

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

**Date: Tuesday, November 1, 2022 at
6:00pm**

Facilities Meeting 5:15

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
3. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
4. **CONSENT AGENDA**
 - a. AP Manifest - Batch #36989, \$151,889.72; Batch #36901, \$2667.50
 - b. Payroll Manifest - Batch #36914, \$2104; Batch #36904, 193,238.12
5. **MEETING MINUTES**
 - a. 10.18.22 Public Meeting Minutes (draft)
 - b. 10.26.22 Policy Meeting Minutes
 - c. 10.20.22 Technology Meeting Minutes
6. **REPORTS**
 - a. School Administration Report
7. **OLD BUSINESS**
 - a. Review and approval of FY 23-24 school district budget
 - b. Follow Up
8. **NEW BUSINESS**
 - a. BMO Purchasing Card Frank
 - b. Review of FY 22-23 approved stipends
9. **POLICIES (indicates first or second reading)**
 - a. Policy IJL- Library Materials Selection and Adoption (1st reading)
10. **SUB COMMITTEE UPDATES**
 - a. Draft copy of 5 year Technology Plan (for budget committee material)
11. **OTHER BUSINESS**
 - a. Volunteer Therapy Dog (Kristen)
 - b. Superintendent Evaluation
12. **NOMINATIONS/HIRES/RESIGNATIONS**
 - a. Stephanie Stewart -New Hire
 - b. Bethany Withum -Resignation
13. **NON-PUBLIC:** RSA 91-A:3 II, if required.
14. **ADJOURNMENT:** _____ **PM**

Agenda Worksheet

Upcoming: The next Wakefield School Board meeting will be held November 15, 2022

Statutory Reasons cited as foundation for the Nonpublic Sessions.

91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

91-A:3, II (b): The hiring of any person as a public employee.

91-A:3, II (c): Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

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

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

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

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

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

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

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 57398

Check Batch: 36898
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
36898	21705	10/14/2022	1987	A&B LOCKSMITH	0.00	2,807.95
	21706	10/14/2022	310	AMAZON.COM	0.00	1,704.40
	21707	10/14/2022	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	300.00
	21708	10/14/2022	1190	CLEAN-O-RAMA	0.00	115.50
	21709	10/14/2022	9491	COLLINS, MARY	0.00	137.89
	21710	10/14/2022	9459	COUNTRY PICKER	0.00	2,667.50
	21711	10/14/2022	2815	DEBRA WILSON	0.00	630.00
	21712	10/14/2022	363	DIPRIZIO GMC TRUCKS INC.	0.00	2,463.24
	21713	10/14/2022	378	EASTER SEALS NEW HAMPSHIRE	0.00	1,003.80
	21714	10/14/2022	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	15,433.74
	21715	10/14/2022	9522	FRANK MARKIEWICZ	0.00	306.25
	21716	10/14/2022	9400	GENERATION GENIUS, INC	0.00	995.00
	21717	10/14/2022	9477	HOWARD SYSTEMS	0.00	8,250.00
	21718	10/14/2022	8926	IRVING ENERGY	0.00	542.50
	21719	10/14/2022	1907	IXL LEARNING	0.00	6,043.00
	21720	10/14/2022	23	JP PEST SERVICES INC	0.00	505.00
	21721	10/14/2022	1764	LANGUAGE AND LEARNING CONNECTIONS	0.00	2,500.00
	21722	10/14/2022	9565	MILLEN, ELAINE	0.00	7,500.00
	21723	10/14/2022	9575	MONARCH MOUNTAIN	0.00	195.00
	21724	10/14/2022	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	1,764.92
	21725	10/14/2022	2288	MSB CONSULTING GROUP	0.00	12.55
	21726	10/14/2022	2128	NAPA AUTO PARTS	0.00	32.00
	21727	10/14/2022	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	224.75
	21728	10/14/2022	596	NH SCHOOL HEALTH CARE COALITION	0.00	80,084.50
	21729	10/14/2022	260	PARKER EDUCATION	0.00	7,809.68
	21730	10/14/2022	1209	SALMON PRESS, INC	0.00	540.00
	21731	10/14/2022	9139	SCHOOLLAW.COM	0.00	375.00
	21732	10/14/2022	8010	SHEEPDOG & HALLIGAN	0.00	70.00

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	21733	10/14/2022	9530	SOLIAIT	0.00	4,800.00
	21734	10/14/2022	1119	STAPLES CREDIT PLAN	0.00	134.09
	21735	10/14/2022	762	STRAFFORD LEARNING CENTER	0.00	257.94
	21736	10/14/2022	1437	STRATHAM TIRE, LLC.	0.00	558.78
	21737	10/14/2022	9191	TORRES, LUIS	0.00	630.00
	21738	10/14/2022	804	TREASURER, STATE OF NH	0.00	640.16
	21739	10/14/2022	2957	VOYA CLAIMS FUNDING	0.00	1,050.77
	21740	10/14/2022	2164	W.B. MASON COMPANY	0.00	254.00
	21741	10/14/2022	2243	WEST MUSIC	0.00	1,169.31
	21742	10/14/2022	1944	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	48.00
Totals:					0.00	\$154,557.22

151,889.72

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandrea Taliaferro, School Board Member

Robert DeCollimack
Robert DeCollimack, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

38 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Void Check Register

Cash Account	Check #	Check Date	Void Date	System	Description Manual Vendor Code	Vendor Name	Financial Institution	Check Amount
100-0000-11010-0-00-000000	21710	10/14/2022	10/14/2022	System	CASH ACCOUNT 9159 Reference	COUNTRY PICKER	TDBANK	
	Batch # / Payable #	Invoice #					Invoice Date	Amount
	36898 / 27693	106390			CYLINDER REPLACEMENT. ETC		09/27/2022	\$1,197.50
	36898 / 27693	13637			MOVING SERVICES ONSITE		08/23/2022	\$1,470.00
							Total For CASH ACCOUNT	\$2,667.50
							Total For All Cash Accounts	\$2,667.50

1 Cash Account Listed.

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 57402

Check Batch: 36901
 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
36901	21743	10/14/2022	1987	A&B LOCKSMITH	0.00	1,197.50
	21744	10/14/2022	9159	COUNTRY PICKER	0.00	1,470.00
Totals:						\$2,667.50

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandrea Taliaferro, School Board Member

Robert DeCoffmacker
Robert DeCoffmacker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

2 Checks Listed.



Wakefield School Board Public Minutes

October 18, 2022

Held in the Paul School Library

Draft

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

In Attendance: Joe Williams, Christina Nicastro, Relf Fogg and Mary Soares from Clearview TV.

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

Agenda Review

Add Lottery. Add PTA. Add Mr. Williams. Add Workshop minutes.

Public Comment

Mr. Fogg explained the new law on public comment to the Board. He felt the agenda should contain two public comments. Mr. Fogg asked the Board to consider a request to waive the fees of the hard copies requested by him on August in a 91-A request or accept the actual cost of the copies. The policy says 25 cents a copy and he is willing to pay 4 cents a copy. The Board will take this under advisement.

Kingswood Lottery

The Board drew numbers for those wishing to attend Kingswood next year. 1-1, 2-4, 3-2, 4-7, 5-13, 6-10, 7-6, 8-11, 9-3, 10-12, 11-5, 12-14, 13-15, 14-8, 15-16. 16-9 All parents had the number that coincided with their child so they knew where their child fell on the list.

PTA

Mrs. Nicastro filled the Board in on their current fundraisers. She said that the majority of the donations from school.com go directly back to the classroom. They are having a cornhole tournament on Sunday. Wednesday November 16th there will be a restaurant night at Knotty Pine. Every time you shop at Amazon Smile a percentage comes back to the PTA.

Facilities Director Report

Mr. Williams told the Board about the truck and quote in the packet. He said Hill To, who do municipal loans will allow lump sums payments over the course of five or six years until it's paid off. This truck is \$60,000 and it could be paid off over the course of six years at \$10,000 a

year. He said that would come from the operating budget as there is no trust fund for the truck. He said because the bus yard is now out back there would be a lot of calling back and forth with the highway department or Howe Two and this isn't in their contract. Their contract is up at the end of this year. He said there is a load of trash that needs to go to the dump and he'll have to take it in his truck if there isn't a vehicle. he needs a truck and plow for brush clean up, errands, trips to Home Depot, occasional snow clean up and back and forth between sheds.

Mr. Williams said buses cannot be backed in and that he has found containers to reel the cords into. Mr. Ouellette said all that's needed is a hook on the post. Mrs. Nichols will be doing a course for bus drivers for pre and post trip and winter weather duties. Mrs. Kebler would like to know the cost of the cord storage boxes. Mr. Williams said he found a lot of cords that are in good shape and he'll go through them.

Mrs. Collins asked where the money will come from for the truck. Mr. Williams responded operating budget. Mr. Markiewicz said equipment under building and grounds. Mrs. Taliaferro asked if it would be better to have a little maintenance plow. She asked if Mr. Williams would be taking over the plowing? Mrs. Collins said we have a company that maintains school grounds like sidewalks etc. Mr. Williams said it would be like the Parks & Rec vehicle. It has a plow on it and gets used every now and again, used on the ballfields to move things around, trash to go to the dump. It would be on the same idea as that. He said it wouldn't be used on a daily basis and Mrs. Taliaferro said that's her point, a \$60,000 truck sitting there. You could get a used truck to bring trash to the dump. The town plows the parking lot, Taylor way and in back of the school. The alcove behind the kitchen sometimes doesn't get done and if not, he asks Howe Two to do it and it's not part of their contract.

Howe Two opens emergency exits that have to be cleared by snowblower or shovel. Mr. Ouellette agreed that Mr. Williams needed something but is not sure he needs a brand new \$60,000 truck that won't be used that much. Mr. Williams said he really doesn't have a preference, he just thought this was the best deal. The bus yard requires more snow removal as it's no longer located in the front yard of the Highway Department. This will be out of their way. Mrs. Taliaferro said that's why the Rhino makes sense. She also suggested looking at a Rhino and a used truck just to go to the dump. Mrs. Collins said the money won't become available until July 1st. Mr. Williams said this year there will be a lot of shoveling, snow blowing and manual labor. He said that he can use a snowblower at the bus depot and all the snow will go over the banking.

