

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

**Date: Tuesday, January 17, 2023 at
5:30pm**

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
3. **PRESENTATIONS, PUBLIC HEARINGS**
 - a. Wakefield Parks and Rec- Proposed Community Center
 - b. PTA Update
4. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
5. **CONSENT AGENDA**
 - a. AP Manifest - Batch #37338, \$135.08; Batch #37340, \$36,188.40; Batch #37325, \$500.00; Batch #37326, \$1,138.50
 - b. Payroll Manifest - Batch #38347, \$179,611.31; Batch #37341, \$159.58; Batch #37345, \$1,349.31; Batch #38391, \$4,642.00; Batch #38399, \$70,132.38
 - c. Enrollment
6. **MEETING MINUTES**
 - a. Non Public Minutes 1.13.23 (draft)
 - b. Public Minutes 1.13.23 (draft)
 - c. Public Minutes 1.10.23 (draft)
 - d. Policy Committee Minutes 1.11.23
7. **REPORTS**
 - a. Student Services Report
8. **OLD BUSINESS**
 - a. Time Clock
 - b. Deliberative Session Preparation
 - i. School Moderator
 - ii. Assignment of Warrant Articles
 - iii. Gym Floor
9. **NEW BUSINESS**
 - a. Recess
 - b. Annual Report Cover Contest
 - c. Elayne Ellis- Life Changer of the Year Nominee
10. **POLICIES (indicates first or second reading)**
 - a. BEDD- Board Meeting Rules of Procedure & Order (1st Reading)
 - b. BEDH-Public Participation At Board Meetings (1st Reading)
 - c. DJ- Purchasing (1st Reading)
 - d. DJ-R- Purchasing Procedure (1st Reading)
 - e. DK- Payment Procedures (1st Reading)
11. **SUB COMMITTEE UPDATES**
 - a. Facility Committee Update

Agenda Worksheet

12. NOMINATIONS/HIRES/RESIGNATIONS

- a. Joe Williams- Resignation
- b. Jasmine Robinson- FMLA

13. NON-PUBLIC: RSA 91-A:3, II (C)

14. ADJOURNMENT: _____ PM

Upcoming: The next Wakefield School Board meeting will be held February 7, 2023.

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 Community Center

Background

- Community Center First Proposed – 1957
- Master Plan Identified Facility Need – 1983
- Needs Assessment Survey Completed – 2019
 - Conducted by UNH



Wakefield Community Center

Background

- Needs Assessment Survey
 - Wakefield would Benefit from Indoor Community Center (82.4%)
 - Provide Insight into Specific Priorities
 - Inadequate Current Facilities
 - Town Supported Community Center is Needed (80.9%)
 - Support Healthy Options
 - More Activities for Youth/Teens (72.4%)
 - Increase Health and Wellness (58.6%)
 - More Activities for Older Adults (58%)
 - Consolidate Community Activities
 - Town Needs: Teen/Youth Space, Multi-Purpose Gym, Gym/Athletic Courts
 - Identified Cultural Small Town Need
 - Services for Senior Citizens
 - Outgrown Current Facility



Wakefield Community Center

Executive Summary

- To be located on Town Owned Property
 - No land acquisition costs
 - Co-located with Dog Park, Baseball Fields, Frisbee Golf Course, Basketball Courts, DPW Building, Pickleball Courts
- Building Design & Construction
 - \$4.9mm Construction Cost
 - 21,450 sq./ft., plus 7,453 sq./ft. basement
 - Emergency Shelter
 - Simplified Design/Build Construction
- Funding Sources
 - Bond
 - Friends of Wakefield Parks & Recreation – Non-Profit 501(c)(3)
 - Corporate Sponsorships, Fund Raising, Naming Rights
 - Grants



Wakefield Community Center

Building Interior

- Main Level
 - 21,450 sq./ft.
 - Full-size Gym – 7,700 sq./ft.
 - Event/Meeting/Program Rooms
 - 9' Wide Walking Track
 - Fitness Center
 - Locker Rooms
 - Art Room
 - Yoga Room
 - Activity Rooms
 - Food Center
 - Full kitchen for program offerings, private events
 - Volunteer run snack center during public events
- Basement
 - 7,453 sq./ft.
 - Storage
 - Utilities
 - Emergency Shelter
 - Generator
 - Accommodate Pets
 - Full Kitchen



Wakefield Community Center

Benefit Summary

- Provides a safe, healthy and inclusive environment
- Social Health
 - Shared emotional connections
 - Social Interaction
 - Reduces juvenile crime rates*
- Mental Health
 - More resilient to stress
 - Addresses isolation & depression which can lead to drug and alcohol abuse**
- Physical Health
 - Keeps your body moving
 - Lowers blood pressure, delays onset of diabetes, lowers heart disease and obesity rates**



Wakefield Community Center

Construction Costs

- Estimated at \$4.9mm
 - Down from \$7.0mm
- Simplified Design
- Design/Build Construction
 - Streamlined Project Management
 - Cost-Effective
 - Faster Delivery
 - Higher Quality
 - Great Degree of Customization



Wakefield Community Center

Tax Payer Impact

The Tax impact of \$126/year for the Bond
— will be reduced by Fundraising and Grants.

- Example: Every \$100K raised would reduce the annual tax impact by \$3.15/ year on \$350,000 property valuation.



