amount of Interest to be Paid Next Fisc Yr.	0.00	0.00	0.00	0.00	0.00		
Total Debt (P&I) to be Paid Next Fisc. Yr	0.00	0.00	0.00	0.00	0.00		

District Profile

School District Profile			
Dist Name:	Wakefield		
	2021-2022 Current Expenditure Per Pupil(in dollars)		
	Elementary	0	
	Middle/Junior	0	
	High	0	
	District Total	0	
Function	2021-22-Current Expenditure Per Pupil	\$	%
1100	Regular Education	5,859,593	49.9
1200	Special Programs	2,667,311	22.7
1300	Vocational Programs	0	0.0
1400	Other Instructional Programs	19,870	0.2
2100	Student Support Services	431,319	3.7
2200	Instructional Staff Support	171,659	1.5
2300&2800	General Administration & Business	373,235	3.2
2400	School Administration	356,406	3.0
2500	Business Services	201,690	1.7
2600	Plant Operations	694,596	5.9
2700	Transportation	652,430	5.6
2900	Other Support Services	0	0.0
1500	Non-public Programs	0	0.0
1600-1800,2750	Community Programs	0	0.0
5120	Bond Interest	0	0.0
5310+5390	Charter Schools/Other Agencies	0	0.0
3100	Food Service	324,036	2.8
	Total Recurring Expenditures	11,752,145	100.0
4000	Facility Construction	0	
	Total Expenditures	11,752,145	
5100	Bonds & Notes Principal Repayment	0	
Function	2021-22-Total Revenues	\$	%
1100	Local Property Tax	6,471,217	55.4
	Tuition, Food & Other Local Services	34,206	0.3
1111&3112&3119	State Foundation/Adequacy Aid	4,006,809	34.3
3120-3900	Other State Aid	6,146	0.1
4000	Federal Aid	1,160,911	9.9
5300-5600	Other	0	0.0
	Total Revenues	11,679,289	100.0
5110&5140	Sales of Bonds & Notes	0	

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September 7, 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 Property & Liability 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 Property & Liability 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 Property & Liability 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

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**Property & Liability
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Property & Liability 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 nine percent (9%) 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 Property & Liability Program.

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

FY 2024 July 1, 2023 through June 30, 2024

(maximum 9% increase over July 1, 2022 through June 30, 2023 contribution)

FY 2025 July 1, 2024 through June 30, 2025

(maximum 9% increase over July 1, 2023 through June 30, 2024 contribution)

FY 2026 July 1, 2025 through June 30, 2026

(maximum 9% 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 **Property & Liability 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 nine percent (9%) 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 Property & Liability 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 Property & Liability Program.

Authorized Representative of the
Governing Body

Title

Date

Print Name

Wakefield School District
June 6, 2022
PL-2024-09-3

RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Property & Liability 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 **Property & Liability 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 _____.

Board: _____
Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

**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.

ESSER (Covid) Funds Review
Wakefield School District
SAU # 101

Name of Grant	Allocation Amount	Budgeted Amount	Amount Paid to Date	Start/End Date	End Date
CARES ACT ESSER I	\$ 147,356.41	\$ 147,356.41	\$ 147,356.41	1/15/2021- 9/30/2022	Closed 2/3/2022
CRRSA - ESSER II	\$ 729,656.08	\$ 724,830.78	\$ 433,176.07	6/24/2021- 9/30/2023	open
CRRSA – ESSER III	\$ 1,640,308.22	\$ 1,287,903.46	\$ 159,292.73	7/1/2021 – 9/30/2024	open

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Respectfully Submitted,

Anne L. Kebler
Superintendent, SAU 101

ESSER I

CRRSA-ESSER FUNDS
Wakefield School District
SAU 101
September 7, 2022

Catergories	Sub-Categories	Amount	Notes
Facilities		8,757.95	
	Supplies		PPE supplies - nursing, SAU, general
	Building repairs		purchase and installation of Drinking Fountain Lockouts.
Remote Instruction		3,635.00	
	Special Ed. Software		Remote systematic reading instruction
	Library		Go Guardian - screener
Technology		134,963.46	
	Chromebooks for students		420 chrome books
	Replacement technology		Replacement Computers and Communications Network Equipment (12 educational staff computers)
	Hot Spots		Purchase Verizon Hot Spot service to support internet access for remote learning -
Total Spending of ESSER 1		147,356.41	

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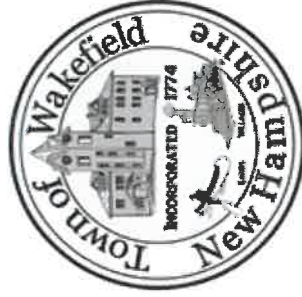
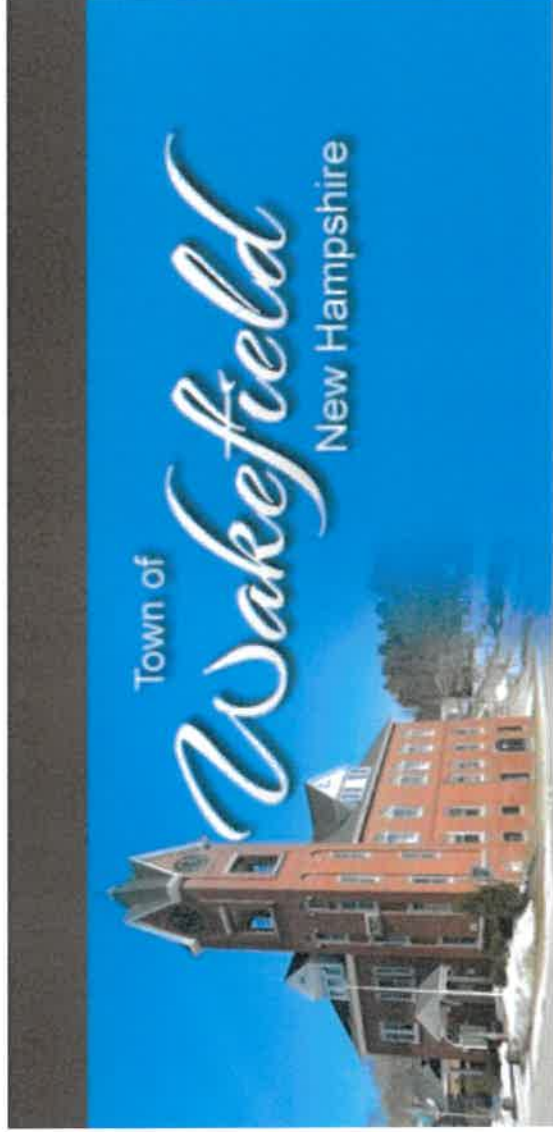
Categories	Sub-Categories	Amount budgeted	Amount Spent	Notes
Facilities		67,304.37	44,841.24	
	Dumpster/Student Information System		open PO for 22-23 school year	Free meals have dramatically increased the need for dumpster space. The school would like to add a 10 yard dumpster to address the problem Installation and training of the use for Infinite Campus - a transition from our current student information system.
Technology		213,188.80	190,030.28	
	Chrome Books			to accomplish 1-1 computers for staff and students
	Upgrade in technology wiring 30 classroom interactive flat panels			Installation of UTP Cable for entire school, WIFI Installation and Programming for entire school
Student Wellness		164,378.41	59,829.36	for in class and remote learning -
	Supplies and repairs to promote social interaction through athletic and other extra curricular activities as well as supplies for Covid related needs.			PPE for nurse and staff - covid testing kits, upgrade in physical education equipment, outside athletic fields, materials to support Student Support Center and remote activity kits.
	Waterfill Stations			
	increase LNA to 1.0 FTE			LNA is .5 FTE in the operating budget
Contracted Professional Development Training		24,904.25	open PO"s for 22-23 school year	
	District Leadership Team training/coaching			Training and coaching our leadership team to direct the school in putting systems in place to meet the needs of students in current post pandemic education

	Assessment training for the use of DIBELS	62,404.95	62,323.58	Training in assessments used to assess the gaps students may have as a result of the past two years, and allow teachers to monitor progress closely through out the year.
Staffing/Salaries				
				The pandemic has left the Paul School with the need to be creative when staffing is short. An agreement with the Unions is allowing administration to call upon staff to give up their prep period when needed to cover a class. The stipends range from \$55 a period for a teacher to cover their prep period to \$10/hr when a para has to cover and teach a class for the day.
Contracted Service	Covid Stipends	145,370.00	49,135.06	
				Increase of 1.0 FTE School Psychologist and 1.0 Guidance Counselor services to meet the social emotional and mental health needs of our students as a result of covid and the variety of ways of instruction (remote/face to face and hybrid) students received this year, and the difficulties in meeting the social/emotional needs of students.
Universal Summer School	Increased mental health support 21-22 school year and 22-23 school year	47,320	27,016.55	
				Summer School which included any recommended student based on standardized and classroom based assessment in order to help close the gap from the past two years.
	Salaries/Supplies			
Total Spending of ESSER II		724,870.78	433,176.07	

Catergories	Sub-Categories	Amount budgeted	Amount Spent	Notes
Staffing/Salaries		72,055.20	33,992.72	
				The pandemic has left the Paul School with the need to be creative when staffing is short. An agreement with the Unions is allowing administration to call upon staff to give up their prep period when needed to cover a class. The stipends range from \$55 a period for a teacher to cover their prep period to \$10/hr when a para has to cover and teach a class for the day.
Facilities	Covid Stipends	81,068	7,974	
	Cleaning Supplies, additional copy machines, upgraded controllers for ionization			The school would like to purchase 3 more copies, placed throughout the building to cut down on cohort contamination, lessen wait time and help to ease some of the frustration that is being felt. Covid cleaning supplies, and upgrade of controllers for ionization
Materials		64,000.00	14,844.00	
	Math manipulatives and books and reading books			teachers are asking for math manipulatives so that concepts can be practiced concretely. They are also asking for reading books that are below grade level for at school and home practice.
Student Wellness		870,620.16	94,010.46	

	staffing, summer school, expanded playground equipment, extra curricular activities, universal summer school				
Technology		\$194,300.00	8,471.55		Bringing in a fiber cable, 200 mg in and out, End-to-end fiber and UTP cable runs from patch panel to outlet. Bring infrastructure cable up to standard to support new fiber cable, Hiring a technology assistant: Currently, Paul School has no technology assistance. With the increase in devices and a more global use of Google classroom, support is needed for technical assistance, device management, student help
Family Support	upgraded infrastructure, staffing	5860.1	open PO		The Wakefield "Community College" will offer a variety of workshops on technology, academics, SEL, etc. The Paul School staff will be paid a stipend for offering courses. Funding will be for 1 year.
Total Spending of ESSER III		1,287,903.46	159,292.73		

Capital Improvement Plan FY2023 – FY2027



Approved by the
Wakefield Planning Board
September 15, 2022

Capital Improvement Plan FY2023 – FY2027

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Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Department		Capital Res	CIP	Estimated	Grants	2023	2024	2025	2026	2027
Warrants , Cap Reserves and CIP Request		Balance 9/1/22	Request	Cost						
Assessing/Building Dept.										
CR ASSESSING STATISTICAL UPDATES		29,054	48,000	30,000		12,000	12,000	12,000	12,000	12,000
CR BUILDING DEPARTMENT VEHICLE			32,000	32,000		16,000	16,000			
Department of Public Works										
Bridges										
CR BRIDGE CONSTRUCTION RESERVE		182,506	550,000	700,000		550,000				
Highway										
CR HIGHWAY TRUCK RESERVE		84,554	700,000			140,000	140,000	140,000	140,000	140,000
Pick-Up Truck			60,000	63,000					22,000	38,000
6 Wheel Dump Truck			152,000	160,000		38,000	38,000	38,000	38,000	
10 Wheeler Dump Truck			240,000	250,000		80,000	80,000	80,000		
10 Wheeler Dump Truck			248,000	258,000		22,000	22,000	22,000	80,000	102,000
CR HIGHWAY - HEAVY EQUIPMENT		45,335	50,000	50,000				25,000	25,000	
CR HIGHWAY ROAD PROJECTS		315,421	2,050,000	2,050,000		410,000	410,000	410,000	410,000	410,000
CR HIGHWAY GARAGE/DPW BUILDING		69,651								
CR BONNYMAN RD REBUILD			500,000	500,000		500,000				
Transfer Station										
CR TRANSFER STATION FACILITY		97,472								
Paving Lower Section/Re-Set of C/D/Metal recycling			30,000	130,000		30,000				
CR LANDFILL RESERVE		296,863								
CR TRANSFER STATION EQUIPMENT		62,206								
Roll off Truck			50,000	50,000		15,000	15,000	20,000		
Waste Water Facility										
CR WASTE WATER TREATMENT		125,050								
Wet Well/Pumping Station			100,000	625,000	Fund 2/Grants	100,000				
CR Treatment Plant			1,120,000	TBD	Bond		60,000	60,000	500,000	500,000
Fire Dept.										
CR FIRE TRUCK RESERVE		308,531	380,000	700,000		95,000	95,000	95,000	95,000	95,000
Command Vehicle						70,000				
CR FOREST FIRE MANAGEMENT		5,230								
CR AMBULANCE		58,713	240,000	300,000		60,000	60,000	60,000	60,000	60,000
CR CARDIAC MONITORS		12								
CR UNION STATION ROOF & DOORS			23,000	23,000		23,000				