Mr. Williams budget will be done next Tuesday and asked that he have this information for that day for comparison. Mr. Ouellette suggested a used truck and wait hoping prices go down in the near future. Mr. Williams will look at a used half ton truck and plow and a new 150 and plow and a Rhino and used truck and an older truck and plow. Mr. Markiewicz said there is inherent liability having an employee use his own vehicle. Mrs. Peaslee said that Mr. Williams can use the school van to go to the dump now.

Consent Agenda

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

Meeting Minutes

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve the 10-4-22 public minutes. (Vote 4-0)

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the 10-4-22 non public minutes. (Vote 4-0)

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve the 10-4-22 Transportation minutes. (Vote 2-0)

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the 9-20-22 Facilities minutes. (Vote 2-0)

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve the 10-12-22 Budget Workshop minutes. (Vote 4-0)

Reports

Student Services Report

Special Education Update:

The first quarter of the school year is flying by! Both staff and students have settled into the school year with a continued enthusiasm for teaching and learning that you can genuinely feel as you move from classroom to classroom. Under the Child Find mandate in IDEA we are required to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. We are currently working to set up a fall Child Find Clinic where families can bring their children aged 3-5 to be screened in the areas of speech-language skills, fine and gross motor skills, and pre-academic skills to assist in determining whether there is a need for further evaluation information in determining the presence of an educational disability. The district is fortunate to have strong relationships with our local preschools and agencies to aid us in identifying children to participate in this Process. Lisa Dubois Director of Special Education

Policies

Policy DJ-Purchasing (1st reading)

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to reaffirm policy DJ-Purchasing and to skip a second reading. (Vote 4-0)

Policy EEA-Student Transportation Services (2nd reading). Mrs. Peaslee said Transportation Coordinator needs to be changed to Superintendent Designee in all applicable places.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to approve policy EEA Student Transportation Services, second reading with corrections. (Vote 4-0)

Policy EEAB Establishment of School Bus Routes

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to approve policy EEAB Establishment of School Bus Routes, second reading with corrections. (Vote 4-0)

Policy JICD Student Discipline and Due Process

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to approve policy JICD Student Discipline and Due Process, second reading.

Mrs. Taliaferro asked if PBIS was going to be part of this policy. She said they have a separate handbook about PBIS rules and she does not see it noted on this policy. Mrs. Collins asked if PBIS was listed in one of the related policies. Mrs. Kebler does not believe so. Mrs. Taliaferro said the PBIS Handbook has a list of why a student is removed from a classroom. She thinks if we are going to have multiple reasons, they should all be coordinated so the results are the same. Mrs. Kebler said the reason for the change in the policy is to reduce out of school discipline/expulsions. Mr. Ouellette rescinded his motion and Mrs. Peaslee rescinded her second. Mrs. Kebler said the policy is the law and PBIS is the procedure. This policy will be tabled.

BA Report

Mr. Markiewicz said he provided the Board with a financial report for September, a snapshot of what's going on in the district. He said they have some corrections to make in food service. Some of the revenues from last year were posted to this year. Same with some of the expenses. He said it's a work in progress. It will take a little time to make sure we are charging expenses to the proper line. He has reconciled all the salary and benefit accounts. He said there are a number of lines that have a zero balance. If you look under the Nurse function health insurance for the nurse is zero but the nurse has health insurance. All this requires a lot of work to straighten out. There is a lot that needs to be cleaned up. The budget that was approved by the DOE was different than the budget that went to the Deliberative Session. Mr. Markiewicz will be face to face at the next meeting.

Budget

Mr. Markiewicz started with the changes from the October 12th meeting, added two teachers and a para, and changed the high school tuition and calculations. He is still waiting to get information from Spaulding on tuition. He received the dental rate increase and will change the budget to reflect a 1.5% increase instead of the posted 3%. Waiting for health insurance rate. A 3% increase for unaffiliated workers would have a \$30,000 impact on the budget.

2310 Add the Audit. It should be in School Board function.

Make Mrs. Roy, Admin Assistant full time. Currently part time.

Line 143. Mr. Markiewicz explained the GASB 75

2721

Will have seven drivers and when they are all onboard, they shouldn't work enough hours to have retirement deducted. Mr. Markiewicz will get that information.

Line 156- review this line.

2724

Line 165 should be 35

2820

Schedule for computer replacement. Table this function to review tech contract.

Nominations. Hires, Resignations

None

Non Public

Mrs. Ouellette made a motion, seconded by Mrs. Peaslee, to enter non public at 8:28 under RSA 91-A 3, II (c). Roll call: Peaslee aye, Collins aye, Taliaferro aye, Ouellette aye. (Vote 4-0)

The Board re-entered public session at 9:50.

During non public Mrs. Peaslee made a motion, seconded by Mrs. Collins, that going forward all stipend positions will be approved by the Board. Any stipends not covered in the CBA will come to the Board for prior approval. (Vote 4-0)

Mrs. Ouellette made a motion, seconded by Mrs. Peaslee, to seal the non public minutes until October 18, 2024. (Vote 4-0)

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to adjourn the meeting at 9:55. (Vote 4-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Policy Meeting Minutes

Meeting Time: 10/28/2022 10:30am

Attendees: Anne Kebler, Mary Collins, Kristen White, Cara McNevech, Ashia Roy

Policy IJL Library Materials Selection and Adoption was presented by Cara. She wrote the policy then sent it to the NH Library Association to help with any suggestions or guidance.

It was recommended by Mary to label the Appendix attached to the policy as IJL-A.

Mary questioned if there is information for the parents to find the library catalog on the policy. Cara explained there is not, but she can add a blurb explaining that if anyone would like to access the library catalog they can go to the school website, where it is located. She suggested adding the information at the end of the first paragraph on page 1 or under "source to be considered" on pg 3. She will update this.

Kristen asked if a policy needs to be created in the event a parent has a concern with a book that is available. Anne referenced policy IIAC Policy on Reconsideration of Library or Classroom Materials, which is NOT a Wakefield policy, but an example from another district. Discussion about creating this policy will be discussed further. Cara also brought to attention that on pg 5 in the Library Bill of Rights it does state that parents can choose whether their child reads certain material or not, but they do not have the right to get the book pulled from the library or banned from other students having access to it.

Kristen asked if the Young Adult procedure needs to have a school board policy. Policy at the school is for parents to give written permission for their students to read Young Adult books.

Mary informed Cara that the Policy IJL will be brought to the 11/1/22 board meeting for the first reading.

Anne brought up that for the next policy meeting they need to discuss policy JICD Student Discipline and Due Process as well as Suicide policy.

The committee agreed that they will continue to work on just two policies per meeting, but possibly change that to four over the summer. Mary mentioned that she has a list of the policies that need to be looked at. Anne suggested to go through that list at the 11/9/22 meeting.

Kristen brought up that the WSB needs a policy pertaining to any afterschool athletic events.

Kristen mentioned the school's policy on dogs. After sending out the volunteer sign ups a parent asked about bringing their certified dog into school for the students to enjoy the dog in a therapeutic way. The parent was doing this at a school in Barnstead. Anne suggested for Kristen to reach out to the school in Barnstead to see how they went about it. Discussion was had about if the school would just need permission slips signed by parents in order to allow their child around the dog.

Technology Task Force Meeting
minutes 10/20/2022 7:15am
Library Media Center

In attendance: Cara, Kristen, Justin, Robert D, Mary C, Aaron, Brandon, Shannon Seiglar, Mary Soares, Andrea Leveque, Anne Kebler, Ivy Liv

New

- ☐ Shared drives creation for all committees- need to create
 - ☐ We need to create shared drives for: Mary S will do.
 - ☐ Leadership leader-Kristen
 - ☐ PBIS - Meghan and Kristen
 - ☐ Climate and Culture Kathy and Cathy
 - ☐ Health and Wellness - Anne
 - ☐ Joint Loss - Joe
 - ☐ Professional development - Anne
 - ☐ Curriculum - Ivy
 - ☐ PTA - Kristen
 - ☐ Tech - Cara
 - ☐ Safety - Anne
 - ☐ Mary will create them as well as the 'minutes' shared drive
 - ☐ Check the group settings for who is listed and send to the lead to verify.
 - ☐ Document the groups and follow up for next year.
- ☐ Tech staff trainings -
https://docs.google.com/forms/d/IGdYqEYrIhnxL8sGyHXTYcKApBmPLc-TjGg-8Nc_RQPQ/prefill
Separate out the coding and 3D printer
Cara has been going to grade level team meetings to help the grades utilize the technology available to them.

Perhaps begin 'Tech Tuesdays' again

Record them for people to go back or see after
Create tutorial on paper step by step

- ☐ List of what we have access to and the passwords- clarifications of what subscriptions we have. Need someone to take this on.
 - ☐ White list check for admins- 2 admins in case we need to access
 - ☐ Weekly happenings "if you need _____ see _____"
- ☐ Replacement plan- Everett needs a total count of chromebook devices (579). Windows pcs that staff use, replacing the macs as we move forward.

Anne mentioned the goal is to move out of using mac since they are older.

Mary C - tech fund that has been planned for bigger purchases for devices. CIP life span of what the device might be. Looking for an estimate for next year so the Everett is taking inflation into consideration

Cara -Chromebooks might have an expected life of 5 years, but that is before students use them.

Kristen- the cost of damaged device- the insurance

Justin/Cara - Students pay goes into a repair fund/student activities

Anne- district guidelines for student accounts, revenue into the operating budget.

Mary S- server replacement?

Everett- looking at what we have

Brandon/Aaron- Camera server is very old, waiting on a security grant, blind spots being addressed, Joe can list what might be a blind spot

Brandon will go around and check to see what staff are using for devices, mac, chromebook, or windows device.

Mary S- are they looking at staff device replacement.

Some computers are 6-9 years old.

Bob- is the committee looking for a standard for staff within the next couple of years where one is a student rated device and one for staff.

Cara - Training will be needed for any new devices that are going out. Set time aside for staff to learn them and have ongoing support.

What are the tech needs for training?

Kristen wants a knowledge base of how to do some basic tech support.

Bob- building support on the shared drives- trouble printing? Look at the drive for some step-by-step problem solving

- ☐ Any concerns currently?
 - ☐ New staff/students - need to
 - ☐ Leaving staff/students- create checklist for this procedure to get them out of the system
 - ☐ Anne- tech plan would have these procedures
 - ☐ Everett- a tech plan- Howard systems will be alerted/messaged from the office and they will add/remove students from a checklist of needs
 - ☐ Infinite campus- can it message when a student leaves or starts? An alert. Brandon can look into it.

Upcoming

Tech plan

Howard/Justin/Cara meet to come up with next steps and assign work.

Any other items?

Follow up:

Next meeting: November 17, 2022

Submitted by: Mary W. 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

School Administration Report
November 2022

- We held a grade 8 Family Information Night on Monday October 17th to discuss the 8th grade field trip to Boston in the Spring. We had a fantastic turnout and are thankful for the volunteers who are supporting their fundraising efforts. Currently the 8th graders are selling candy grams and will deliver them this week to those who purchased them. This last weekend was the Fall Festival and we had a fantastic turn out, more student volunteers than we had slots to fill, everyone both willing and eager to help out any way they can, and abundant townsfolk who were both generous and patient with our 8th graders. We would like to extend our gratitude to the Greater Wakefield Chamber of Commerce, Country Goods and Groceries and anyone who came out to support our students.
- Our Tier 2 team rolled out the Check-In Check Out, CICO, program to staff at our October Faculty meeting. This program is designed to help students get immediate feedback throughout the day as they work to be safe, be kind, be responsible, and be cooperative. We have identified students and the staff they have fostered positive relationships with as supports. Letters were sent home to families with an opt out option if they feel their child would not benefit from CICO, for more information please contact Bridget Jameson or Lori Cook. We would like to thank Dr. Jameson for her expertise and for leading our staff training.
- We had picture day on October 19th in the gym. Student pictures will appear in the yearbook and on student ID cards. A special thank you to Nichole Dolaher for volunteering and making this event run smoothly.
- Our second Fire Drill was held on October 19th. We evacuated the building and had everyone accounted for in 8 minutes and 40 seconds. Well done to our Paul School Community completing this drill successfully. We will continue throughout the year practicing these drills to ensure safety of our students and staff.
- We would like to thank our PBIS team for hosting our Staff Field Day on Friday October 21st. Staff members participated in events that were chosen by our winning grade level, grades 1 and 2, of our recess and lunch roll out. We had beautiful weather for this event, students and staff had a fantastic time cheering each other on. The highlight of the event was when staff were pied in the face during rock, paper, scissors, the losing partner was pied in the face. A special shout out to Ms. Siegler who won two events to help grades 5 and 6 hoist the championship trophy!
- On Friday October 21st, we held our second Annual Paul School Staff Outdoor Games event. We are thankful to our PTA who provided food. Our winners of the Cornhole Tournament were Jackie Jakubec and Jen Learned. We had a lot of laughs and enjoyed our time together.

- Title One Family Night was held on Wednesday October 26th and hosted by Ms. Ellis, Mrs. Bonnevie and Ms. Crowley. The evening was filled with information surrounding Title One, resources to build strong foundational skills in reading and math, excellent food, and a community committed to their children's education. If you missed this event and your child receives Title One services and you would like additional information please reach out to our Title One Coordinator Elayne Ellis at elayne.ellis@sau101.org.
- Our first Mentor/Mentee meeting was held on October 24th in the library. Participants had the opportunity to talk about the strengths of the mentoring program and share ideas for the future, dig into standards and explore the vertical progression, and share ideas on how to support mentor/mentee observations. This program has helped our new staff understand schoolwide procedures, expectations, and curriculum and helped our new staff feel supported and successful.
- During the week of October 24 - 28 students in all grades participated in Nature's Classroom. Our Prek and Kindergarten students worked together on team building activities where they focused on listening to their peers and communicating with each other. Students in grades 1 and 2 participating in team building activities, BioBlitz, building a civilization and tracking animals. Students in grades 3 and 4 participated in team building activities, building a civilization, mad scientist and field journaling. Students in grades 5 and 6 participated in team building activities, BioBlitz, orienteering and mad scientist. Students in grades 7 and 8 participated in team building activities, building a civilization, camouflage and stalking and BioBlitz. The feedback from students and staff were positive, they enjoyed learning outdoors and more about their environment. For more information on the NOW, Nature on Wheels program please visit: <http://naturesclassrooms.com>
- Our FFV program, Fresh Fruits and Vegetables, is up and running and each day our students receive a fresh fruit or vegetable with their snacks. On average, we have 130 students eating breakfast and 240 students eating lunch.
- We would like to give a special thank you to Jen Hayward for her tireless efforts to troubleshoot all of the challenges that come with the implementation of a new program. Infinite Campus Parent Portal is up and running. Families received an email from noreply@sau101.org with the following link to access Infinite Campus: <https://nhcloud1.infinitecampus.org/campus/portal/parents/paulschool.jsp>. The email that was sent had a personal Activation Key, the key is what connects students to households. If families did not receive this email from Infinite Campus we have asked families to email Jen Hayward at jen.hayward@sau101.org and she will get you the code to complete your parent portal set up. The reason we are asking you to email her is because your activation code is 32 characters, and it's easier to copy and paste it to an email. We would also like to thank our Paul School community for their patience during the transition from PowerSchool to Infinite Campus.

- The Heart and Sole program is getting ready for their practice 5K . We have a team of Middle School girls who have been actively training, setting goals and challenging themselves to be able to complete this 3.1 mile run. The group will be practicing the 5K here at the Paul School on November 3rd, from 3:30 - 4:30 PM. The girls will need to run 11.5 laps around the school! We are looking for staff and members of the School Board to come and cheer on the girls, run or walk a lap with them, and make signs to hang up for them to read as they go. If you are interested in cheering on the girls feel free to reach out to Meghan Nason for more details or just show up and cheer them on!
- The Paul School Band has had an amazing start to the year under the direction of Mrs. Julie Sullivan. We have had 32 students in grade 4-8 participating in the program. The band program has flutes, clarinets, alto saxophones, trumpets, trombones and percussion. The weekly lessons have begun already and the students are really excited and practicing at home what they are learning in their lessons. It has been such a refreshing experience to hear the students talk about being in band and hearing those instruments every week. There are many studies that prove that band students achieve more academically when involved in playing an instrument. It helps them learn how to work with others, be more disciplined to practicing, self-motivation and a great sense of belonging. It involves a higher level of thinking to play an instrument. Mrs. Sullivan's goal is to have our band students perform a short Spring Concert in May. She is also hoping that each year the band program will continue to grow and develop into a new and exciting part of the Paul School with many more concerts, community performances. Mrs. Sullivan has a strong connection to the Spaulding High School Band program and hopes that each year she can send in-coming freshmen to join the Spaulding High School band program. We can't wait to see and hear their first performance this spring.
- The middle school soccer season was a big success, mostly due to Brandon Balser who stepped up when students needed him most. Brandon was at every practice, scheduled as many short notice games as possible as a new Athletic Director and was the official referee for every game. Many students had not played soccer before or had only played before the pandemic, so to see them having fun and developing their skills was an awesome experience.
- We would like to thank McKenzie's Farm for donating pumpkins and corn stalk for our front entrance. The Paul School community continues to be an incredible source of support and resources, we can not thank our community enough for partnering with us to make the Paul School a wonderful place for students to learn and grow.

Upcoming Dates:

- Tuesday November 1- Climate and Culture Committee Meeting- Room 401- 7:45 AM
- Tuesday November 1- School Board meeting- Paul School Library- 6PM
- Friday November 4 - Outstanding Student Celebration- 1:45PM
- Friday November 5 - Quarter 1 Grades close

- Monday November 7- Budget Meeting 6:15 PM
- Tuesday November 8 - Fire Drill Number 3- 10:15 AM
- Tuesday November 8- Paul School Leadership Team meeting - Paul School Library 3:30 PM
- Tuesday November 8- PTA meeting- Wakefield Inn 5:30 PM
- Wednesday November 9- Grade 2 Field Trip to the Farm Museum
- Wednesday November 9 - Policy Meeting- SAU Conference Room- 10:30 AM
- Wednesday November 9 - Staff Meeting- Paul School Gymnasium- 3:30 PM
- Thursday November 10 - Curriculum Committee Meeting- Zoom- 6 PM
- Friday November 11- No School Veterans Day
- Tuesday November 15- School Board Meeting - Paul School Library - 6 PM
- Wednesday November 16- Early Release- Teacher/Family Conferences- Dismissal at 12:30
- Thursday November 17- Early Release- Teacher/Family Conferences- Dismissal at 12:30
- Saturday November 19- Girls on the Run 5k
- Saturday November 19 - Paul School Staff CPR Training- Paul School Gymnasium 9AM -1PM
- Wednesday November 23- No School- Thanksgiving Break
- Thursday November 24- No School- Thanksgiving Break
- Friday November 25- No School- Thanksgiving Break
- Tuesday November 29- Budget Committee Meeting- 6:15 PM
- Wednesday November 30- Community Day

What is a pCard?

A pCard (often called purchase card) is essentially a credit card with controls on spending limits, purchases etc., to enhance internal controls and reduce paperwork time and expense associated with traditional purchasing procedures.

How does it help schools?