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Department		Capital Res	CIP	Estimated	Grants	2023	2024	2025	2026	2027
Warrants , Cap Reserves and CIP Request		Balance 9/1/22	Request	Cost						
Parks & Recreation										
CR BALL FIELD		2,445								
	Thompson Field Outfield Rebuild		38,500	38,500		38,500				
CR COMMUNITY CENTER			4,900,000	4,900,000	Bond	4,900,000				
CR BALLPARK PAVILLION			119,600	119,600		40,000	40,000	40,000		
CR BALLPARK PLAYGROUND			35,000	35,000			35,000			
CR PASSENGER BUS			25,000	40,000			40,000			
CR TOWN BOAT RAMPS			50,000	50,000		10,000	20,000	20,000		
CR DOG PARK FENCING			13,850	13,850		13,850				
Police Dept.										
CR POLICE VEHICLES		73,754	162,000	35,000		39,000	40,000	41,000	42,000	43,000
CR BODY/VEHICLE CAMERA REPLACEMENT			54,000	108,000	54,000			27,000	27,000	
CR PORTABLE RADIOS			26,000	26,000		26,000				
CR PUBLIC SAFETY BUILDING		102,155								
	Furnace Replacement		10,000	10,000			10,000			
	Sally Port		50,000	50,000		25,000	25,000			
	Generator		22,500	45,000	22,500	22,500				
CR EMERGENCY MANAGEMENT		14,602								
School										
CR WAKEFIELD SCHOOL TRANSPORTATION		108,946	425,000	95,000		45,000	95,000	95,000	95,000	95,000
CR PAUL SCHOOL ROOF REPAIR		1,048								
CR EDUCATIONING EDUCATIONALLY DISABLED CHILDREN		50,004	200,000	200,000		50,000	50,000			
CR SCHOOL TECHNOLOGY TRUST FUND		154,892								
CR REPLACING BOILERS AT THE PAUL SCHOOL		53,096	330,000	330,000		50,000	50,000	50,000	50,000	
CR UPDATING AND IMPROVING SECURITY		86,466								
CR JUDITH NASON MEMORIAL TRUST		9,767								
CR GYM FLOOR		117,022	0	165,000						
CR MAINTENANCE CONTINGENCY		10,022								
CR PARKING LOT & SIDEWALK MAINTENANCE		24,174	105,000	140,000		30,000	35,000	40,000		
CR BUILDING RENOVATION EXPENDABLE TRUST FUND		24,087								
	HVAC Units (air handlers)		285,000	285,000			70,000	70,000	70,000	
	Bathroom Renovations		23,000	46,000		23,000				
	Generator		70,000	70,000	Yes			35,000	35,000	
	Emergency Lighting Replacement		24,000	24,000	Yes		12,000	12,000		
	Future Building Expansion		80,000	TBD				40,000	40,000	
CR WELL REPLACEMENT			15,000	30,000		15,000				
CR MAINTENANCE BUILDING REPLACEMENT			105,000	135,000		30,000	35,000	40,000		

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

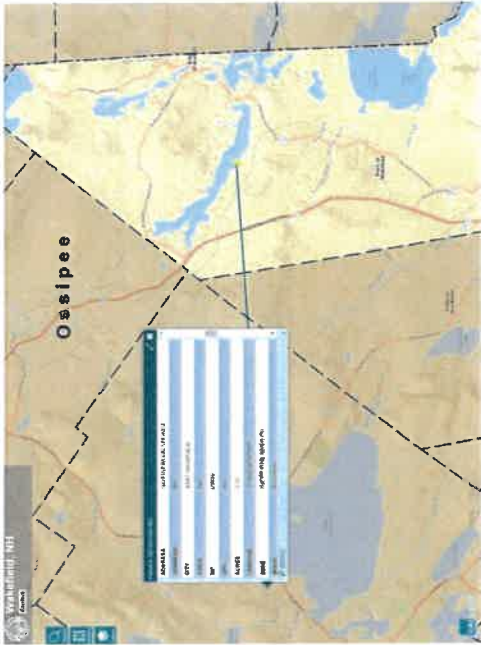
Department	Capital Res Balance 9/1/22	CIP Request	Estimated Cost	Grants	2023	2024	2025	2026	2027
Warrants , Cap Reserves and CIP Request									
Town Hall									
CR SECURITY DEVICES	18,568								
CR TOWN HALL IMPROVEMENTS	31,493								
Town Hall Exterior Entrance		20,000	20,000		20,000				
WPI/Enclosed Fire Escape		50,000	750,000	Yes	10,000	10,000	10,000	10,000	10,000
Town Hall Roof		10,000	10,000		10,000				
CR DOWNTOWN PARKING LOT		120,000	120,000		120,000				
CR INVASIVE SPECIES EXPENDABLE TRUST	35,123				36,000	38,000	40,000	42,000	43,000
CR TECHNOLOGY FUND	4,854								
CR CEMETERY MAINTENANCE	21,960								
CR CEMETERY WATER SUPPLY & IRRIGATION	7,889								
CR CEMETERY MTNCE-EFT	19,226								
CR GREATER WAKEFIELD RESOURCE CENTER BUILDING	29,583	5,000	35,000		5,000				
CR TOWN BUILDING CAPITAL REPAIRS			TBD		10,000	10,000	10,000	10,000	10,000
Heritage Commission									
East Wakefield Schoolhouse, Lovell Union Grange, Spinney Meeting House, Heritage Park									
Sanbornville Water Precinct (Member Owned)									
CR WATER DEPT. - MAIN REPLACEMENT	750	1,300,000	7,500,000		1,300,000				
2.5 miles of water main replacement									
CR WATER DEPT. - CRF EMERGENCY RESERVES	54,771								
CR WATER DEPT - CRF TECHNOLOGY	24,112								
Remote Meter Reading System		600,000	600,000		300,000	300,000			
CR WATER DEPT. - CRF WELLS	24,112								
Tank Cleaning			TBD			TBD	TBD		
New Well Site			TBD		TBD	TBD			
Pump Booster Station		500,000	500,000		250,000	250,000			
Total	2,785,518	16,346,450	22,446,950		9,654,850	2,113,000	1,532,000	1,803,000	1,558,000

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Assessing Department
Project:	Statistical Update
Type of Project (New/Replacement):	New
Reason for Project:	Comply with State Mandate
Estimated Total Cost:	\$30,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	5 years



Description and Justification:

The Town is required to complete a community wide update to the value of properties every 5-years. Last completed in 2018, the next property assessment will be required to be completed in 2023. The next 5-year community wide assessment in 2028 will include a field review at an estimated additional cost of \$25,000 (total of \$55,000). Once put out to bid, the 2028 community wide assessment cost will be finalized.

Estimated Costs by Fiscal Year

FY2023	\$12,000
FY2024	\$12,000
FY2025	\$12,000
FY2026	\$12,000
FY2027	\$12,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Building Department
Project:	New Inspectors Vehicle
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety, Reduce Operating Costs
Estimated Total Cost:	\$32,000
Anticipated Year of Purchase	2024
Estimated Useful Life:	12-15 years



Description and Justification:

The Building Department currently uses a 2006 SUV style vehicle with 190,000 miles. It will need to be replaced in the next 2 years. Due to its age and high mileage, the current vehicle will incur high maintenance costs within the Operating Budget until replaced. A 4WD pick-up truck (Example: Toyota Tacoma) is the desired vehicle. The high wheelbase of a pick-up truck will allow for access to construction sites and safe passage on Wakefield’s private roads during winter months.

The current vehicle will have limited, if any, trade-in value.

Estimated Costs by Fiscal Year

FY2023	\$16,000
FY2024	\$16,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total	\$32,000

Anticipated Funding Sources

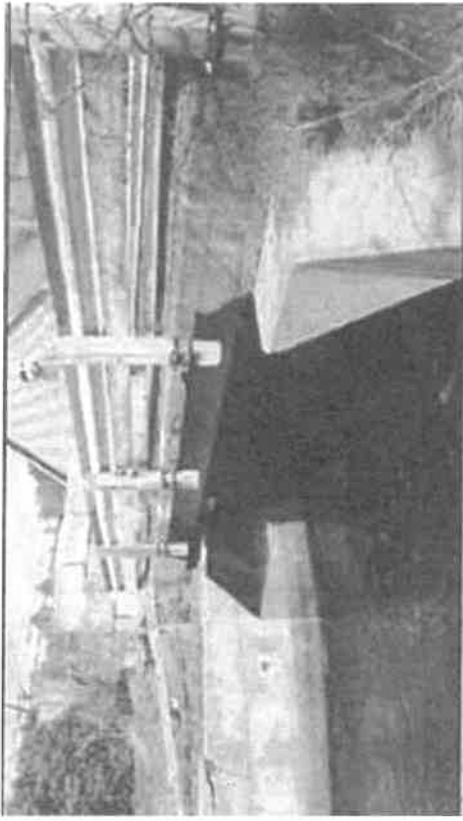
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Budget Balance / Reserve Fund	\$0

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Department of Public Works
Project:	Bridge Construction
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety
Estimated Total Cost:	\$700,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	100+ years



Description and Justification:

The Maple St. bridge over the Branch river was built in 1940 and rebuilt in 1972. It experienced significant damage during the Mothers Day flood of 2006 and was closed in 2010. The bridge is on the Red List and is closed and barricaded. The substructure and wingwalls are in danger of complete failure. There is a .6 mile detour to access properties serviced by this bridge.

Funding will come from existing Capital Reserve funds, State Surplus Grant of \$100,047 (December, 2022), along with continued warrant article funding.

Estimated Costs by Fiscal Year

FY2023	\$700,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$700,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Department of Public Works		
Project:	Highway Truck (Pick Up Truck)		
Type of Project (New/Replacement):	Replacement		
Reason for Project:	Safety, Reduce Operating Costs		
Estimated Total Cost:	\$63,000		
Anticipated Year of Purchase	2027		
Estimated Useful Life:	10 years		



Description and Justification:

Replacement of our 2016 F-250 pick-up truck with a new pick-up truck in 2027. New pick-up has an estimate cost of \$63,000 and it is estimated that existing truck will have a trade in value of \$3,000

Funds would come from existing Capital Reserve balance, Highway Block Grant(s) and future warrant articles.

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Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$0
FY2025	\$0
FY2026	\$22,000
FY2027	\$38,000
Total Cost	\$60,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 9/1/27)	\$60,000



Department:	Department of Public Works	
Project:	Highway Truck (6-Wheel Dump Truck)	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Safety, Reduce Operating Costs	
Estimated Total Cost:	\$160,000	
Anticipated Year of Purchase	2026	
Estimated Useful Life:	10 years	

Description and Justification:

Replacement of our 2017 Freightliner M2 106 dump truck with new 6 wheel dump truck in 2026. New dump truck will cost \$160,000 and it is estimated that existing dump truck will have a trade in value of \$8,000

Funds would come from existing Capital Reserve balance, Highway Block Grant(s) and future warrant articles.