- Improves internal controls by virtue of limits and controls that can be placed on each card:
- Reduces the volume of paper for purchase orders and checks processed through the business office:
- Provides a token rebate to encourage / reward use:

Why participate in this program rather than one offered by banks and other credit card companies?

- Designed and monitored by and for schools rather than the profit motive of corporate cards:
- Competitive rebate:
- Chosen by 16 other states as the preferred program:

Company Name	Sep 2022	Total
REGIONAL SCHOOL UNIT NO 9	\$35,997	\$114,455
ALTON SCHOOL DISTRICT	\$739	\$7,610
AUBURN SCHOOL DISTRICT	\$1,882	\$20,275
BARNSTEAD SCHOOL DISTRICT SAU 86	\$1,457	\$7,524
BARTLETT SCHOOL DISTRICT	\$866	\$19,270
BATH SCHOOL DISTRICT	\$1,305	\$10,000
BEDFORD SCHOOL DISTRICT	\$75,485	\$419,939
CANDIA SCHOOL DISTRICT	\$253	\$6,239
COLEBROOK SCHOOL DISTRICT	\$2,570	\$10,135
CONCORD SCHOOL DISTRICT	\$274,139	\$2,980,332
CONTOOCOOK VALLEY SCHOOL	\$76,054	\$345,708
CONWAY SCHOOL DISTRICT	\$33,485	\$163,070
EPPING SCHOOL DIST	\$15,767	\$167,458
FALL MOUNTAIN REGIONAL SD	\$42,191	\$260,902
FARMINGTON SCHOOL DISTRICT	\$3,436	\$18,772
GILMANTON SCHOOL DISTRICT	\$9,416	\$73,828
GOFFSTOWN SCHOOL DISTRICT	\$6,010	\$37,264
GREENLAND SCHOOL DISTRICT	\$11,531	\$35,735
HAVERHILL COOPERATIVE SCH	\$16,697	\$98,466
HENNIKER SCHOOL DISTRICT	\$0	\$0
HILLSBORO-DEERING SCHOOL	\$27,463	\$133,898
HOOKSETT SCHOOL DISTRICT	\$5,728	\$35,583
HOPKINTON SCHOOL DISTRICT	\$40,999	\$287,935
JACKSON SCHOOL DISTRICT	\$858	\$4,272
JOHN STARK REGIONAL SCHOOL	\$0	\$0
LACONIA SCHOOL DISTRICT	\$98,100	\$545,622
LEBANON SCHOOL DISTRICT	\$34,184	\$184,048
LITCHFIELD SCH DIST SAU27	\$41,211	\$286,435
MASCENIC REGIONAL SCHOOL	\$4,143	\$26,511
MILFORD SCHOOL DISTRICT	\$24,163	\$106,008
NEW BOSTON SCHOOL DISTRICT	\$18	\$2,794
NEW CASTLE SCHOOL DIST	\$1,848	\$7,961
NEWINGTON SCHOOL DISTRICT	\$778	\$6,692
NEWPORT SCHOOL DISTRICT SAU 43	\$16,841	\$66,106
PELHAM SCH DIST -SAU28	\$13,397	\$128,492
PIERMONT SCHOOL DISTRICT	\$4,702	\$13,252
PITTSBURG SCHOOL DISTRICT	\$633	\$4,213
PROSPECT MOUNTAIN HS	\$500	\$7,160
RAYMOND SCHOOL DISTRICT	\$26,597	\$198,609
RYE SCHOOL DISTRICT	\$15,969	\$64,891
SANBORN REGIONAL SD	\$25,862	\$171,005
SAU 85 SUNAPEE SCHOOL DIS	\$10,464	\$84,197
SCH ADMINISTRATIVE UNIT#7	\$58	\$870
SCHOOL ADMIN UNIT #15	\$2,117	\$6,527
SCHOOL ADMINISTR UNIT 50	\$3,303	\$11,641

SCHOOL ADMINISTR. UNIT #34	\$1,313	\$7,268
SCHOOL ADMINISTRATIVE U23	\$18,161	\$43,209
SCHOOL ADMINISTRATIVE UNIT 19	\$2,983	\$8,089
SCHOOL ADMINISTRATIVE UNIT 24	\$0	\$0
SCHOOL ADMINISTRATIVE UNIT 48	\$32,860	\$170,776
SCHOOL ADMINISTRATIVE UNIT 9	\$2,068	\$9,360
SHAKER REGIONAL SCHL DIST	\$87,400	\$460,801
STEWARTSTOWN SCHOOL DIST.	\$1,155	\$3,687
STODDARD SCHOOL DISTRICT	\$0	\$0
WARREN SCHOOL DISTRICT	\$3,594	\$21,630
WASHINGTON SCHOOL DIST	\$3,520	\$14,543
WEARE SCHOOL DISTRICT	\$0	\$0
WILTON-LYNDEBOROUGH COOPE	\$1,251	\$19,872

SAU 101 WAKEFIELD SCHOOL DISTRICT

Resolution Authorizing Issuance of Individual Procurement Cards

WHEREAS, the School Board of SAU 101 Wakefield School District ["Board"] has the authority to enter into an agreement with the Bank of Montreal for purchasing cards.

NOW, THEREFORE, BE IT RESOLVED by the Board of SAU 101 Wakefield School District that the Superintendent and Business Administrator are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the district under such terms and conditions as approved by the Board.

The Board authorizes the District's Superintendent and Business Administrator to execute a p-Card program agreement on its behalf.

Approved this 1st day of November 2022.

Ayes_____ Nays_____

Mary Collins, Chair

Date: November 1, 2022

**BMO HARRIS BANK N.A.
CORPORATE MASTERCARD PROGRAM
MEMBER ACCOUNT AGREEMENT**

THIS AGREEMENT made as of the __ day of __, 20, between

SAU 101 Wakefield School District with its principal office at

Street Address (No P.O. Box): 76 Taylor Way

City, State, Zip: Sanbornville, NH 03872

Federal Tax ID Number: 02-6000939

(the above to be referred to as the "*Member*") and BMO HARRIS BANK N.A., located at 111 West Monroe Street, Chicago, IL 60603 (the "*Bank*").

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each party, the parties agree as follows:

SECTION 1. MEMBER ACCOUNT AND CARDS.

The Bank has established a Corporate MasterCard program with the Illinois Association of School Business Officials (the "*Association*") for its qualified members. The Association has requested that the Bank establish a MasterCard account for you and the Bank has agreed to do so.

This Agreement between the Member and the Bank and the Agreement between the Bank and the Association set forth the terms and conditions under which the Bank will make its Corporate MasterCard program available to the Member.

The Bank will establish a Card Account for the Member (the "*Member Account*") under the Bank's Corporate MasterCard program with the Association as indicated in Schedule 1 with the initial **Monthly** credit limit of U.S. \$ 25,000 (the credit limit of the Member Account in effect at any time is herein called the "**Member Credit Limit**"). The Bank shall lend money to the Member and its Cardholders (as defined below) up to the Member Credit Limit by way of charges to the Member Account in accordance with this Agreement. The Bank reserves the right, in its sole discretion, to modify the Member Credit Limit and the Cardholder Credit Limits at any time.

1. Definitions and Interpretation

(a) Capitalized terms used in this Agreement are defined as follows:

"Agreement" means this corporate card agreement (including all attached Schedules), as such agreement may be amended and restated from time to time;

"Bank" means BMO Harris Bank N.A.

"Billing Period" means the period beginning the day after the immediately preceding Monthly Billing Date and ending on the current Monthly Billing Date;

"BMO" means Bank of Montreal;

"Business Day" means a day on which Harris is generally open for business in Illinois, USA, and in each case does not include Saturdays, Sundays or statutory holidays;

"Card" means a corporate Mastercard credit card issued by the Bank in connection with the Member Account, which may be issued as a physical card or a card number including a Virtual Card;

"Card Account" means a sub-account of the Member Account which is established for each Card;

"Card Account Statement" means the monthly statement setting out the outstanding balance of a Card as of the stated Monthly Billing Date;

"Card Limit" means the credit limit established for a Card;

"Card Notice" has the meaning given to it in section 7(c);

"Cardholder" means an employee of, or a contractor providing services to, the Member to whom a Card is issued and in the case of a Non-Personalized Card, means any person using the Non-Personalized Card;

"Cash Advance" means an advance of cash obtained through the use of a Card from the Bank or another financial institution accepting the Card;

"Change" has the meaning given to it in section 15(g)(ii);

"Change Notice" has the meaning given to it in section 15(g)(ii)(A);

"Charges" means all charges posted to the Member Account including all Transactions, fees and service charges;

"Electronic Distribution" means distribution through e-mail or posting on the Program Website;

"F.I." means financial institution;

"Flexport" means the Bank's electronic purchasing gateway system known as BMO Flexport;

"Harris" means BMO Harris Bank N.A.;

"Insurance Certificates" means documents evidencing Program-related insurance coverage including insurance certificates, policies of insurance, and summaries of assistance services (any two or more of which may be combined into a single document) including any notices of amendment to any of the foregoing documents;

"Insurance Documents" means collectively Insurance Certificates and Insurance Notices;

"Insurance Notices" means any document relating to the Insurance Certificates that the Bank may send to either or both of the Member and the Cardholders including changes to insurance coverage, legal and regulatory information, or any insurance related offer;

"Material Adverse Change" means any change or event which constitutes a change in the business, operations, condition (financial or otherwise) or properties of a party which when taken as a whole would materially impair a party's ability to timely and fully perform its obligations under this Agreement or the ability of a party to enforce its rights and remedies under this Agreement;

"MCI" means Mastercard International Inc., which is the entity that administers the Mastercard program internationally;

"Member Account" means the corporate Mastercard account established by the Bank for the Member;

"Member Account Statement" means a monthly statement showing the outstanding balance of the Member Account as of a Monthly Billing Date;

"Member Credit Limit" means the Member Account credit limit established by the Bank from time to time, and which as of the date of this Agreement is shown in Schedule 1;