Estimated Costs by Fiscal Year

FY2023	\$38,000
FY2024	\$38,000
FY2025	\$38,000
FY2026	\$38,000
FY2027	\$0
Total Cost	\$152,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance as of 6/1/2021	\$104,000

Capital Improvement Plan: FY2023 – FY2027
Project Detail Sheet

Department:	Department of Public Works	
Project:	Highway Truck (10 Wheel Dump Truck)	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Safety, Reduce Operating Costs	
Estimated Total Cost:	\$250,000	
Anticipated Year of Purchase	2025	
Estimated Useful Life:	10 years	



Description and Justification:

Replacement of our 2015 Freightliner SD114 dump truck with new 10 wheel dump truck in 2025. New dump truck will cost \$250,000 and it is estimated that existing dump truck will have a trade in value of \$10,000

Funds would come from existing Capital Reserve balance, Highway Block Grant(s) and future warrant articles.

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Estimated Costs by Fiscal Year

FY2023	\$80,000
FY2024	\$80,000
FY2025	\$80,000
FY2026	\$0
FY2027	\$0

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Department of Public Works	
Project:	Highway Truck (10 Wheel Dump Truck)	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Safety, Reduce Operating Costs	
Estimated Total Cost:	\$258,000	
Anticipated Year of Purchase	2025	
Estimated Useful Life:	10 years	



Description and Justification:

Replacement of our 2019 Freightliner SD114 dump truck with new 10 wheel dump truck in 2027. New dump truck will cost \$258,000 and it is estimated that existing dump truck will have a trade in value of \$10,000

Funds would come from existing Capital Reserve balance, Highway Block Grant(s) and future warrant articles.

Estimated Costs by Fiscal Year

FY2023	\$22,000
FY2024	\$22,000
FY2025	\$22,000
FY2026	\$80,000
FY2027	\$102,000
Total Cost	\$248,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 9/1/22)	\$248,000

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet



Department:	Department of Public Works		
Project:	Highway – Heavy Equipment		
Type of Project (New/Replacement):	Replacement		
Reason for Project:	Safety, Reduce Operating Costs		
Estimated Total Cost:	\$50,000		
Anticipated Year of Purchase	2025		
Estimated Useful Life:	10 years		

Description and Justification:

Future replacement of Heavy Equipment (example: roller, screener, excavator, etc.).
Funds would come from existing Capital Reserve balance, Highway Block Grant(s) and future warrant articles.

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Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$0
FY2025	\$25,000
FY2026	\$25,000
FY2027	\$0
TOTAL	\$50,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
TOTAL	\$50,000

Capital Improvement Plan: FY2023 – FY2027
Project Detail Sheet

Department:	Department of Public Works	
Project:	Highway Road Projects	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Safety, Quality of Existing Infrastructure	
Estimated Total Cost:	\$410,000	
Anticipated Year of Purchase	2022	
Estimated Useful Life:	10 Years	



Description and Justification:

This is the ongoing maintenance and repaving of Town owned roads.

Scheduled for 2023 is completion of Oak Hill Rd and Brackets Rd, as well as the reconstruction of Leighton Corner Rd.

Funds would come from existing Capital Reserve balance, Highway Block Grant(s) and future warrant articles.

Estimated Costs by Fiscal Year

FY2023	\$410,000
FY2024	\$410,000
FY2025	\$410,000
FY2026	\$410,000
FY2027	\$410,000
Total Cost:	\$2,050,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 6/1/23)	\$315,000

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Department of Public Works		
Project:	Bonnyman Road		
Type of Project (New/Replacement):	Replacement		
Reason for Project:	Safety, Quality of Existing Infrastructure		
Estimated Total Cost:	\$500,000		
Anticipated Year of Purchase	2022		
Estimated Useful Life:	10 Years		



Description and Justification:

This is for rebuilding and re-paving of Bonnyman Road, which is located along the shores of Province Lake. Rebuilding of the road would improve road safety and take into account rain water runoff concerns that impact water quality of Province Lake.

Estimated Costs by Fiscal Year

FY2023	\$500,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet



Department:	Department of Public Works	
Project:	Transfer Station Facility (Paving/Recycling Bins)	
Type of Project (New/Replacement):	Repair/Replace	
Reason for Project:	Safety, Quality of Existing Infrastructure	
Estimated Total Cost:	130,000	
Anticipated Year of Purchase	2022/2023	
Estimated Useful Life:	20 Years	

Description and Justification:

Pave, with asphalt, the back area of the transfer station. This will allow for more effective use of equipment. An updated Construction Debris and Metal recycling bin system will then be able to put in place that will put less wear and tear on existing equipment and will include a metal structure to provide weather protection of recyclable materials.

It will also allow the station attendants to keep the Transfer Station cleaner and better organized in the winter months and insure a safe and efficient working environment.

Part of this project will be completed in 2022 with the remainder finished in 2023.

Estimated Costs by Fiscal Year	
FY2023	\$30,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost:	\$30,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Department of Public Works	
Project:	Transfer Station Equipment (Roll Off Truck)	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Safety, Quality of Existing Infrastructure	
Estimated Total Cost:	50,000	
Anticipated Year of Purchase	2025	
Estimated Useful Life:	15 Years	



Description and Justification:

The Town entered into a 5-year lease agreement in 2020 for a “roll off” truck at the Transfer Station. This truck allows the Town to haul its own full trash containers, at a considerable savings to the Town (Est. YTD savings \$85,000)

This funding is to allow for the Town to buy the truck at the end of the lease agreement.

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Estimated Costs by Fiscal Year

FY2023	\$15,000
FY2024	\$15,000
FY2025	\$20,000
FY2026	\$0
FY2027	\$0
Total Cost:	\$50,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Unassigned Capital Budget - FY 2024/2025	\$50,000

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Department of Public Works
Project:	Wastewater Treating (Pumping Stations)
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety, Quality of Existing Infrastructure
Estimated Total Cost:	650,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	20 Years



Description and Justification:

The Town operates 2 wastewater pumping stations that need to be replaced. The existing pumps date back to 1986, are past normal life expectancy which is leading to high maintenance costs. One of the pumps is intermittently operating putting more use on the 2nd pump. If these fail, wastewater would back up in the Sanbornville wastewater district leading to a major environmental hazard.

Engineering has been completed and parts purchased. American Rescue Plan funds have been used to cover the majority of the cost of the project. Additional funding is required to complete the project.

Estimated Costs by Fiscal Year

FY2023	\$100,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$100,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Budget Balance (as of 6/1/2021)	\$100,000

Capital Improvement Plan: FY2023 – FY2027
Project Detail Sheet



Department:	Department of Public Works
Project:	Wastewater Treatment Plant
Type of Project (New/Replacement):	New
Reason for Project:	Regulatory, System Upgrade
Estimated Total Cost:	\$TBD
Anticipated Year of Purchase	TBD
Estimated Useful Life:	50-years

Description and Justification:

The Town operates an open lagoon and holding tank system for its wastewater. We are 1 of 2 towns in the state currently doing so. It will be required that the Town develop a long-term strategy to handle wastewater from the community.

Costs and funding are unknown at this time. But it will be important for the community to begin setting aside Capital Reserves for the engineering and development of this project. Engineering cost estimates are \$120,000. Once engineering is completed, cost for the Treatment Plant can be determined.

52

Estimated Costs by Fiscal Year	
FY2023	\$0
FY2024	\$60,000
FY2025	\$60,000
FY2026	\$500,000
FY2027	\$500,000
Total Cost	\$TBD

Anticipated Funding Sources	
Operating Budget	
Grant	X
Bond	X
Fund 2/3/4/5 Balance	
Warrant Article	X
Community Capital Reserve Balance	\$0

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Fire Department
Project:	Fire Truck Reserve (New Pumper)
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety, Reduce Operating Costs
Estimated Total Cost:	\$700,000
Anticipated Year of Purchase	2026
Estimated Useful Life:	25 years



Description and Justification:

This fire truck is replacing a 25 years old fire truck that needs to be replaced within the next 5 years.

The truck will need additional equipment that will be contained in the Operating Budget.

Engine 2 will be moved to another station, replacing Engine 3. The old truck replacement value will be determined once closer to the transition date.

65

Estimated Costs by Fiscal Year	
FY2023	\$95,000
FY2024	\$95,000
FY2025	\$95,000
FY2026	\$95,000
FY2027	\$95,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Fire Department
Project:	Command Vehicle
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety/Reduce Operating Costs
Estimated Total Cost:	\$70,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	10 years



Description and Justification:

The current Wakefield Fire Department Command vehicle is a 2010 Ford Explorer with high run hours. Due to its age and high mileage, the current vehicle will incur high maintenance costs within the Operating Budget until replaced.

66

Estimated Costs by Fiscal Year	
FY2023	\$70,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$70,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Budget Balance for FY2023	\$200,521

Department:	Fire Department
Project:	Ambulance
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety/Reduce Operating Costs
Estimated Total Cost:	\$300,000
Anticipated Year of Purchase	2026
Estimated Useful Life:	15 years



Description and Justification:

The Wakefield Fire Department has a 3 Ambulance fleet. This is part of the continuation of our fleet replacement with a new Ambulance put into service every 5 years. A new Ambulance was put into service in 2022 with the next scheduled replacement in 2026.

The cardiac monitor should be upgradable to be re-used in the 2027 replacement.

The old Ambulance will have approximately \$6,000 trade-in value.

67

Estimated Costs by Fiscal Year	
FY2023	\$60,000
FY2024	\$60,000
FY2025	\$60,000
FY2026	\$60,000
FY2027	\$60,000
Total Cost	\$300,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 6/30/2021)	\$60,000

Capital Improvement Plan: FY2023 – FY2027
Project Detail Sheet

Department:	Fire Department
Project:	Union Station Building – Roof & Doors
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improves Quality of Existing Facilities
Estimated Total Cost:	\$23,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	25 years



Description and Justification:

The Union Station flat roof was recently replaced. But the remaining pitched roof is now at the end of its life expectancy and is showing signs of wear & tear. It should be replaced prior to leaks forming and damaging the structure and equipment.

The front doors garage entry doors will also be replaced.

68

Estimated Costs by Fiscal Year	
FY2023	\$23,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$23,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet



Department:	Parks & Recreation Department
Project:	Ballfield (Outfield Rebuild)
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improve Quality of Existing Facilities
Estimated Total Cost:	\$38,500
Anticipated Year of Purchase	2023
Estimated Useful Life:	50 years

Description and Justification:

This project would be to remove, level, resurface, plant and fertilize Thompson Field from center field to the right field line. This field is used for Babe Ruth baseball.

The field was originally built 30+ years ago and all tree stumps were buried. This right field section is starting to sink creating a safety concern for users.

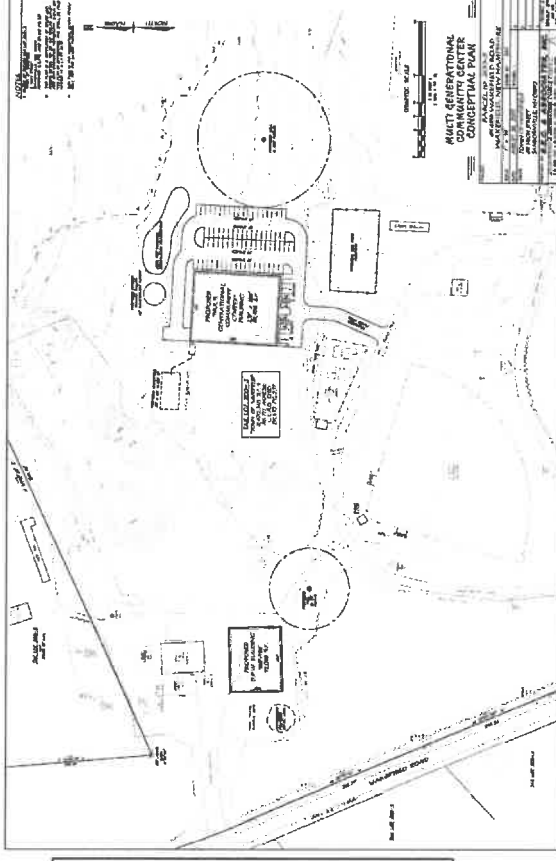
Estimated Costs by Fiscal Year		Anticipated Funding Sources	
FY2023	\$38,500	Operating Budget	
FY2024	\$0	Grant	X
FY2025	\$0	Bond	
FY2026	\$0	Fund 2/3/4/5 Balance	
FY2027	\$0	Warrant Article	X
TOTAL	\$38,500	Commitment Capital Improvement Plan FY2023 - FY2027	\$38,500

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Parks & Recreation Department
Project:	Community Center Building
Type of Project (New/Replacement):	New
Reason for Project:	Improve Quality of Existing Facilities
Estimated Total Cost:	\$4,900,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	50+ years



Description and Justification:

The Wakefield Community Center building would replace the outdated existing Park & Recreational building on Meadow St. with a modern and safe work structure. A Community Center would be the center of the Park & Rec Departments programs, offices, and meeting spaces. The expanded Community Center would allow for Senior programs, as well as daytime programs for younger families and children. The building would act as an Emergency Center for the community in times of crisis. The facility would be situated between the Town Ballfield and DPW property and would consist of an indoor track, gymnasium, offices, fitness room, art room, education rooms, kitchen and lockers.

Estimated Costs by Fiscal Year

FY2023	\$4,900,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$4,900,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	X
Fund 2/3/4/5 Balance	X
Warrant Article	
Current Capital Program Balance - FY2023	\$0

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Parks & Recreation Department		
Project:	Ballfield Pavilion		
Type of Project (New/Replacement):	New		
Reason for Project:	Improve Quality of Existing Facilities		
Estimated Total Cost:	\$119,600		
Anticipated Year of Purchase	2025		
Estimated Useful Life:	50+ years		



Description and Justification:

This 28’ x 26’ building would house 4 bathrooms (single stall, ADA compliant), a concession stand, storage and an outdoor canopied sitting area for picnic tables. The sitting area would allow for protective shelter during inclement weather. Costs for the project would include septic system design and construction.

The Operating Budget would decrease \$3,000/year as the annual cost for Porta-Potty’s would no longer be required. The existing concession stand building would be re-purposed for much needed equipment storage.

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Estimated Costs by Fiscal Year

FY2023	\$40,000
FY2024	\$40,000
FY2025	\$40,000
FY2026	\$0
FY2027	\$0
Total Cost	\$120,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Program Balance (if any)	\$0

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Example



Department:	Parks & Recreation Department
Project:	Ballpark Playground
Type of Project (New/Replacement):	New
Reason for Project:	Improve Quality of Existing Facilities
Estimated Total Cost:	\$35,000
Anticipated Year of Purchase	2024
Estimated Useful Life:	30 years

Description and Justification:

The small, heavily used playground at the ballpark would be expanded to add swings and other playground elements.

Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$35,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$35,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Balance (if any available)	\$0

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Parks & Recreation Department
Project:	Passenger Bus
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improve Quality of Existing Facilities
Estimated Total Cost:	\$40,000
Anticipated Year of Purchase	2024
Estimated Useful Life:	10 years



Description and Justification:

Replacement of the 2009, 24 passenger bus that currently has 140,000 miles on it and is experiencing high maintenance costs and out of service hours. The replacement bus would be a "new" to Wakefield, used bus. It is estimated that the existing bus would have a \$15,000 trade in value.

73

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

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Parks & Recreation Department
Project:	Town Boat Ramps
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improve Quality of Existing Facilities
Estimated Total Cost:	\$50,000
Anticipated Year of Purchase	2025
Estimated Useful Life:	30 years



Description and Justification:

Repair and replace existing town owned boat launch areas on Lovell Lake and Great East Lake. This will improve boat launch capability, improve rain water run off issues at these areas and improve water quality. Evaluate whether to continue with Lake Ivanhoe area as boat/beach area or convert it to a beach only access point.

Costs for engineering and permitting to comply with current state guidelines for public boat launches is estimated at \$10,000. Once engineering is completed, final estimated for construction can be determined, but is currently estimated at a cost of \$40,000.

Estimated Costs by Fiscal Year

FY2023	\$10,000
FY2024	\$20,000
FY2025	\$20,000
FY2026	\$0
FY2027	\$0
Total Cost	\$50,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Town of Wakefield

Capital Improvement Plan: FY2022 – FY2026
Project Detail Sheet

Department:	Parks & Recreation Department	
Project:	Dog Park Fencing	
Type of Project (New/Replacement):	New	
Reason for Project:	Improve Quality of Existing Facilities	
Estimated Total Cost:	\$13,850	
Anticipated Year of Purchase	2023	
Estimated Useful Life:	20 years	



Description and Justification:

The Dog Park would be approximately 1-acre of fenced in area, located at the Town Ballpark fields. This would provide community space for dogs to run free (unleashed), play and develop social skills with other dogs. Ground preparation and signage completed in 2022. This cost is just for the fencing to complete the project.

Being located at the ballfield will allow families to bring their dogs to a place where they can run free while kids are playing games or practicing. Dog play items, benches, etc. that would be located inside the Dog Park would be added over time through donations.

Estimated Costs by Fiscal Year

FY2023	\$13,850
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$13,850

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	X
Warrant Article	X
Current Capital Reserve Balance (if any)	\$0

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Police Department
Project:	Cruiser Vehicle (In Line)
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety. Reduce Operating Costs
Estimated Total Cost:	\$39,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	5-7 years



Description and Justification:

This “In-Line” cruiser is part of the continuation of our fleet replacement. We will have 4 “In-Line” cruisers that are driven by patrol units 24/7. Additional costs for outfitting of the cruiser are contained in the Operating Budget.

The old cruiser will become a Command vehicle.

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Estimated Costs by Fiscal Year	
FY2023	\$39,000
FY2024	\$40,000
FY2025	\$41,000
FY2026	\$42,000
FY2027	\$43,000
Total Cost	\$205,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance 10/1/23	\$73,758

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet



Department:	Police Department
Project:	Body Cameras
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety. Replace Obsolete Equipment
Estimated Total Cost:	\$108,000
Anticipated Year of Purchase	2026
Estimated Useful Life:	5 years

Description and Justification:

Replace current body cameras that attach to uniforms with updated technology.

The new cameras are sewn into uniforms so that they can't be knocked off. The new system will tell us where officers are located and are activated with holster draws, opening cruiser doors, turning on lights and sirens or when officer down.

The Body Cameras will be eligible for a matching (50/50) grant to assist with covering the replacement cost.

2

Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$0
FY2025	\$27,000
FY2026	\$27,000
FY2027	\$0
Total Cost	\$108,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet



Department:	Police Department
Project:	Portable Radio's
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety
Estimated Total Cost:	\$26,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	10 years

Description and Justification:

To update and replace the 8 portable radio's now in use by the department. Current radio's were purchased in 2013. These radio's are the only source of communications when a police officer is out their vehicle.

Old radio's would be kept as back-up units.

A grant is being pursued to offset some of the costs.

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Estimated Costs by Fiscal Year

FY2023	\$26,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$26,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Capital Improvement Plan: FY2023 – FY2027
Project Detail Sheet

Department:	Police Department
Project:	Public Safety Building – Furnace
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improves Quality of Existing Facilities
Estimated Total Cost:	\$10,000
Anticipated Year of Purchase	2024
Estimated Useful Life:	20 years



Description and Justification:

The Public Safety Building was built in 2000. The building has 2 furnaces. Furnace #1 was replaced in 2019 and Furnace #2 is at the end of its life expectancy.

Replacement will provide greater system efficiency and reduced maintenance costs.

79

Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$10,000
FY2025	0
FY2026	0
FY2027	0
	\$10,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
	\$10,000

Capital Improvement Plan: FY2023 – FY2027
Project Detail Sheet

Department:	Police Department	
Project:	Public Safety Building – Sally Port	
Type of Project (New/Replacement):	Replacement/Upgrade	
Reason for Project:	Safety, Improves Quality of Existing Facilities	
Estimated Total Cost:	\$50,000	
Anticipated Year of Purchase	2024	
Estimated Useful Life:	25+ years	



Description and Justification:

The current Sally Port does not allow for a completely secure transfer of suspects when being moved from the Police Cruiser to the booking area.

An upgraded Sally Port will allow 1-cruiser to be separated from the remainder of the building and equipment, keeping officers safe and suspects from harming themselves or others.

Estimated Costs by Fiscal Year		Anticipated Funding Sources	
FY2023	\$25,000	Operating Budget	
FY2024	\$25,000	Grant	
FY2025	0	Bond	
FY2026	0	Fund 2/3/4/5 Balance	
FY2027	0	Warrant Article	X
Total Cost	\$50,000	Current Capital Decision Balance (as of 6/1/22)	\$103,155



Department:	Police Department
Project:	Public Safety Building
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety. Reduce Operating Costs
Estimated Total Cost:	\$45,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	20 years

Description and Justification:

The Public Safety Building was built in 2000. The original generator is showing signs of wear & tear. Replacement will insure a safe operating building during power outages. Replacement will provide greater system efficiency and reduced maintenance costs.

The generator will be eligible for a matching (50/50) grant to assist with covering the replacement cost.

The existing generator could be re-purposed at the new DPW building.

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Estimated Costs by Fiscal Year	
FY2023	\$22,500
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total	

Anticipated Funding Sources	
Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Total	

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	School Department
Project:	Wakefield School Transportation (Bus)
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety. Reduce Operating Costs
Estimated Total Cost:	\$100,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	15 Years



Description and Justification:

This replacement bus is part of the continuation of our bus fleet replacement which consists of:

77 passenger bus (9), 14 passenger bus (3) and a 4-person caravan.

The old bus will have a trade-in value of approximately \$4,500.

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Estimated Costs by Fiscal Year

FY2023	\$45,000
FY2024	\$95,000
FY2025	\$95,000
FY2026	\$95,000
FY2027	\$95,000
Total Cost	\$410,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	School Department
Project:	Boiler Replacement
Type of Project (New/Replacement):	Replacement
Reason for Project:	Reduced Operating Cost/Alleviates Substandard Condition
Estimated Total Cost:	\$300,000-350,000
Anticipated Year of Purchase	2026
Estimated Useful Life:	20 Years



Description and Justification:

The school is heated using 3 boilers. Two use propane and 1 uses oil. The oil run boiler is still running at 84% efficiency. But the propane furnaces have reached the end of the life expectancy.

Final evaluation is being completed to determine when to replace the boilers and whether to replace the 2 propane boilers first or all 3 boilers at the same time.

Boilers will be moved to the basement for a more adequate functional space.

Estimated Costs by Fiscal Year

FY2023	\$50,000
FY2024	\$50,000
FY2025	\$50,000
FY2026	\$50,000
FY2027	\$0
Total Cost	\$200,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet



Department:	School Department
Project:	Parking Lot & Sidewalk
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety. Correct Sub-standard conditions
Estimated Total Cost:	\$140,000
Anticipated Year of Purchase	2025
Estimated Useful Life:	15 Years

Description and Justification:

Catch basin is broken, metal culverts deteriorating and Taylor Way is cracked and falling apart.

Project would fix catch basin, replace metal culverts, install new road pack with 2” sub-base and 1” finish overlay for Taylor Way.

24

Estimated Costs by Fiscal Year

FY2023	\$30,000
FY2024	\$35,000
FY2025	\$40,000
FY2026	\$0
FY2027	\$0
Total Costs	\$140,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Budget Balance / As of 01/1/23	\$30,170.1515 000

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet



Department:	School Department
Project:	Building Renovation (HVAC Units & Air Handlers)
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety. Improve Quality of Facility
Estimated Total Cost:	\$285,000
Anticipated Year of Purchase	2026
Estimated Useful Life:	15 Years

Description and Justification:

There are currently 5 air handler units within the facility. There are 4 units from 1997 and 1 unit from 1982. They are reaching the end of there useful life.

This project would replace theses units to provide consistent air movement throughout the facility, providing a more comfortable and healthier environment.

✂

Estimated Costs by Fiscal Year	
FY2023	\$75,000
FY2024	\$70,000
FY2025	\$70,000
FY2026	\$70,000
FY2027	\$0
Total Cost	\$285,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Balance (as of 6/1/23)	\$24,007,122.000

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	School Department	
Project:	Building Renovation (Bathrooms)	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Improve Quality of Facility and Substandard Conditions	
Estimated Total Cost:	\$46,000	
Anticipated Year of Purchase	2023	
Estimated Useful Life:	20 Years	



Description and Justification:

Renovate all 8 of the main bathrooms located in the school. All are original from when school was built, except when upgrades to sinks and faucets where needed. Partitions, flooring, hardware and some toilets would be replaced.

Gymnasium bathrooms were renovated in 2011, but 4 faucets will be replaced as part of this project.