"Monthly Billing Date" means the approximate day in each month on which the Bank prepares the Statements;

"N.A." not applicable;

"Non-Personalized Card" means any Virtual Card and any Card that is not issued to a particular individual and does not bear an individual's name, such as a Card assigned to a department or vehicle of the Member;

"Objection Notice" has the meaning given to it in section 15(g)(ii)(B);

"Objection Period" has the meaning given to it in section 15(g)(ii)(B);

"Onboarding Documentation" means the documentation package delivered by the Bank to the Member which includes the following: the documents to be completed by the Member to set up the Member Account, the terms and conditions of the applicable liability waiver program referred to in section 7(e), and the terms and conditions of any features of the Card;

"Past Due Amount" has the meaning given to it in section 6(a);

"Payment Due Date" means the day by which full payment of the amount set out in a Statement is due, which will be approximately the number of days after the Monthly Billing Date shown in Schedule 1;

"PIN" means a personal identification number;

"Program" has the meaning given to it in the recitals;

"Program Administrator" means an individual appointed by the Member to act on behalf of the Member in connection with the operation and administration of the Member Account;

"Program Submission" means a submission by a Program Administrator to the Bank in connection with Routine Matters;

"Program Website" means the website established by the Bank through which the Member may access Statements, reports and other Program-related services;

"Purchase" means the use of a Card to charge to the Member Account the price of goods or services obtained from a Vendor;

"Routine Matters" refers to all matters relating to the day-to-day operation and administration of the Program, including: (a) issuing and cancelling Cards; (b) adding and removing Cardholders; (c) changing Cardholders' names, addresses, phone numbers, cost centres, departments and Card Limits; (d) changing the organizational or hierarchy set-up; (e) changing the Member Credit Limit;

"Schedule" means a schedule to this Agreement;

"Statements" means collectively the Card Account Statements and Member

Account Statements and a **"Statement"** refers to a Card Account Statement or Member Account Statement;

"Statement Review Period" means sixty (60) days from the Monthly Billing Date;

"T&E Card" means the travel and entertainment Card and includes Travel Accounts;

"TBD" means to be determined;

"Transaction" means any use of a Card which results in a charge to the Member Account including Purchases and Cash Advances, whether or not the Card was presented to a Vendor (such as in the case of an internet, mail or telephone order purchase) or the Cardholder's signature was obtained or by use of a PIN;

"Travel Account" means the T&E Card with corporate liability that can only be used to book air travel, train travel, common carrier travel and hotel or motel accommodations;

"U.S. Program" means the Program provided to a Member;

"Virtual Card" means a Card number that is generated from a Member's department Card number which in turn has certain Member designated functionality including limited use to a particular number of times (for example, one time use), a particular period of time (for example, a week), and for a particular amount of money (for example, \$1,000.00); and

"Vendor" means a merchant or supplier.

- (b) References to "includes" mean "includes, without limitation" and references to "including" mean "including, without limitation".
- (c) Words in the singular include the plural and words in the plural include the singular.
- (d) The Schedules constitute an integral part of this Agreement.
- (e) The division of this Agreement into sections and subsections and the insertion of headings are for convenience of reference only and do not affect the construction or interpretation of this Agreement.

2. Program Features

- (a) The Bank has sole discretion over the management, operation, content and features of the Program and the Cards. Subject to the terms of this Agreement, the Bank may modify any aspect of the Program. In the event that the Program is modified, the Bank will:

- (i) notify the Member of any material pricing or Program feature changes or otherwise as required by law; and
 - (ii) will not notify the Member of any immaterial operational changes that would not adversely affect the Member (including for example a change to an interactive voice response menu).
- (b) The features of the Program selected by the Member, together with the Member Credit Limit and notice provisions are shown in Schedule 1.
- (c) Billing information and options, together with Member service and dispute settlement provisions are shown in Schedule 2.
- (d) Pricing and fees are shown in Schedule 3, and are subject to change by the Bank on thirty (30) days advance written notice to the Member.
- (e) Terms and conditions pertaining to the Electronic Distribution of Insurance Documents are set out in Schedule 4.
- (f) Program Administrator information is shown in Schedule 5.

3. Accounts and Cards

- (a) The Bank will establish a Member Account and extend credit to the Member by approving Transactions up to the Member Credit Limit. The Member Account must only be used for business purposes and not for personal, family or household purposes; provided however that any violation of this limited use commitment does not relieve the Member of its obligations to pay the Bank for all Charges.
- (b) The Bank will issue a Card to a Cardholder with a Card Limit pursuant to the terms of a Program Submission. If a physical Card is requested it will bear the name of the Cardholder and the Member's name or identifier, unless the Card is a Non-Personalized Card, in which case it will bear the name of the applicable department or the vehicle number.
- (c) The Member will use a Program Submission to direct the Bank to cancel a Card. The Member will continue to be liable for all Charges to the Member Account that occur through the use of any such Card before the Bank processes the Program Submission. The Bank will process the Program Submission in accordance with the service levels set out in section 2(a) of Schedule 2.
- (d) Cards are the property of the Bank and cannot be transferred.
- (e) The Member may request a Non-Personalized Card. The Member will be liable for all Purchases made with a Non-Personalized Card whether or not an authorized Cardholder made the Purchases.

- (f) If the credit extended by the Bank for the Program is unsecured, then the Bank may in its sole discretion change the Member Credit Limit without prior notice from time to time.
- (g) The Bank may in its sole discretion do each of the following without prior notice from time to time in order to manage credit risk or to facilitate the smooth operation of the Program for the Member:
 - (i) change the portion of the Member Credit Limit allocated to an Account;
 - (ii) change a Card Limit; and
 - (iii) issue renewal, replacement or temporary Cards.
- (h) The Bank may cancel or suspend the right to use a Card in each of the following instances:
 - (i) if the Bank detects unusual or suspicious activity on the Card Account;
 - (ii) if the outstanding balance of the Card Account is not paid in full within two billing cycles; or
 - (iii) if required by law.

4. Charges, Cash Advances and Foreign Exchange

- (a) Subject to the terms of this Agreement, a Cardholder may use a Card for the purpose of completing Transactions. All Charges incurred on a Card will be recorded on the corresponding Card Account.
- (b) The Bank may allow Cardholders to obtain Cash Advances only if the Member has selected a Cash Advance option in the Program features chart in Schedule 1 and the Program Administrator has authorized Cash Advances for that Cardholder. For the avoidance of doubt, Cash Advance features are not available for Non-Personalized Cards.
- (c) When a Card is used to make a Transaction in a foreign currency, MCI will convert the amount into the currency of the Card using a conversion rate in effect on the day MCI processes the Transaction. The MCI conversion rate is either a government-mandated rate or a wholesale market rate. The Bank will increase the converted amount by the foreign transaction fee set out in Schedule 3. The foreign currency conversion rate in effect on the processing date for a Transaction may differ from the rate in effect on the Transaction date.
- (d) When a foreign currency Transaction is refunded to a Card, MCI will convert the amount into the currency of the Card using the MCI conversion rate described

above. The Bank will reduce the converted amount by the foreign transaction fee set out in Schedule 3. The foreign currency conversion rate in effect on the processing date for a refund of a Transaction may differ from the rate in effect on the date on which the Transaction was refunded.

5. Statements

- (a) The Bank will prepare Statements on each Monthly Billing Date and make them available to the Member. Regardless of the billing option selected by the Member in Schedule 1 or whether the Member receives a Statement, the Member will be liable for payment of the aggregate outstanding balance of the Member Account every month.
- (b) The Member will ensure that each Statement is examined upon receipt.
 - (i) If the Member does not notify the Bank of an error or omission with regard to a Statement within the Statement Review Period, the Statement will be deemed conclusively to be correct.
 - (ii) If the Member does notify the Bank of an error or omission with regard to a Statement within the Statement Review Period, the dispute settlement procedures in section 2(c) of Schedule 2 will be followed.

6. Payments and Late Fees

- (a) Each month, the Member must pay in full the aggregate outstanding balance shown on each Member Account Statement on or before the Payment Due Date and the failure to do so will be a default by the Member. Full payment is required even if the Member or Cardholder expects to receive a credit from a Vendor. In the event of a disputed Charge, the Member is entitled to reduce the full payment by the amount credited pursuant to section 2(c)(ii) of Schedule 2. Any amount not paid by the Payment Due Date will be considered past due (the “**Past Due Amount**”).
- (b) Each time that the Member does not pay in full on the Payment Due Date the amount due on a Statement, then the following will occur until the Card Account in question is brought current so that there are no Past Due Amounts:
 - A. The Member will be assessed a late fee on the Past Due Amount that is outstanding as of the Monthly Billing Date of each subsequent Statement until the Past Due Amount is paid in full.
 - B. Any late fees shown in a Statement that are not paid in full on the corresponding Payment Due Date are added to Past Due Amount and will be subject to the late fee.
 - C. The late fees are set out in Schedule 3.

- (c) The Bank may accept payments that are marked with restrictive endorsements such as "payment in full" without losing any of its rights under this Agreement.

7. Member Liability

- (a) The Member will be liable to pay the Bank for all Charges to the Member Account even if the aggregate of all outstanding Charges exceeds any Card Limit or the overall Member Credit Limit and even if as between the Member and a Cardholder any Charge resulted from improper use of a Card by the Cardholder.
- (b) The Member will be liable for any pre-authorized payments charged to a Card Account, even after the Card Account is cancelled, unless the Member provided a written cancellation request to the Vendor prior to being charged. If requested, the Member will provide the Bank with a copy of the written cancellation request to the Vendor.
- (c) The Member will: (i) promptly notify the Bank of any possible loss, theft, or unauthorized use of a Card (a "**Card Notice**"); (ii) where reasonably possible, destroy or return the Card in question; and (iii) cooperate with the Bank in its efforts to investigate the alleged unauthorized use.
- (d) The Member will not be liable for any unauthorized use of a Card, except that the Member will be liable for each of the following:
 - (i) the use of a Card by an individual who has been authorized by the Member or Cardholder to use the Member Account, even if that person is not a Cardholder or that person does not act in accordance with the Member's or Cardholder's instructions or expectations;
 - (ii) any use authorized by the Member or a Cardholder before the Bank receives a Card Notice; and
 - (iii) any Transaction completed with a PIN.
- (e) The Member may take advantage of the MasterCoverage Liability Protection Program for certain wrongful Transactions. The Bank will include copies of the terms and conditions of the applicable liability waiver program with the Onboarding Documentation.
- (f) The Member will pay all reasonable legal fees and disbursements that the Bank incurs in any legal action to recover money payable by the Member to the Bank pursuant to this Agreement.