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Estimated Costs by Fiscal Year	
FY2023	\$23,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	School Department
Project:	Building Renovation (Generator)
Type of Project (New/Replacement):	New
Reason for Project:	Improve Quality of Facility. Safety
Estimated Total Cost:	\$70,000
Anticipated Year of Purchase	2026
Estimated Useful Life:	20 Years



Description and Justification:

Purchase and install a generator at the school (currently none exists). A back-up generator will allow heating, ventilation, fire alarms, computer networks, lighting, security, and phone networks to continue running uninterrupted. Safety is the most important priority for any school. Power disruption can quickly turn a safe place into a dangerous environment, such as in cases of extreme weather or because of darkness.

The school could then also function as emergency shelter for the community.

Example

82

Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$0
FY2025	\$35,000
FY2026	\$35,000
FY2027	\$0
Total Cost	\$70,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Document Capital Resource Balance as of 6/14/2021	\$24,007,133.000

Capital Improvement Plan: FY2023 – FY2027
Project Detail Sheet

Department:	School Department
Project:	Building Renovation (Emergency Lighting)
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improve Quality of Facility. Safety
Estimated Total Cost:	\$24,000
Anticipated Year of Purchase	2025
Estimated Useful Life:	15 Years



Description and Justification:

Lighting in the school was updated to LED in 2021.

This next phase project would replace all Emergency Light fixtures throughout the building with updated LED Emergency Lighting.



Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$12,000
FY2025	\$12,000
FY2026	\$0
FY2027	\$0

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

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.

29

Estimated Costs by Fiscal Year	
FY2023	\$0
FY2024	\$0
FY2025	\$40,000
FY2026	\$40,000
FY2027	\$0
Total Costs	\$80,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Budget Balance (as of 8/1/23)	\$74,087,172.000

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	School Department	
Project:	Water Well Replacement	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Provides Added Capacity/Reduced Operating Cost	
Estimated Total Cost:	\$30,000	
Anticipated Year of Purchase	2023	
Estimated Useful Life:	25 Years	



Description and Justification:

Replace current well that is not longer producing water. This well would service the irrigation system for the school ballfields.

Use of Sanbornville Water Precinct water to maintain the ballfields costs approximately \$13,000/annually.

90

Estimated Costs by Fiscal Year	
FY2023	\$15,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total	\$15,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Budget Balance (as of 6/30/2021)	\$15,000

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	School Department
Project:	Maintenance Building Replacement
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improve Quality of Facility
Estimated Total Cost:	\$135,000
Anticipated Year of Purchase	2025
Estimated Useful Life:	25 Years+



Description and Justification:

Replace existing maintenance buildings with a single, 3 bay, building. This would be to consolidate storage, athletic and maintenance equipment.

Costs include removing older buildings that are in disrepair.

Estimated Costs by Fiscal Year	
FY2023	\$30,000
FY2024	\$35,000
FY2025	\$40,000
FY2026	\$0
FY2026	\$0

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Town of Wakefield

Capital Improvement Plan: FY2022 – FY2026

Project Detail Sheet

Department:	Town Administrator	
Project:	Town Hall Improvements (Exterior Entrance)	
Type of Project (New/Replacement):	Repair/Replace	
Reason for Project:	Safety	
Estimated Total Cost:	\$20,000	
Anticipated Year of Purchase	2023	
Estimated Useful Life:	100+ years	



Description and Justification:

Current footings and pillars to the front entrance of Town Hall are settling and sinking, forcing the side walls to sink into the ground, cracking the brick and walls.

This project would be to temporarily support the upper projective entrance, remove existing brick walls, pour new concrete footings and replace side walls with new bricks.

29

Estimated Costs by Fiscal Year	
FY2023	\$20,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total	\$20,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Capital Budget Balance (as of 6/30/2021)	\$20,000

Department:	Town Administrator		
Project:	Town Hall Improvements (Fire Escape)		
Type of Project (New/Replacement):	Repair/Replace		
Reason for Project:	Safety		
Estimated Total Cost:	\$750,000		
Anticipated Year of Purchase	2026		
Estimated Useful Life:	100+ years		



Description and Justification:

In order to support ongoing, large public gatherings in the Opera House, an alternative means of egress must be created.

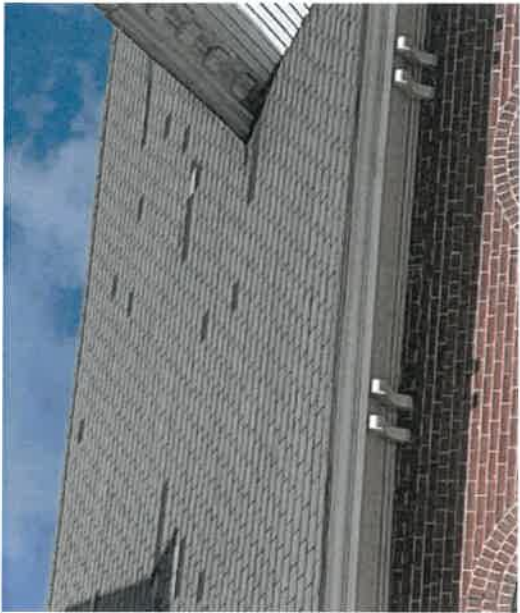
WTI is pursuing grant opportunities (LCIP, etc.) and is working with the town to explore options which will start with a study to understand the scope of the project and total project cost.

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Estimated Costs by Fiscal Year	
FY2023	\$10,000
FY2024	\$10,000
FY2025	\$10,000
FY2026	\$10,000
FY2027	\$10,000
Total Cost:	\$50,000

Anticipated Funding Sources	
Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Program Balance as of 6/1/2021	\$31,500

Capital Improvement Plan: FY2023 – FY2027
Project Detail Sheet



Department:	Town Administrator	
Project:	Town Hall Improvements (Roof)	
Type of Project (New/Replacement):	Repair/Replace	
Reason for Project:	Improve Quality of Existing Structure	
Estimated Total Cost:	TBD	
Anticipated Year of Purchase	2023	
Estimated Useful Life:	25 years	

Description and Justification:

The roof of Town Hall is showing some areas of distress that need to be addressed. Numerous shingles have blown off in storms. Inspections by installation contractor are needed to determine the extend of the damage and the cost to repair and/or replace the roof. These issues need to be addressed prior to leaks forming and damaging the structure.

If inspection indicates significant cost to repair or if replacement is needed, RFQ's will be prepared to determined costs to address.

94

Estimated Costs by Fiscal Year

FY2023	\$10,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$10,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Budget Balance (as of 6/14/2021)	\$0.00

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Department:	Town Administrator
Project:	Downtown Parking
Type of Project (New/Replacement):	New
Reason for Project:	Improves Quality of Existing Facilities
Estimated Total Cost:	\$120,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	100+ years



Description and Justification:

The Town is in need of additional parking to improve access by residents to Town Hall services, as well as to support local businesses in the Sanbornville business district.

This project is cost of land acquisition for additional public parking.

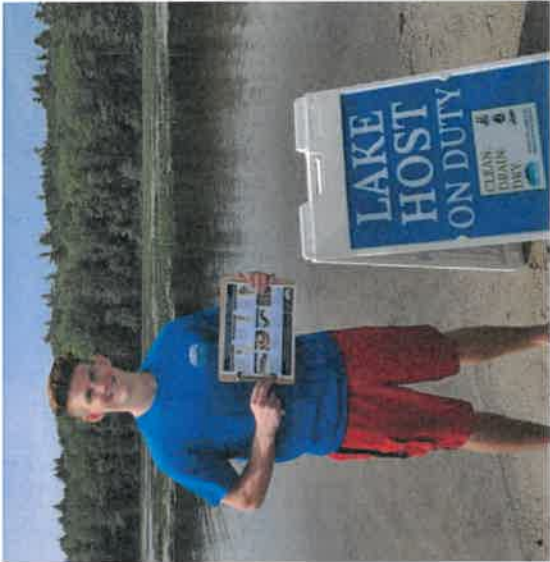
9

Estimated Costs by Fiscal Year	
FY2023	\$120,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost:	\$120,000

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Program Balance (if any available)	\$0

Capital Improvement Plan: FY2023 – FY2027
Project Detail Sheet

Department:	Town Administrator	
Project:	Invasive Species Expendable Trust Fund	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Maintain Quality of our Natural Resources	
Estimated Total Cost:	\$199,000	
Anticipated Year of Purchase	Ongoing	
Estimated Useful Life:	Lifetime	



Description and Justification:

Lakes located in Wakefield are a tremendous recreational and natural resource. The Lakes offer both economic and social benefits to the community. These funds are used to prevent and treat aquatic invasive species in our lakes. Funds are requested by local Lake Associations to provide financial assistance for participation in the *NH Lakes Lake Host Program*, as well as to help control invasive species in our lakes once discovered. Lakes that have been provided funding are: Lovell Lake, Pine River Pond, Balch Lake, Belleau Lake, Province Lake and Great East Lake.

96

Estimated Costs by Fiscal Year

FY2023	\$36,000
FY2024	\$38,000
FY2025	\$40,000
FY2026	\$42,000
FY2027	\$43,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet



Department:	Town Administrator	
Project:	Greater Wakefield Resource Center Building (Roof)	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Improve Quality of Existing Facilities	
Estimated Total Cost:	\$35,000	
Anticipated Year of Purchase	2023	
Estimated Useful Life:	25 years	

Description and Justification:

The Town is responsible for the exterior maintenance of this Historic building. The current roof is at the end of its life expectancy and is showing signs of wear & tear. It should be replaced prior to additional work being planned for the upper levels on the inside of the building.

9

Estimated Costs by Fiscal Year	
FY2023	\$5,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0

Anticipated Funding Sources	
Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X

Town of Wakefield

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet



Department:	Town Administrator	
Project:	Town Building Capital Repairs	
Type of Project (New/Replacement):	Replacement	
Reason for Project:	Improve Quality of Existing Facilities	
Estimated Total Cost:	\$ TBD	
Anticipated Year of Purchase	2023	
Estimated Useful Life:	25+ years	

Description and Justification:

The Town is responsible for repairs or replacement of large building systems on a number of town owned buildings and properties. Maintenance items are funded through the Towns Operating Budget. This fund would be to cover large, financially expensive, capital projects.

This capital reserve would be for items such as roof, siding, windows, heating systems on these buildings.

98

Estimated Costs by Fiscal Year

FY2023	\$10,000
FY2024	\$10,000
FY2025	\$10,000
FY2026	\$10,000
FY2027	\$10,000
TOTAL	\$50,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Anticipated Capital Resources Balance (if any available)	\$0

Sanbornville Precinct

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Note: The Sanbornville Precinct is a Member owned organization that provides water to the Village of Sanbornville. Projects are funded through Member user fees, not Wakefield property taxes.

Department:	Water Precinct
Project:	Water Main Replacement
Type of Project (New/Replacement):	Replacement
Reason for Project:	Reduces Long Term Operating Costs
Estimated Total Cost:	\$7,000,000
Anticipated Year of Purchase	2022-2023
Estimated Useful Life:	50 years



Description and Justification:

This 2-year project will replace 2.5 miles of water mains through the Precinct and is the start of replacing necessary water mains throughout the Precinct.

It is being funded through a combination of Grants, low-interest loans and member fees.

99

Estimated Costs by Fiscal Year	
FY2023	\$1,300,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Costs	\$1,300,000

Anticipated Funding Sources	
Operating Budget	
Grant	X
Loan	X
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Budget Release (as of 6/1/2021)	\$750

Sanbornville Precinct

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Note: The Sanbornville Precinct is a Member owned organization that provides water to the Village of Sanbornville. Projects are funded through Member user fees, not Wakefield property taxes.

Department:	Water Precinct
Project:	Remote Meter Reading System
Type of Project (New/Replacement):	New
Reason for Project:	Reduces Long-Term Operating Costs
Estimated Total Cost:	\$600,000
Anticipated Year of Purchase	2022, 2023
Estimated Useful Life:	X Years



Description and Justification:

Replace existing water meters with meters that would allow for remote reading. Meter Readers would simply drive past the meters to collect current readings, saving time. This would also allow for quarterly reading and billing, making water bills smaller and more manageable for system Members to pay.

Estimated Costs by Fiscal Year

FY2023	\$300,000
FY2024	\$300,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$600,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Loan	
Fund 2/3/4/5 Balance	
Warrant Article	X

Sanbornville Precinct

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Note: The Sanbornville Precinct is a Member owned organization that provides water to the Village of Sanbornville. Projects are funded through Member user fees, not Wakefield property taxes.

Department:	Water Precinct
Project:	Tank Cleaning
Type of Project (New/Replacement):	New
Reason for Project:	Improve Quality of Existing System
Estimated Total Cost:	\$TBD
Anticipated Year of Purchase	2023/2024
Estimated Useful Life:	



Description and Justification:

The existing water tower needs to be inspected, cleaned and the interior possible re-coated.

The existing wells need a full rehab every 10-15 years. Well #2 was done in 2021 and Well #3 was done in 2020.

Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$TBD
FY2025	\$TBD
FY2026	\$0
FY2027	\$0

Anticipated Funding Sources

Operating Budget	
Grant	X
Loan	
Fund 2/3/4/5 Balance	
Warrant Article	X

Sanbornville Precinct

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Note: The Sanbornville Precinct is a Member owned organization that provides water to the Village of Sanbornville. Projects are funded through Member user fees, not Wakefield property taxes.

Department:	Water Precinct
Project:	New Well Site
Type of Project (New/Replacement):	New
Reason for Project:	Expands System Capacity
Estimated Total Cost:	\$TBD
Anticipated Year of Purchase	2022-2023
Estimated Useful Life:	50 years



Description and Justification:

The precinct currently operates 2 different wells that pull water from the same aquifer. A new well site would be built to pull water from a different aquifer, which will allow the Precinct to have water access in the event of catastrophic contamination of existing wells.

Sites must first be identified and acquired and then funding put in place to build it.

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Estimated Costs by Fiscal Year

FY2023	\$TBD
FY2024	\$TBD
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost:	\$TBD

Anticipated Funding Sources

Operating Budget	
Grant	X
Loan	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Program Balance (as of 8/1/2021)	\$74,177

Sanbornville Precinct

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet

Note: The Sanbornville Precinct is a Member owned organization that provides water to the Village of Sanbornville. Projects are funded through Member user fees, not Wakefield property taxes.

Department:	Water Precinct
Project:	Pump Booster Station
Type of Project (New/Replacement):	New
Reason for Project:	Improve Quality of Existing System
Estimated Total Cost:	\$500,000
Anticipated Year of Purchase	2024
Estimated Useful Life:	50+ years



Description and Justification:

The current location of the water tower does not allow for adequate water pressure to properties located in higher elevations.

Property would need to be acquired for the location and placement of the pump station, prior to plans being developed to construct the new pump station.

Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$250,000
FY2025	\$250,000
FY2026	\$0
FY2027	\$0
TOTAL	\$500,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Loan	
Fund 2/3/4/5 Balance	
Warrant Article	X
TOTAL	\$500,000

**Budget Development Timeline - For Discussion
September 20, 2022**

October 12, 2022 -

Budget Workshop

5:00 - 8:00

October 18, 2022 - Board Meeting

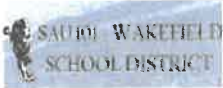
Presentation of 1st half of budget for approval

November 1, 2022 - Board Meeting

Presentation of 2nd half of budget for approval

November 7, 2022 - Budget Committee meeting

November 29, 2022 - Budget Committee meeting



Laurie Newsome <laurie.newsome@sau101.org>

Fwd: School Board Round Table

1 message

Mary Collins <mary.collins@sau101.org>

Wed, Sep 14, 2022 at 8:13 AM

To: Laurie Newsome <laurie.newsome@sau101.org>

Good morning Laurie,
Can you add Robert to the agenda under new business, board roundtable talks. I am not sure if he will be sending you an outline of what he wants to do, if so can you put it in the agenda. If he does not send you anything, can you put this email into the packet? Have a great day.
Thank you,
Mary C

----- Forwarded message -----

From: **Robert DeColfmacker** <robert.decolfmacker@sau101.org>

Date: Tue, Sep 13, 2022, 11:37 AM

Subject: School Board Round Table

To: Mary Collins <mary.collins@sau101.org>

Good Morning Mary,

If we have time I would like to add the idea of a monthly School Board Round Table to the agenda. My thought is this is an opportunity for us to invite in The Paul School employees and community members in, creating a stronger level of communication between the school, the town, and the board. I would like to use this time to foster positive relationships and ideas while steering away complaints and negative conversations. Although if something comes to our attention we can have a way to have it handled.

Lastly, I would like to see this scheduled at a time when its convenient. I know that will be one of the hurdles. I look forward to hearing your thoughts on this.

Thanks,
Bob

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R.W. Creteau Technology Center

at

Spaulding High School

140 Wakefield Street, Rochester, New Hampshire 03867
(603) 332-0757 fax (603) 335-7365 www.rochesterschools.com/SHS/VT

Michele Halligan-Foley
Director of Career Technical Education

Justin Roy
Principal

Jenna Kotsonis
Deputy Principal

Joy Page
Assistant Principal

Jason Bushway
Assistant Principal

Kate Stimmell
Special Ed. Coord.

Kevin Hebert
Athletic Dir.

Foundations of Education 2 Community Site Experience

Dear Field Site Supervisor,

Thank you for allowing our student to be a part of your classroom staff. They will be with you beginning on **Monday, September 26th** from approximately 11:00 am to 12:30 pm every other week, Monday through Friday.

The students in the Foundations of Education 2 class have already spent a year learning about child development, classroom management, observation, and assessment and have practiced those skills in the Small Wonders preschool classroom. This year they are exploring various facets of the education field through classroom learning with me and practical application with you. Any experiences that are provided in your program will be beneficial. The high school students will welcome as much direct interaction with your students as can be provided in your setting. They will also be able to help with indirect tasks if you would like them to do so.

We recognize that all teachers (and students!) are different, so please give our students as much responsibility as you both feel comfortable with. Responsibilities may include observations, teaching small groups/1:1, help with classroom tasks, bulletin boards, or preparing lesson materials. Please feel free to let them help in whatever ways are most helpful to you.

Our students will have to record the dates and times they are with you and will ask you to sign their hours at the end of each week. Part of their field site grade will be based on this record keeping task as it relates to professionalism. They will also be reflecting on questions that I will provide each week to help them focus on applying the skills we are learning in class to their internship experience.

Toward the end of their experience in May, I will send you an evaluation to complete on your student. I made the decision to keep it simple and you will be using only "C" and "NYC" in your evaluation. In each category there is a space for comments. If you feel a student has gone above and beyond in their internship, this is where you can reflect that. Any comments or suggestions you have for your student will enhance their learning experience. Whether or not to discuss the evaluation

with students is your decision. They will review it with me and be assigned a grade based on your evaluation and my assessment of their record-keeping and reflections.

Thank you again for allowing our student to be a part of your program. Please feel free to call or email me with any questions or concerns about the placement.

Sincerely,

Patrice Hunt

Patrice Hunt, M.Ed.
Teacher of Multiple Levels
RW Createau Technology Center
hunt.p@sau54.org / 603.335.0757 ext.2153



TUITION EXPENSES FOR NON-DISABLED PRESCHOOL STUDENTS

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

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

Adopted by the Board: 18 March 2015

Page 1 of 1

TUITION EXPENSES FOR NON-DISABLED PRESCHOOL STUDENTS

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

Adopted by the Board: 18 March 2015

Revised:

TUITION EXPENSES FOR NON-DISABLED PRESCHOOL STUDENTS

The Wakefield School District operates public schools within the Villages of Wakefield for preschool through eighth grade students. The preschool program is composed of disabled and non-disabled students. The Wakefield School District does not assume tuition expenses for non-disabled students in preschool. In determining the number of disabled vs. non-disabled students for preschool, students with disabilities will be placed in the preschool program before non-disabled students. The maximum class size is 12, with 50% or less non-disabled student's participation. If the maximum class size is not met after placing students with disabilities, non-disabled students may then be placed to meet the maximum number of twelve. Requests to enroll must be received by July 1st prior to the upcoming school year and will be on a first come first serve basis. Tuition rates will be set at \$240.00 a month/\$15.00 a day due on the 15th of the month to the SAU Office.

DRAFT

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

Adopted by the Board: 18 March 2015
Revised:

Page 1 of 1

WELLNESS POLICY

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

Goals:

1. The District shall teach, encourage, support and model healthy eating habits for students.
2. The District shall teach, encourage, support, and model age appropriate daily physical activity.
3. The District shall educate students, employees, school board and community members to the important benefits of a healthy lifestyle.
4. The Schools shall comply with the nutrition guidelines outlined in this policy in a manner designed to facilitate the adoption of healthier eating habits such that 100% compliance is achieved no later than the 2011/2012 School Year.

Nutrition Guidelines:

The School District's nutritional standards are based upon standards established by the USDA and New Hampshire Healthy School Coalition/Best Practice. These nutrition guidelines, apply to all foods available to students on school grounds during the school day, including but not limited to, the school lunch and breakfast program, foods and beverages sold in vending machines/school stores and as part of classroom lessons/activities, parties, celebrations or fundraising efforts. As needed the Wellness Committee will request that the Superintendent notify each School Board regarding any changes that have occurred in federal and state nutrition guidelines that need to be reflected in this Policy. \

- A. School Meals:** School Meals served in the District shall meet or exceed the nutrition requirements established by the USDA, laws, and regulations. Administration of the school meal program will be by qualified school food service staff. School lunches and breakfast programs will offer variety of foods and choices for students. Nutritional information about school meals will be available for students and parents through menus, websites and other appropriate school media.
- B. Free and Reduced Meals:** Eligibility for and distribution of free and reduced priced meals will be provided with confidentiality in accordance with state and federal requirements.
- C. Breakfast & Lunch:** In order to meet the nutritional needs of children and enhance their ability to learn it is recommended that all schools in the District provide a breakfast program in addition to their already established lunch programs.

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

Adopted by the Board: 21, June 2006
Revised by the Board: 7 September 2011

WELLNESS POLICY*(continued)***D. Meal Times and Scheduling:** Schools whenever possible:

- Shall ensure students have sufficient time to eat breakfast and lunch in accordance with the federal Child Nutrition and WIC Reauthorization Act of 2004.
- Shall schedule meal periods at appropriate times in accordance with NH Healthy School Best Coalition recommendations. Lunch should normally be scheduled between 11:00 AM and 1:00 PM.
- Shall not schedule tutoring, club, or organizational meetings/activities during mealtimes, unless students may eat during such activities.
- Shall schedule lunch periods to follow recess periods as schedule will allow.

E. Food Sales: All food items available through schools and school functions should meet or exceed nutritional standards established by the NH Healthy School Best Coalition.

Elementary Schools. The school food service program will approve and provide all food and beverage sales to students in elementary schools. Foods in elementary schools should be sold as balanced meals.

Middle/Junior High and High Schools. In middle/junior high and high schools, all Foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, school stores, concessions, fundraising, etc.) to students during the school day, will meet the following nutrition and portion size standards:

Beverages: Beverages sold on school property include: plain bottled water, low fat or skim milk, 100% fruit juices, 100% vegetable juice, light juice, low-fat or fat free chocolate milk (trivial amount of caffeine).

Beverages not sold on school property include: soda, caffeinated drinks (coffee, hot chocolate, ice tea, and sodas), sports drinks, lemonade, and punch.

Foods: Any item sold individually:

- Shall meet or exceed nutritional guidelines established by the USDA and NH Healthy School Coalition Best Practices Health Snack Coalition
- Shall have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
- Shall have no more than 35% of its *weight* from added sugars;

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Adopted by the Board: 21, June 2006
Revised by the Board: 7 September 2011

WELLNESS POLICY*(continued)*

- Shall contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups;
- Shall contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- A choice of at least two fruits and/or non-fried vegetables shall be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes Limit portion sizes of foods and beverages sold individually to those listed below:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
- One ounce for cookies;
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- Eight ounces for non-frozen yogurt;
- Twelve fluid ounces for beverages, excluding water; and
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

F. Fundraising Activities: To support children's health and school nutrition-education efforts, school sponsored fundraising activities (direct school affiliation) will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

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Adopted by the Board: 21, June 2006
Revised by the Board: 7 September 2011

WELLNESS POLICY*(continued)*

G. Rewards: Schools will not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

H. Snacks: Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

I. School Store: Food and beverage items sold in the school store will meet guidelines of this policy. Food items in the school store will not be sold when the school food services program is open for sale. (Food items available after lunch and after school.)