8. Program Administrator

- (a) The Member will from time to time provide the Bank with written notice

specifying which individuals are to act as its Program Administrators. Those notices will be effective when the Bank receives them.

- (b) The Member consents to the Electronic Distribution of Insurance Documents on the terms and conditions set out in Schedule 4.
- (c) The Bank may deal with any Program Administrator with regard to Routine Matters. The Bank may rely on any Program Submission received from a Program Administrator through the Program Website, the Virtual Card Program related website, telephone, or e-mail.
- (d) An existing Program Administrator may establish a user identification and password for new Program Administrators. Program Administrators may change their passwords at any time and will do so when required by the Bank.
- (e) The Member will protect each user identification and password from fraudulent use and will immediately notify the Bank of any unauthorized disclosure of any user identification and password.
- (f) Program Administrators will provide the Bank with information that the Bank requires for the operation and administration of the Program.
- (g) The Bank will send each of the following to the Program Administrator, who will distribute the following to the appropriate individuals and provide responses to the Bank where required:
 - (i) all Cards, unless a Program Administrator directs the Bank to send a Card directly to a Cardholder;
 - (ii) correspondence pertaining to Routine Matters and Program-related information requests; and
 - (iii) notices regarding changes to the Program and changes to Program-related features and correspondence to Cardholders, including Insurance Documents.

9. Program Website

The Bank may post the information referred to in section 8(g)(iii) to the Program Website. The Member will provide each Cardholder with a copy of any posted information relating to Cardholders or provide each Cardholder with direct access to the Program Website so that the Cardholder can review the information directly.

10. Member Responsibilities

- (a) The Member will be solely responsible for establishing and monitoring its own internal Program-related procedures or guidelines for Cardholders to ensure compliance with this Agreement. The Bank will not inquire or verify whether any use of a Card, or any Charge to the Member Account, is in accordance with the Member's procedures or guidelines.
- (b) The Member will, and will require Cardholders to, abide by all written security instructions and directions provided by the Bank from time to time.
- (c) The Member shall provide the Bank with such financial information with respect to the Member as the Bank may from time to time reasonably request. The Member is required to provide the Bank with Audited statements within 30 days of completion or 180 days of the Member's fiscal year end. Failure to provide statements may result in program suspension up to and including termination of the Agreement.

Member's audited financials are available online? ☐ Yes ☒ No

If so, website address: _____

11. Representations and Warranties

The Member represents and warrants to the Bank that as of the date of this Agreement:

- (a) it is duly organized, validly existing and in good standing under the laws of all necessary jurisdictions;
- (b) it has full power and authority to execute, deliver and perform its obligations under this Agreement;
- (c) that the execution of this Agreement has been duly authorized by all necessary action, and will create a valid and binding obligation of Member; and
- (d) all documents provided by the Member or its authorized officers or employees in connection with the signing of this Agreement including documents used to ascertain the existence of the Member and the authority of the signers of this Agreement to bind the Member are true and accurate as of the date that the Member signs this Agreement.

12. Term and Termination

- (a) Unless terminated earlier in accordance with the terms of this Agreement, the term of this Agreement shall commence as of the date of this Agreement and shall

continue until terminated by either party in accordance with the provisions hereof; *provided, however*, this Agreement shall terminate immediately upon termination of the Corporate MasterCard program between the Bank and the Association.

(b) Either party may terminate this Agreement as follows:

- (i) without cause, on ninety (90) days prior written notice to the other party;
- (ii) immediately and without prior notice in the event of a Material Adverse Change, bankruptcy or insolvency of the other party;
- (iii) on five (5) days prior written notice if the other party fails to make any payment when due under this Agreement; and
- (iv) immediately and without further notice if a party is in default in the performance of any of its other obligations and such default continues for thirty (30) days following receipt of a written notice regarding such default from the other party.

The right to terminate is in addition to any other right the non-defaulting party may have in respect of the default.

(c) Upon termination of this Agreement:

- (i) the Bank will cancel all outstanding Cards and revoke all rights and benefits of the Member and its Cardholders;
- (ii) the Member will have electronic access to the Card data through the Program Website for a period of 6 months following the termination date;
- (iii) the Bank will cooperate with the Member's commercially reasonable requests to assist with the orderly transfer of corporate card services to another financial institution. If the Member requests the Bank's assistance and in order to provide the assistance requested, the Bank would incur costs over and above its day-to-day operating costs (such costs, "**Transfer Costs**"), the Bank will advise the Member before the Transfer Costs are incurred. If the Member still requires the assistance requested, the Member will pay the Bank the Transfer Costs within 30 days of the date the Bank provides the Member with an invoice for the Transfer Costs; and
- (iv) the Member will continue to be liable for, and pay, the aggregate of all Charges on the Member Account whether or not then posted to the Member Account (including Charges not yet incurred and accrued fees) and all such Charges will immediately be due and payable.

13. Disclaimers

- (a) The Bank always attempts to ensure that the Program will be operational, and to respect any available Card Limit or any available transaction limit per Card or per day or any other available limit requested by the Member. However, due to the interconnectivity of the Mastercard, the Bank and Vendor systems and the inherent limitations and options of each system, the Bank cannot warrant that the Program will be uninterrupted or error-free or that any limits established by the Member (such as Card Limits) will always be respected. In addition, reports prepared at the Member's request are provided to the Member without representation or warranty as to accuracy of the information provided. Therefore, the Member waives any and all claims that it may have against the Bank arising out of the use and performance of the Program, except for claims for damages referred to in section 13(d).
- (b) The Bank is not responsible for any defects in, or the poor quality of, any merchandise or services obtained by means of any Card. The Member is responsible for settling any dispute between the Member and a Vendor, including with respect to a Vendor's right to compensation, and any such dispute will not affect the Member's obligation to pay all Charges to the Member Account in full to the Bank in accordance with the terms of this Agreement.
- (c) Third parties may provide some of the Program benefits and enhancements including reward programs as well as services and insurance coverage provided under separate certificates and policies. The Bank is not responsible or liable for anything in connection with those third party benefits and enhancements.
- (d) The Bank is not liable for any claim made, or loss or damages suffered by, the Member arising directly or indirectly from the Member's use of the Program, except for damages which the Member suffers as a result of the Bank's gross negligence or wilful misconduct related to the terms of the Agreement. In no event is the Bank liable for any special, indirect or consequential damages, including but not limited to, lost profits and lost revenues.

14. Confidential Information

- (a) The Member acknowledges that the terms of this Agreement, including information relating to pricing, are confidential, will not be disclosed and will be distributed only to its employees and agents who have a need to know the information.
- (b) The Bank acknowledges that any financial and other non-public information that the Member provides to the Bank about its business and its Cardholders is confidential to the Member. The Bank will use prudent measures to maintain that information securely, will distribute the information only to its employees and

agents who have a need to know it for the performance of their duties, and will use it only in connection with the services contemplated by this Agreement.

15. Miscellaneous

(a) Governing Law:

this Agreement will be interpreted in accordance with U.S. federal law and, to the extent state law must be applied, then the law of the State of Illinois. The Member submits to the jurisdiction of the courts of the State of Illinois and the United States District Court for the Northern District of Illinois and agrees that any legal action or proceeding with respect to this Agreement may be commenced in such courts. The parties each irrevocably waive any right to trial by jury in any proceeding related to this agreement.

(b) Assignment: The Member may not transfer or assign this Agreement without the prior written consent of the Bank, which will not be unreasonably withheld. The amalgamation, merger or consolidation of the Member will be deemed to be an assignment of this Agreement. If transferred or assigned without the Bank's prior written consent, this Agreement will be deemed to be terminated, unless the Bank agrees in writing otherwise.

(c) Severability: If any provision of this Agreement is illegal, prohibited or unenforceable in any jurisdiction, in whole or in part, the remaining provisions of this Agreement remain valid and enforceable in that jurisdiction, and such determination does not render the Agreement invalid or unenforceable in any other jurisdiction.

(d) Waiver: The failure or delay by either party in exercising any right or privilege with respect to the non-compliance with any provisions of this Agreement by the other party and any course of action on the part of either party, will not operate as a waiver of any rights of such party unless made in writing by such party. Any such waiver will be effective only in the specific instance and for the purpose for which it is given and will not constitute a waiver of any other rights and remedies of such party with respect to any other or future non-compliance of the other party.

(e) Time of the Essence: Time will be of the essence of this Agreement.

(f) Entire Agreement: This Agreement together with any Onboarding Documentation constitutes the entire agreement between the parties with respect to the subject matter and supersedes all previous corporate card agreements (without novation), negotiations, proposals, commitments, writings and understandings of any nature whatsoever, whether oral or written, pertaining to the subject matter herein, unless they have been expressly incorporated by additional reference in this Agreement.