J. Celebrations: Schools should limit celebrations that involve food during the school day. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers. Celebrations will take place in homeroom or advisory. Subject area lessons involving food preparation should follow nutritional guidelines as part of the instruction of the lesson.

School staff involved in homeroom, field trips and advisory food related events will communicate with school food services managers to assist with cafeteria planning and reducing food waste. Where possible, staff will order foods through food services managers.

K. Extra-Curricular Meals: When arrangements can be made through the food service program, food and beverage items that meet the guidelines of this policy will be made available to students. Examples of activities include but are not limited to: Athletic teams and clubs.

L. Classroom Activities: Schools shall discourage the use of food items for instructional purposes unless is essential to a curriculum area. This is especially the case for those food items that do not meet the nutritional standards for foods as outlined in this policy.

Nutrition Guidelines for Reimbursable School Meals:

In no circumstances will the guidelines for reimbursable school meals be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure that students will participate in consuming high quality meals.

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

Adopted by the Board: 21, June 2006
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WELLNESS POLICY*(continued)***Plan for Measuring Implementation:**

The School Board instructs the Superintendent to establish procedures for implementation of this policy that include targets in support of the goals set forth in this Policy. Each Building Principal is charged with the operational responsibility for ensuring that their school follows the guidelines set forth in this policy and implements strategies for achieving the targets set forth in the procedures established by the Superintendent. The Wellness Committee will periodically assess the nutrition and physical activity environment throughout the District and provide input to each Building Principal and the Superintendent regarding progress on the current targets, recommend any new targets and identify strategies in support of the goals stated in this Policy. The Superintendent and Building Principals will decide upon the targets and strategies in support of the goals stated in this Policy. Annual progress reports will be provided to the School Board.

Community Involvement:

The Board will establish a Wellness Committee that will periodically assess the nutrition and physical activity environment throughout the District. This group will assess progress on the current goal targets; recommend any new goal targets and identify strategies for achieving them. The committee will be appointed by the School Board in consultation with the Principal. The Committee will consist of a group representing parents, students, the school's food service program, the School Board, administrators, regular and wellness related faculty and staff as well as members of the public with wellness related expertise. The purpose of this advisory Committee is to provide content area expertise, and community input, when possible.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

NH Code of Administrative Rules, Section Ed. 303.01 (g), Duties of School Boards

NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services

NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed. 306.41, Physical Education Program

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Mr. Peter Kasprzyk

Adopted by the Board: 21, June 2006
Revised by the Board: 7 September 2011

WELLNESS POLICY

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

Goals:

1. The District shall teach, encourage, support and model healthy eating habits for students.
2. The District shall teach, encourage, support, and model age appropriate daily physical activity.
3. The District shall educate students, employees, school board and community members to the important benefits of a healthy lifestyle.
4. The Schools shall comply with the nutrition guidelines outlined in this policy in a manner designed to facilitate the adoption of healthier eating habits such that 100% compliance is achieved no later than the 2011/2012 School Year.

Nutrition Guidelines:

The School District's nutritional standards are based upon standards established by the USDA and New Hampshire Healthy School Coalition/Best Practice. These nutrition guidelines, apply to all foods available to students on school grounds during the school day, including but not limited to, the school lunch and breakfast program, foods and beverages sold in vending machines/school stores and as part of classroom lessons/activities, parties, celebrations or fundraising efforts. As needed the Wellness Committee will request that the Superintendent notify each School Board regarding any changes that have occurred in federal and state nutrition guidelines that need to be reflected in this Policy. \

- A. **School Meals:** School Meals served in the District shall meet or exceed the nutrition requirements established by the USDA, laws, and regulations. Administration of the school meal program will be by qualified school food service staff. School lunches and breakfast programs will offer variety of foods and choices for students. Nutritional information about school meals will be available for students and parents through menus, websites and other appropriate school media.
- B. **Free and Reduced Meals:** Eligibility for and distribution of free and reduced priced meals will be provided with confidentiality in accordance with state and federal requirements.
- C. **Breakfast & Lunch:** In order to meet the nutritional needs of children and enhance their ability to learn it is recommended that all schools in the District provide a breakfast program in addition to their already established lunch programs.

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WELLNESS POLICY

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

Adopted by the Board: 21, June 2006
 Revised by the Board: 7 September 2011
Revised:

(continued)

D. Meal Times and Scheduling: Schools whenever possible:

- Shall ensure students have sufficient time to eat breakfast and lunch in accordance with the federal Child Nutrition and WIC Reauthorization Act of 2004.
- Shall schedule meal periods at appropriate times in accordance with NH Healthy School Best Coalition recommendations. Lunch should normally be scheduled between 11:00 AM and 1:00 PM.
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- Shall have no more than 35% of its *weight* from added sugars;

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Bob Ouellette
Robert DeColfmacker

Adopted by the Board: 21, June 2006
Revised by the Board: 7 September 2011
Revised:

Page 2 of 5

WELLNESS POLICY (continued)

- Shall contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups;
- Shall contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- A choice of at least two fruits and/or non-fried vegetables shall be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes Limit portion sizes of foods and beverages sold individually to those listed below:

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Robert DeColfmaeker

Adopted by the Board: 21, June 2006
Revised by the Board: 7 September 2011
Revised:

Page 3 of 5

WELLNESS POLICY*(continued)*

~~**G. Rewards:** Schools will not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.~~

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Robert DeColmacker

Adopted by the Board: 21, June 2006
Revised by the Board: 7 September 2011
Revised:

WELLNESS POLICY*(continued)***Plan for Measuring Implementation:**

The School Board instructs the Superintendent to establish procedures for implementation of this policy that include targets in support of the goals set forth in this Policy. Each Building Principal is charged with the operational responsibility for ensuring that their school follows the guidelines set forth in this policy and implements strategies for achieving the targets set forth in the procedures established by the Superintendent. The Wellness Committee will periodically assess the nutrition and physical activity environment throughout the District and provide input to each Building Principal and the Superintendent regarding progress on the current targets, recommend any new targets and identify strategies in support of the goals stated in this Policy. The Superintendent and Building Principals will decide upon the targets and strategies in support of the goals stated in this Policy. Annual progress reports will be provided to the School Board.

Community Involvement:

The Board will establish a Wellness Committee that will periodically assess the nutrition and physical activity environment throughout the District. This group will assess progress on the current goal targets; recommend any new goal targets and identify strategies for achieving them. The committee will be appointed by the School Board in consultation with the Principal. The Committee will consist of a group representing parents, students, the school's food service program, the School Board, administrators, regular and wellness related faculty and staff as well as members of the public with wellness related expertise. The purpose of this advisory Committee is to provide content area expertise, and community input, when possible.

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NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program

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Mary Collins, Chairperson
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Robert DeColfmacker

Adopted by the Board: 21, June 2006
Revised by the Board: 7 September 2011
Revised:

Page 5 of 5

TUITION EXPENSES FOR WAKEFIELD RESIDENTS

The Wakefield School Board recognizes its duty to “provide, at District expense, elementary and secondary education to all pupils who reside in the district until such time as the pupil has acquired a high school diploma or has reached age 21, whichever occurs first” (RSA 189.1-a). Residency is defined by RSA 193:12. The superintendent shall decide residency issues under this section. If more than one school district is involved in a residency dispute or the parents who live apart cannot agree on the residence of a minor child, the respective superintendents shall jointly make such decision. In those instances, when an agreement cannot be reached in a timely manner, the commissioner of education shall make a determination and such determination shall be final. No school district shall deny a pupil attendance or implementation of an existing individual education plan. A pupil shall remain in attendance in the pupil's current school during the pendency of a determination of residency. Notwithstanding the provisions of RSA 21-N:11, III any person aggrieved by a determination of the commissioner may appeal such determination to a court of competent jurisdiction.

The Wakefield School District operates public schools within the Villages of Wakefield for kindergarten through eighth grade students. The Wakefield School District does not assume tuition expenses for students in kindergarten through eighth grade enrolled in schools other than the District's schools, except those placed in out-of-district schools by Wakefield student service teams.

In addition, the Wakefield School District contracts with the Rochester School District to provide a secondary education for Wakefield's ninth through twelfth grade students. The Wakefield School District assumes the tuition expense for Wakefield students enrolled at Spaulding High School as well as provides transportation services for the regular school program. The Wakefield School District also assumes tuition expense for ninth through twelfth grade students who are placed in out-of-district schools by Wakefield student service teams.

As a service to secondary students and parents, the Wakefield School District permits secondary education students to attend a public high school or public academy other than Spaulding High School, with the Wakefield School Board approval, except for schools established under RSA 194-B:3 (Charter Schools) outside the authority of the Wakefield School District, and schools established under RSA 194B:3-a. The Wakefield School District assumes the cost of tuition up to, but not exceeding, the Spaulding High School tuition rate for the same year. If the tuition exceeds the Spaulding High School rate, the excess is borne by the student and parents. The District does not provide transportation services to public high schools or public academies other than Spaulding High School, except services mandated by Wakefield student service teams.

The Wakefield School District does not provide any of its funds to schools established under RSA 194B:3 (Charter Schools) outside the authority of the Wakefield School District, and established under RSA 194-B:3-a.

The Wakefield School Board establishes the following procedure for payment of tuition to public high schools and public academies other than Spaulding High School:

1. Eighth grade students and secondary students currently attending public schools or public academies other than Spaulding High School and their parents are provided with a copy of the School District's *Tuition* policy by the Superintendent upon request.

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

Adopted by the Board: 6 August 2013
Revised by the Board: 5 March 2014
Revised by the Board: 3 September 2014
Revised by the Board: 21 September 2016
Revised by the Board: 20 February 2020
Page 1 of 2

2. Secondary students and parents who choose to enroll in public schools or public academies other than Spaulding High School are requested to confirm their school of choice no later than December 1st. This is a letter to the Wakefield School District expressing interest in attending another high school. Letters should be sent to the Superintendent at the SAU office. All applicants will be placed into a lottery. The lottery is a random drawing of numbers. Each student entered into the pool will be given a number. Said student and family will know the outcome of the lottery by number only at the time of the drawing. Students chosen will be contacted by phone call within 24 hours of the lottery and in writing within 72 hours. This correspondence will come from the Superintendent.
3. The first names drawn that meet the maximum number students that can attend public high schools other than Spaulding for that given year will be considered for Board approval. All students (Grades 8-11), who wish to go into the high school lottery, must make a request to enter the lottery by December 1st. Preference will go to the 8th grade students in the lottery, any remaining lottery spots will be assigned to students in grades 9-11 based on the order in which they were selected. There will only be one lottery per year, spots that are not filled by the December filing date, will remain open and not be filled. The Board will conduct the lottery at their first meeting in January.
4. Students returning to an approved out of district high school need to confirm their acceptance and attendance of said school by December 1st for each following school year.
5. When tuition rates are tentatively set at public schools and public academies in which Wakefield students have chosen to enroll, the Superintendent advises the students and parents of the approximate rates, the portion of the rates which the District will assume (based on the Spaulding High School approximate rate), and the portion of the rates which the student and parent may have to assume.
6. When the actual Spaulding High School tuition rate is finalized, the student and parents will be notified accordingly. Their portion of the tuition is due in full, payable to the Wakefield School District, prior to November 15.
7. Secondary students who wish to enroll in a public school or public academy at a time after the first day of classes may do so at any time, based on the date of entry and the Spaulding High School rate, and approval by the Wakefield School Board.
8. The Wakefield School District pays the tuition directly to the receiving school.

The School Board charges the Superintendent with the responsibility to inform current and potential receiving high school of the District's policy and to advise the schools that the District does not accept financial responsibility for students who do not have approval granted through the *Proof of Residency Form*, which is required to be submitted annually.

Adapted from Barrington School District Policy JFABA

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

Adopted by the Board: 6 August 2013
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The Wakefield School District operates public schools within the Villages of Wakefield for kindergarten through eighth grade students. The Wakefield School District does not assume tuition expenses for students in kindergarten through eighth grade enrolled in schools other than the District's schools, except those placed in out-of-district schools by Wakefield student service teams.

In addition, the Wakefield School District contracts with the Rochester School District to provide a secondary education for Wakefield's ninth through twelfth grade students. The Wakefield School District assumes the tuition expense for Wakefield students enrolled at Spaulding High School as well as provides transportation services for the regular school program. The Wakefield School District also assumes tuition expense for ninth through twelfth grade students who are placed in out-of-district schools by Wakefield student service teams.