(g) Amendment:

- (i) Subject to section 15(g)(ii), this Agreement may be amended only by a written agreement signed by both parties.
- (ii) If the Bank makes a change to the standard terms of the Program on a Program-wide basis (each such event, a **"Change"**), the following terms apply:
 - A. The Bank may change this Agreement at any time upon written notice to the Member (a **"Change Notice"**).
 - B. The Member may, within thirty (30) days of the effective date of the Change (the **"Objection Period"**) notify the Bank that it does not agree to the Changes set out in the Change Notice (the **"Objection Notice"**).
 - C. An Objection Notice constitutes notice of termination of the Agreement on a without cause basis in accordance with section 12(b)(i).
 - D. In the event that the Agreement is terminated as a result of the Bank's receipt of an Objection Notice, the Member must still pay all amounts owing to the Bank pursuant to the terms of the Agreement but without reference to the Changes to which the Member objected.
 - E. If the Bank does not receive an Objection Notice from the Member within the Objection Period, the Member will be deemed to have agreed to the Change indicated in the Change Notice.

(h) Survival: This section and the following sections will survive termination or expiration of this Agreement along with such definitions, interpretive provisions and such other terms and conditions in this Agreement as are necessary to give effect to the following sections: 3(e) (Card ownership), 4(c) and (d) (foreign exchange conversion), 6 (payments and late fees), 7 (Member liability), 12(c) (effect of termination), 13 (disclaimers) and 14 (confidential information).

(i) Counterparts: This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which taken together will constitute one and the same Agreement. Delivery of an executed counterpart of this Agreement by facsimile or other electronic transmission will have the same force and effect as the delivery of an original executed counterpart of this Agreement. Any party delivering an executed counterpart of this Agreement by facsimile or other electronic transmission will also deliver an original executed counterpart,

but the failure to do so will not affect the validity, enforceability or binding effect of this Agreement.

- (j) Binding Effect: This Agreement will be binding upon and will enure to the benefit of the parties and their respective successors and permitted assigns; "successors" includes any corporation resulting from the amalgamation of any party with any other corporation.
- (k) **IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT**: Federal law requires the Bank to obtain, verify and record information that identifies each person or business that opens an account, in order to help the government fight the funding of terrorism and money laundering activities. To process the application the Bank must have the Member's and each Cardholder's name, street address, and other identifying information, and the Bank may ask for identifying documents from the Member and each Cardholder as well.

(The balance of this page is intentionally left blank; the signature page follows)

The parties have executed and delivered this Agreement as of the date first set out above and the parties further agree that this Agreement is in effect as of this date.

SAU 101 Wakefield School District

Per: _____

Anne Kebler

Superintendent

Per: _____

Frank Markiewicz

Business Administrator

BMO HARRIS BANK N.A.

Per: _____

Name

Title

SCHEDULE 1

PROGRAM FEATURES AND TERMS REGARDING NOTICE

CARD PRODUCTS	CARD CURRENCY		CASH ADVANCES	BILLING OPTIONS				Payment Due Date (Days) ²
	CDN\$	US\$		Central Billed		Individual Billed		
				Selected	Paper Statements	Selected	Paper Statements	
U.S. PROGRAM								
One Card (Corp. ¹)		✓		✓				27

¹ "Corp" refers to Corporate Liability.² Payment must be received no later than 27 days after the Billing Date.Billing Date (5th or 20th):

20th



Monthly Payment Method:

CHECK

Customized Payment Date
ACH PULL ONLY (1st thru 28th)

[BLANK]

Member Credit Limit:

US\$ 25,000

SCHEDULE 1
PROGRAM FEATURES AND TERMS REGARDING NOTICE

CARD PRODUCTS	CARD CURRENCY		CASH ADVANCES	BILLING OPTIONS				
	CDN\$	US\$		Central Billed		Individual Billed		Payment Due Date (Days) ²
				Selected	Paper Statements	Selected	Paper Statements	
U.S. PROGRAM								
One Card (Corp. ¹)		✓		✓				27

¹ "Corp" refers to Corporate Liability.

² Payment must be received no later than 27 days after the Billing Date.

Billing Date (5th or 20th):

20th



Monthly Payment Method:

CHECK



Customized Payment Date
ACH PULL ONLY (1st thru 28th)

[BLANK]

Member Credit Limit:

US\$

(2) Notice

- (a) The Bank will send all notices and correspondence pertaining to Routine Matters to a Program Administrator via one of the following: e-mail, letter, fax or courier.
- (b) For all notices pertaining to matters other than Routine Matters, the following terms apply:
 - (i) The Bank will send Change Notices to a Program Administrator via one of the following: e-mail, letter, fax or courier.
 - (ii) Any other notice or other communication by one party to another under this Agreement will be in writing and delivered by hand or sent by courier or fax (but not e-mail) at the addresses set forth below and will be deemed to have been received by the addressee: (i) if delivered by hand or by courier, on the day delivered or, if not a Business Day, on the next Business Day; and (ii) if transmitted by fax and receipt is confirmed prior to 3:00 p.m. ET on a Business Day, on such Business Day or, in any other case, at 10:00 a.m. ET on the Business Day next following the date of transmission.
 - (iii) A party may give notice of a change of address for the purposes of this section in the manner provided above, and thereafter any notices or communication will be given to that party at such changed address.

If to Harris:

BMO Harris Bank N.A.
Client Services
P.O. Box 6138
Carol Stream, Illinois
60197-6138
Fax Number: 1-855-803-7341

If to the Member:

Name:	Laurie Newsome
Address (line 1):	76 Taylor Way
Address (line 2):	Sanbornville, NH 03872
Address (line 3):	
Fax Number:	

(3) Member's Head Office

Is the address set out in section 2 above the Member's head office? ☒ Yes ☐ No

If the response is no, then insert the Member's head office address below:

Address (line 1):

Address (line 2):

Address (line 3):

SCHEDULE 2**BILLING INFORMATION AND OPTIONS,
MEMBER SERVICE AND DISPUTE SETTLEMENT PROVISIONS****(1) Billing Information and Options**

- (a) Each of the following applies to a Member Account Statement:
 - (i) The Member Account Statement shows the aggregate outstanding balance of the Member Account, which is equal to the sum of all amounts owing in respect of each Card Account Statement.
 - (ii) The Member may choose to have one or more Member Account Statements. If the Bank issues more than one Member Account Statement, the aggregate amount owing by the Member to the Bank is the sum of all Member Account Statements issued.
 - (iii) Details of Charges are only set out on the Card Account Statement.
- (b) The Bank offers the following billing options described below:
 - (i) Central billing option: the Member pays the Bank the balance of the Member Account Statement (the central billing option always applies to Non-Personalized Cards);
 - (ii) Customized Centralized Billing: the Member may on at least 30 days advance written notice request that the Bank charge the Member Account (for payment by the Member) certain fees or other Charges that would otherwise be payable by a Cardholder with an individual billing option. Any request will be effective at the beginning of the applicable Cardholder's billing cycle following the notice period in this subsection.
- (c) With respect to the delivery of Statements:
 - (i) The Bank will deliver all Statements by posting them on the Program Website. The Member may also choose to have paper copies of Card Account Statements mailed to Cardholders.
 - (ii) Each Program Administrator will have access to the Program Website, where Card Account Statements and Member Account Statements can be accessed.
 - (iii) Each Program Administrator may allow a Cardholder access to the Program Website for the purpose of viewing the Card Account Statement for that Cardholder's Card Account.

(2) Member Service and Dispute Settlement Procedures**(a) Service Level Timelines**

Absent technical or other issues beyond the Bank's control, the Bank will endeavor on a commercially reasonable basis to process the following types of requests within the time period specified:

Description	Processing Time (Calculated from the time the Bank Receives the Request)
Card Cancellation – assisted by a Member service representative	Immediate
Card Cancellation – self-serve through the Program Website	1 Business Day
Card Replacement – standard	5 – 10 Business Days
Card Replacement – emergency	2 Business Days

(b) Lost or Stolen Cards

The Member and each Cardholder will notify the Bank as soon as it is aware that a Card is lost, stolen or missing and, if required, request a new Card. Upon receipt of the notice, the Bank will cancel the missing Card.

(c) Dispute Settlement Procedures

- (i) Transactions involving disputes between the Member and a Vendor are to be handled pursuant to section 13(b).
- (ii) Within the Statement Review Period, the Member or Cardholder will report to the Bank all disputed Charges. The Bank will then credit the appropriate Card Accounts the amount of the disputed Charges and commence an investigation with respect to those Charges.
- (iii) After the Bank investigates the disputed Charges, the Bank will re-post any valid Charges to the appropriate Card Accounts.

(d) Contact Particulars

The Bank's contact information for all Routine Matters is as follows:

Address:

In each case address to:
BMO Treasury & Payment
Solutions; Attn: Manager Client
Services Department

P.O. Box 6101
Carol Stream, IL
60197-6101

E-Mail:

corporate.clientservice@bmo.com

Telephone (General):

(a) Within Zones	(855) 825-9235	(855) 825-9236
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(b) Outside Zones (or if local)	(514) 881-3808	(262) 780-8662
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Telephone (Lost or Stolen):

(a) Within Zones	(844) 316-3760	(844) 227-0528
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(b) Outside Zones (or if local)	(514) 881-3808	(262) 780-8662
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Telephone (Disputes):

English - (866) 418-8154

SCHEDULE 3
PRICING AND FEES

#	CHARGE	DESCRIPTION	PROGRAM
			U.S.
			(\$=US\$)
1.	Annual Fee (per Card):	Standard Card:	Waived
2.	Statements (per Card per month):	Paper Statement:	\$3.00
		Electronic Statement:	\$0.00
3.	Cash Advance Fees:		
	(a) For all Cards	At a BMO branch or ATM:	4%*
	(*Refers to a percentage of the amount of the Cash Advance.)	Not at a BMO branch or ATM:	4%*
4.	Late Fees:	[†] Refers to a percentage of the amount of the unpaid balance in accordance with the terms of the Agreement.	1.75% [†]
5.	Foreign Transaction Fee:		2.0%
6.	Dishonoured Payment:		\$29.00
7.	Replacement ¹ :	Couriered Card ¹ :	TBD
8.	Liability Waiver Programs:	BMO Corporate Card Liability Waiver Program:	N.A.
		MasterCoverage Liability Protection Program:	\$0.00

#	CHARGE	DESCRIPTION	PROGRAM
			U.S.
			(\$=US\$)
9.	Technology Fees:	Third Party Integration (Standard File) Set-Up Fee:	\$500
		Minimum Flat or Standard File Set-Up Fee:	\$500
		Custom Training Services are billed at cost plus travel expenses:	TBD
		Flat File Automation:	\$3,000

¹ Requests to courier rush Cards or issue replacement Statements or reports will be subject to The Bank's standard service charge for such items at the time of the request.