As a service to secondary students and parents, the Wakefield School District permits secondary education students to attend a public high school or public academy other than Spaulding High School, with the Wakefield School Board approval, except for schools established under RSA 194-B:3 (Charter Schools) outside the authority of the Wakefield School District, and schools established under RSA 194B:3-a. The Wakefield School District assumes the cost of tuition up to, but not exceeding, the Spaulding High School tuition rate for the same year. If the tuition exceeds the Spaulding High School rate, the excess is borne by the student and parents. The District does not provide transportation services to public high schools or public academies other than Spaulding High School, except services mandated by Wakefield student service teams.

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3. The first names drawn that meet the maximum number students that can attend public high schools other than Spaulding for that given year will be considered for Board approval. All students (Grades 8-11), who wish to go into the high school lottery, must make a request to enter the lottery by December 1st. Preference will go to the 8th grade students in the lottery, any remaining lottery spots will be assigned to students in grades 9-11 based on the order in which they were selected. There will only be one lottery per year, spots that are not filled by the December filing date, will remain open and not be filled. The Board will conduct the lottery at their first meeting in January.
4. Students returning to an approved out of district high school need to confirm their acceptance and attendance of said school by **October 1st** for each following school year.
5. When tuition rates are tentatively set at public schools and public academies in which Wakefield students have chosen to enroll, the Superintendent advises the students and parents of the approximate rates, the portion of the rates which the District will assume (based on the Spaulding High School approximate rate), and the portion of the rates which the student and parent may have to assume.
6. When the actual Spaulding High School tuition rate is finalized, the student and parents will be notified accordingly. Their portion of the tuition is due in full, payable to the Wakefield School District, prior to November 15.
7. Secondary students who wish to enroll in a public school or public academy at a time after the first day of classes may do so at any time, based on the date of entry and the Spaulding High School rate, and approval by the Wakefield School Board.
8. The Wakefield School District pays the tuition directly to the receiving school.

The School Board charges the Superintendent with the responsibility to inform current and potential receiving high school of the District's policy and to advise the schools that the District does not accept financial responsibility for students who do not have approval granted through the *Proof of Residency Form*, which is required to be submitted annually.

Adapted from Barrington School District Policy JFABA

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

Adopted by the Board: 6 August 2013
Revised by the Board: 5 March 2014
Revised by the Board: 3 September 2014
Revised by the Board: 21 September 2016
Revised by the Board: 20 February 2020
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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@+ :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**

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);

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

Adopted by the Board: 4 April 2001
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 Revised:

- 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.

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.

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Adopted by the Board: 4 April 2001
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- 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 SAUs] Substitute Teachers.** Applicants for substitute teaching positions who have submitted to a CHRC within 3 years in any district within SAU 101 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. 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

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Revised:

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 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.

Mary Collins, Chairman
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Revised:

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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.

See also IJOC

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

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.

K. Definitions. As used in this policy:

- 11. **“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.

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

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

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12. **“Background investigation”** means an investigation into the past employment and other background of an Applicant with the intent of determining whether:
- c. The applicant/covered person is qualified for the position for which he/she has applied, will/would be assigned, or will/would perform, and
 - d. 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.
13. **“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.
14. **“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:
- e. cafeteria workers,
 - f. school bus drivers,
 - g. custodial personnel,
 - h. any other direct service or services to students of the district or charter school.
15. **“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.
16. **“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.
17. **“Designated Volunteer”** is any volunteer who:
- e. Comes in direct contact with students on a predictable basis (e.g., library volunteer, [overnight] field trip chaperone;
 - f. Meets regularly with students (e.g., community mentor, volunteer assistant coach);
 - g. Meets with students on a one-on-one basis [without the presence of a teacher or other such professional staff member]; OR
 - h. 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.
18. **“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.).

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19. “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.

20. “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.

- L. **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.

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.

- M. **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.

N. **Criminal History Records Check.**

8. **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.

Mary Collins, Chairman
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Adopted by the Board: 4 April 2001
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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.

9. Special Provisions for Educator Candidates, Bus Drivers & Bus Monitors [{optional}, and Substitutes].

d. 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.

e. 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.

f. [Optional paragraph for multi-district SAUs²]/Substitute Teachers. Applicants for substitute teaching positions who have submitted to a CHRC within 3 years in any district within SAU 101 shall not be required to undergo an additional CHRC before substituting in this District, unless otherwise required by the Superintendent.

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

11. 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.

12. 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

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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.

13. 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.

14. 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.

O. 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 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.

P. 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,

Q. 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.

R. 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

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

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

well as training and information relative to child sexual abuse prevention as required under RSA 189:13-a, XII and policy {**}GBCE.

- S. 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.
- T. 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.

DRAFT

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ACCESS TO MINUTES AND PUBLIC RECORDS

1. These procedures will apply to all requests to inspect or obtain copies of governmental records, including minutes of School Board meetings, received by the administrative offices of the school district.
2. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. The Board encourages members of the public to make their requests in writing and to include a specific description of the desired record(s). Requests for records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff member receiving the request shall put the request in writing and shall provide the person with a copy.
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.
If a Principal or other school administrator receives a Right-to-Know request, he or she will forward the request to the Superintendent as soon as possible.
4. Public documents requested under the Right-to-Know law will be made available immediately if such records are properly disclosed and immediately available for inspection or copying. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy provided to the person making the request.
5. 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.
6. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
7. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.
8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
9. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

Revised: September 2017

Revised: September 2016

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

Adopted by the Board: 6 August 2008
Revised by the Board: 17 October 2012
Revised by the Board: 17 May 2017
Revised:

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5. The School District will charge a fee of .25 cents per page for copying/photocopies of records when the person requests a paper copy. No fee will be charged for the inspection of records.
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Revised: September 2017

Revised: September 2016

DRAFT

Mrs. Norma Joy Chairperson
Mrs. Bonnie Cyr
Mrs. Beth Seldin
Mr. Robert Ouellette
Mr. Stephen Brown

Adopted by the Board: 6 August 2008
Revised by the Board: 17 October 2012
Revised by the Board: 17 May 2017

Technology Task Force Meeting

Agenda 9/15/2022 7:15am

Library Media Center

Join Zoom Meeting

<https://us05web.zoom.us/j/8212612308?pwd=Tkp0bU9SQ2JkY0RqNIYwS1BRZG5DQT09>

Meeting ID: 821 261 2308

Passcode: read

In attendance: Cara McNevech, Anne Kebler, Andrea Levesque, Shannon Siegler, Kristen White, Mary Collins, Brandon Bradeen, Joe Williams,

New

- ☐ Infinite campus - update My School Bucks is connected to Infinite campus, we will be getting our technical person assigned to us by them.

We need lists for teachers to be able to send out messages, and to replace 'school messenger'. There are challenges setting things up with the gradebook feature. Anne will call Stephaine about the training.

- ☐ Website - There have been two entities who work on the website - one from SAU and one from School. There is no one currently trained at the SAU to do it and the library tech is willing to do that.
- ☐ Chromebooks
 - ☐ Deployment of machines - Machines had to be reorganized by class, we needed a signed permission form from each child prior to their being able to use it. The team spoke about perhaps having the agreement work for like 30 days into the new year.
 - ☐ In the summer we could organize the computers by new class as soon as we get the student lists by class
 - ☐ Joe said we can use the gym for storage of the carts next summer.
 - ☐ Create a spreadsheet with each child by class and have teachers update it as they get their paper in.

- ☐ Disable accounts until the students have their paperwork in. We can disable all of them at the end of the school year.
- ☐ Accountability on how to use the chromebooks and teachers follow through on how to use them - the staff must go over expectations - Add the expectations to the Wakefield Weekly, add it to end of the day announcements.
- ☐ The process for losing the computer or discipline when the chromebook isn't being used includes warnings, hole punches on their tags, re-educate on the rules.
- ☐ We will have to get the tags out to the teachers and teach the students about them

Upcoming

Training - Staff can be trained after school and will receive payment for their hours.

Mentors are a resource, but in the case of Infinite Campus, they are not necessarily proficient, or comfortable with being a trainer.

We could create a google form to highlight all the talents of the staff and who might be willing to share their knowledge.

Howard systems has been onsite for the past two weeks and has been hands-on with the needs of the staff. Mary and Cara send needs they can not handle quickly to Howard Systems.

Any other items?

List of what we have access to and the passwords- clarifications of what subscriptions we have.

Create a calendar with all the fundraising items- can be added to the website Mary needs links to do so like PTO, Fundraising etc.

Sorry the zoom closed out due to zoom changing the free version to 40minutes. Anne Kebler Robert DeColfmacker Mary Collins

Follow up:

Next meeting: end of October 20th

Submitted by

Mary Soares

Technology Committee Schedule 2022-2023

The following are a list of dates for the committee meetings in the library. Meetings start at 7:15am on the 3rd Thursday of each month and are subject to change.

September 15, 2022
October 20, 2022
November 17, 2022
December 15, 2022
January 19, 2023
February 16, 2023
March 16, 2023
April 20, 2023
May 18, 2023

Wakefield School District
SAU 101

Staff New Hires

Name	Title	Effective Date	Replacing	Salary
Ashia Roy	Student Support/SAU Administrative Assistant	Upon Board approval	Laurie Newsome	\$ 19.00/hr.
Sandra Pollack	Special Ed. Teacher	09/26/2022	Lisa Dubois	\$58,684/annual
Shauna Parguette-Kimball	Sp. Ed. Paraprofessional			\$15.69/hr.

Resignations

Retirements

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Wakefield School District
School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Anne Kebler
Date: (Submitting) 9/13/2022

Documents Required when submitting this form:

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

I wish to hire the following employee:

Start Date _____

Employee's Name: Ashia Roy
Existing Employee (Yes or No): No Hours Per Day: 6
If existing, current position: _____ Days Per Week: 5
Position being hired for: Special Ed/SAU admin. Asst. Day Per Year: 190
Replaces (Name): Laurie Newsome
Is this a NEW or EXISTING position? Existing

Non-Certified: N/A ID# _____ Expiration Date: _____
Certified: N/A ID# _____ Expiration Date: _____

Hiring Manager Comments:

Ashia has excellent references, and is a very familiar face to our school
community as a board member of our current PTA. She has a great outgoing
personality and will be a great asset to our SAU office.

Superintendent Comments:

To be filled in by the Superintendent

Account Number: 5096 - 100-1200-51140-1-01-00000 Hourly Rate: \$ 19.00
5096 - 100-2120-51150-1-01-00000
Anne L Kebler 9/13/2022 Step: —

Signature of Superintendent

Date

143

Wakefield School District
School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Lisa Dubois
Date: (Submitting) 9/8/2022

Documents Required when submitting this form:

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

I wish to hire the following employee:

Start Date: 9/21/2022

Employee's Name: Shaina Parquette-Kimball
Existing Employee (Yes or No): NO
If existing, current position: _____
Position being hired for: ABA Tutor
Replaces (Name): Meghan Gregoire
Is this a NEW or EXISTING position? EXISTING

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

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

Hiring Manager Comments:

Step 1 Certified- (.75 cents)- \$15.69

Superintendent Comments:

To be filled in by the Superintendent

Account Number: _____
[Signature] 9/14/2022
Signature of Superintendent Date

Hourly Rate: \$15.69
Step: 1 certified

Wakefield School District
School Administrative Unit #101



Intent to Hire - Teacher/Administrator

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Lisa Dubois
Date: (Submitting) 9/10/2022

Documents Required when submitting this form:

Completed Application

Resume

Transcripts

State of New Hampshire Educator Certificate

Three Letters of Recommendation

Reference Sheet

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

I wish to hire the following employee:

Employee's Name: Sandra Pollack

Existing Employee (Yes or No): NO

Start Date: 9/19/2022

If existing, current position: Current

Position being hired for: Special Educator/ Case Manager

Replaces (Name): Lisa Dubois

Is this a NEW or EXISTING position? EXISTING

Degree:

Year:

Baccalaureate Degree from:

B.S. Sped & Elem. Education

Graduate Degree from:

Hiring Manager Comments:

Superintendent Comments:

To be filled in by the Superintendent

Account Number: 100-1208-51120-1-00-00008

Salary Amount: \$58,684

Anne L. Keblin

Step: 13

Signature of Superintendent

Date

Track: BA30

School Board Nomination Date: _____