SCHEDULE 4**DELIVERY OF INSURANCE DOCUMENTS****Distribution Protocol**

1. Insurance Documents applicable to the Member or otherwise for the Member's information will be posted to the Program Website and an e-mail will be sent to the Program Administrator advising of the posting of the Insurance Documents. The Program Administrator will provide the notice from the Bank to all Cardholders so that each Cardholder may directly access the Insurance Documents from the Program Website.
2. Where the Bank has sufficient Cardholder information, the Bank will endeavor to obtain the Cardholder's consent to the Electronic Distribution of Insurance Documents.
3. If the Bank has not obtained the Cardholder's consent to the Electronic Distribution of Insurance Documents or the Cardholder has withdrawn their consent to the Electronic Distribution of Insurance Documents, then the following terms apply:
 - (a) If the Bank has the Cardholder's mailing information, the Bank will mail Insurance Documents directly to that Cardholder.
 - (b) If the Bank does not have the Cardholder's mailing information, the Member will act as that Cardholder's agent (through the Program Administrator) for the purposes of receipt and distribution of Insurance Documents to that Cardholder. In such capacity as agent:
 - (i) Where the Cardholder has not expressed a preference to the Bank that they want to receive a hard copy of the Insurance Documents, the Member agrees to the Electronic Distribution of Insurance Documents; and
 - (ii) Where the Cardholder has expressed a preference to the Bank that they want to receive a paper copy of the Insurance Documents, the Bank will provide the Program Administrator with paper copies of the Insurance Documents for distribution to that Cardholder.
4. In addition to the Electronic Distribution of Insurance Documents, the Bank may provide Insurance Notices on Statements.
5. The Bank will at any time upon request provide the Program Administrator with paper copies of any Insurance Documents.

Miscellaneous Terms

6. Any Insurance Documents received through Electronic Distribution will be considered "in writing" and to have been signed and delivered by the Bank as though it were an original document.
7. The Member and each Cardholder may change their Insurance Document preference from electronic to paper copy at any time by contacting the Bank at the contact particulars set out in Schedule 2.
8. Insurance Documents will remain posted to the Program Website and will be available until the date that the Agreement is terminated. It is the responsibility of the Member and each Cardholder to retain a copy of each Insurance Document by saving or printing a copy while it is available to view.
9. The Bank may provide paper copies of Insurance Documents if the Bank is unable to provide the Insurance Documents through Electronic Distribution or for any other reason.

SCHEDULE 5**Program Administrator**

The Member hereby designates each of the persons whose name, title, address, numbers and signature appears below as its Program Administrator:

PRIMARY/LEAD

Name: Laurie Newsome

Title: Administrative Assistant

Address, City, St., Zip: 76 Taylor Way, Sanbornville, NH 03872

Telephone number: (603) 871-8502

Fax number: ()

Email: lnewsome@sau101.org

Signature of Program Administrator: _____

Name: Michele Lambert

Title: Payroll/Accounts Payable

Address, City, St., Zip: 76 Taylor Way, Sanbornville, NH 03872

Telephone number: (603) 871-8502

Fax number: ()

Email: mlambert@sau101.org

Signature of Program Administrator: _____

Use of Email

The Member requests the Bank to accept
Requests sent via email by a Program
Administrator.

Yes (☒) No ()

Member Service Procedures

Notices to the Bank and Authorization Procedures. The Bank must be notified in writing when the Member wishes to amend the participation conditions of the Bank's Corporate MasterCard program under the Agreement. Documentation authorized by a Program Administrator must accompany requested changes to:

- add employees to the program;
- delete employees from the program;
- modify employees' names, addresses, phone numbers, cost centers, departments, etc.;
- adjust individual employee Card Limits.

LIBRARY MATERIALS SELECTION AND ADOPTION

The Wakefield School District recognizes that the primary objective of the Paul School Library Media Center is to implement, enrich, and support the diverse student and teacher population. The responsibility for the selection and coordination of resources is delegated to the Library Media Specialist who is employed by the district and professionally trained in this capacity. The role of the Library Media Specialist is to protect the freedom of staff and students to seek information in a safe environment and to protect their freedoms to seek said information.

The Wakefield School District subscribes to the Library Bill of Rights, the Freedom to Read Statement, the School Library Bill of Rights, and the Right to Read Act; the first two from the American Library Association (ALA), the third from American Association of School Librarians (AASL), and the fourth supported by the ALA and AASL.

Objectives of Selection:

The primary objective of library resources is to support, enrich, and help implement the educational program of the school through the interaction of professional personnel and other members of the school community. It is the duty of library media staff to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal, and allowing for the presentation of different points of view.

To this end, the Wakefield School Board affirms that it is the responsibility of its professional library staff:

- A. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and levels of the students served;
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;
- C. To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop, under guidance, the practice of critical analysis and to make informed judgments in their daily lives; therefore students will have the opportunity to request information in a safe environment free of judgment and opinion.
- D. To provide materials representative of the many religious, ethnic, and cultural groups who contribute to our national heritage and the world community;
- E. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.
- F. To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.

Procedures for Selection of Learning Resources:

In selecting learning resources, library professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources.

Among sources to be considered are current reviewing media:

- American Library Association "Booklist" and "Subscription Bulletin"
- Horn Book Magazine
- Kirkus Reviews
- Booklist
- Library Journal
- School Library Journal
- American Library Association's -Young Adult Library Services Association Book Awards and Booklists
- New Hampshire Library Association Booklists and Awards
- Reading lists published by various general educational and departmental groups.

Other sources will be considered when appropriate. Whenever possible, the actual resource will be examined.

Legal References:

Adopted: October 5, 2010 NH Admin Rule, Section Ed 306.08 NH Admin Rule, Section
ED 306.14(e)

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.⁵ Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and

Appendix B the Freedom to Read statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons.

We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

American Library Association (/) Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>) The Association of American University Presses (<http://www.aaupnet.org/>) The Children's Book Council (<http://www.cbcbooks.org/>) Freedom to Read Foundation (<http://www.ftrf.org>) National Association of College Stores (<http://www.nacs.org/>) National Coalition Against Censorship (<http://www.ncac.org/>) National Council of Teachers of English (<http://www.ncte.org/>) The Thomas Jefferson Center for the Protection of Free Expression.

October 19, 2022

Paul School SAU 101
Attn: Anne Kebler
60 Taylor Way
Sanbornville, NH 03872

Re: Computer Replacement Schedule and Budget – For the planning and budgeting of replacing computer equipment.

Dear SAU 101,

Thank you for allowing us to provide this Budget Contract for the above referenced project. As a company providing technology integration services in Municipal, Commercial and Residential locations throughout New England and beyond, our past performance shows a leading role in the type of installation that would support your requirements.

Computer Replacement Schedule and Budget: A 5 year budget number to replace computers throughout the school. This budget covers student, teacher, and management devices. Chromebooks should last anywhere from 3-5 years and the budget reflects replacement of all chromebooks in 4 years. Windows devices should last anywhere from 4-5 years and the budget reflects replacement of all windows and Apple devices in 4 years. The budget estimates a total of around 600 chromebooks and 80 Windows devices with phasing out the Apple products with windows devices.

Replacement of Computers over 5 years					
School Year	Year 2023	Year 2024	Year 2025	Year 2026	Year 2027
Chromebook Replacement	150	150	150	150	150
Chromebook Cost	\$250	\$275	\$290	\$305	\$320
Windows Computers Replaced	20	20	20	20	20
Windows Computer Cost	\$1,000	\$1,100	\$1,155	\$1,200	\$1,275
COLA %	%N/A	10%	5%	5%	5%
Total	\$57,500	\$63,250	\$66,600	\$69,750	\$73,500

ASSUMPTIONS:

The following assumptions made in preparation of this budget. Deviations from these assumptions will be subject to negotiation.

- Work accomplished during Howard Systems' agreed hours and Howard Systems will have ready access to the work areas on the agreed installation dates.
- Any funds not used for service during the year will be used to upgrade needed hardware, software and other systems equipment
- The budget will be adjusted as cost effective measures are taken and cost savings can be applied
- COLA will be adjusted as market rates reflect change as 2022-2023 has been the highest in 40 years but average is 3.7

TERMS:

Howard Systems standard terms apply.

Wakefield School District

School Administrative Unit #101

Intent to Hire - Other Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Anne Kebler
Date: (Submitting) 27-Oct-22

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: Stephanie Stewart

Existing Employee (Yes or No): Rehire

Hours Per Day: 7

If existing, current position: _____

Days Per Week: 5

Position being hired for: Bus Driver

Day Per Year: 185

Replaces (Name): John Gavell

Is this a NEW or EXISTING position? Existing

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

Hiring Manager Comments:

Stephanie has a CDL and needs only 10 additional training hours.
References checked - two former employers and 1 colleague
References were good, considered a consistent driver, with good knowledge
of the rules and good background in Bus Driver compliance - ce - great student skills

Superintendent Comments:

Interview was excellent, Stephanie is anxious to be back as a bus driver and
being with the kids. Anxious to be as much help as possible to bring the team
together.

To be filled in by the Superintendent

Account Number: _____
Anne L. Kebler 10/28/2022
Signature of Superintendent Date

Hourly Rate: [#] 21.53 CDL



October 27, 2022

To: Anne Kebler,

I regret to inform you that I am putting in my two weeks notice. I am resigning my position as a Bus Driver for transportation. My last day will be Thursday, November 10, 2022.

I offer my best wishes to Paul School.

Sincerely,

Bethany Whitten