Wakefield Community Center

Funding Sources

- Friends of Wakefield Parks & Recreation
 - Non-Profit 501(c)(3)
 - Fundraising
 - Corporate Sponsorships
 - Naming Rights



Wakefield Community Center

Funding Sources

- Bond
 - Current NHMBB Estimated Interest Rate – 5.5%
 - 20 Year Payoff
 - Annual Interest & Principal Payment = \$415k/yr.
 - Est. Tax rate Impact = \$.36 per \$1,000
 - Example: \$350,000 land and building value
 - \$126/year



Wakefield Community Center

Operating Budget

Item	2023 Budget	2023 Budget w/New Community Center	Notes
Salaries (Director, Asst. Director, Program Coordinator, Mtg. Minute taker)	\$ 141,216	\$ 141,216	No additional full time staff
Part-Time Program Staff - Wages	\$ 41,000	\$ 66,625	Increase Part-Time Program Staff from 8 to 13
Postodial	\$ 8,987	\$ 28,145	Quote provide by existing cleaning company
Heat/Electricity	\$ 6,074	\$ 33,251	Benchmark: Fryeburg, ME (5 months @\$3500/7 months@\$400) Adjusted for sq. ft. differences. Added 30% for inflation
Water/Sewer	\$ 888	\$ -	
Facility Repairs/Maintenance	\$ 750	\$ 500	
Supplies	\$ 850	\$ 4,250	Cleaning & bathroom supplies; paper
Computer - Equipment Maintenance	\$ 1,827	\$ 1,500	Security cameras. Get computers on town contract
Direct Program Expenses	\$ 35,685	\$ 90,832	Expenses to run program (instructors, refs, supplies, trophies, etc.)
Total Operating Expenses	\$ 238,573	\$ 367,619	
Total Program Revenue	\$ 93,045	\$ 230,680	Fee's charged for programs
Net Costs	\$ (145,528)	\$ (136,939)	



Wakefield Community Center

Program Budget Detail

Program	2023 Revenue Budget	2023 Expense Budget	New Community Center Revenue Budget	New Community Center Expense Budget	Notes
After School Program	\$ 14,270	\$ 875	\$ 30,000	\$ 2,000	Increase from 30 to 60 participants
ASA Softball	\$ 3,965	\$ 1,215	\$ 4,000	\$ 1,250	
Cal Ripkin Baseball	\$ 6,980	\$ 5,076	\$ 7,500	\$ 5,100	
Children Entertainment			No Fee	\$ 6,000	
Education Classes			\$ 1,150	\$ 750	Safe Sitter, CPR/First Aid, OHRV Safety
Holiday Dances			\$ 6,000	\$ 2,000	Dancing w/stars event, holiday dances, daddy/daughter
Recreation Programs	\$ 6,500	\$ 3,787	\$ 8,000	\$ 4,200	Adult field trips: ski program, ice fishing derby, holiday programs, car show, concerts, outdoor children's entertainers
Soccer	\$ 2,280	\$ 1,232	\$ 2,280	\$ 1,232	
Summer Camp	\$ 50,000	\$ 20,000	\$ 80,000	\$ 23,000	Increase from 50 to 80 participants
T-Ball	\$ 350	\$ -	\$ 350	\$ -	
Tiny Tots Playgroup			No Fee	No Fee	Fee-Wee Sports
Women and Co-Ed Softball	\$ 2,000	\$ 1,500	\$ 2,000	\$ 1,500	
Youth Basketball	\$ 6,700	\$ 2,000	\$ 7,500	\$ 4,700	
Adult Basketball (Open Gym)			No Fee	No Fee	
Adult Co-Ed League Basketball			\$ 2,000	\$ 1,500	
Adult Volleyball (Open Gym)			No Fee	No Fee	
Basketball Tournament (Host)			\$ 10,000	\$ 2,500	Refs, timers, trophy's
Bingo			No Fee	No Fee	
Community Dinners			No Fee	No Fee	Holidays (Valentines Day, Veterans Day, etc.)
Continuing Education Classes			\$ 8,000	\$ 6,000	Cooking, Computer, Knitting, Sewing, Music, Cribbage
Craft Fair			\$ 1,200	\$ 300	\$30/table: 3 times/yr.
Dodgeball			\$ 2,000	\$ 500	League, Open Gym, Tournament
Exercise Classes			No Fee	No Fee	Line dancing, ballroom dancing
Facility Rental			\$ 3,000	\$ 500	Cleaning and staff (if required). Birthday parties, private sports leagues, baby showers, etc.
Fishing Classes			No Fee	No Fee	
Fitness Room			No Fee	No Fee	
Floor Hockey (Open Gym)			No Fee	No Fee	
Indoor Adult Soccer (Open Gym)			No Fee	No Fee	
Indoor Pickleball			\$ 3,000	\$ 500	League, Open Gym, Tournament
Karate			\$ 2,700	\$ 2,300	
Paint Nights/Make & Take Craft Night			\$ 4,800	\$ 3,600	
Personal Training			\$ 5,000	\$ 2,600	
Pilates, Zumba, Yoga			\$ 9,000	\$ 6,000	
School Vacation Camps/Parent Night Out			\$ 15,000	\$ 10,800	
Sports Camps			\$ 11,200	\$ 2,000	Soccer, baseball, basketball
Totals	\$ 93,045	\$ 35,685	\$ 230,680	\$ 90,832	
Green = Enhanced Existing Programs. No Fee changes assumed					
Black = New Programs					



Wakefield Community Center

Benefits

“Let’s Do Something Today”

- Provides a safe, healthy and inclusive environment
- Social Health
 - Shared emotional connections
 - Social Interaction
 - Reduces juvenile crime rates*
- Mental Health
 - More resilient to stress
 - Addresses isolation & depression which can lead to drug and alcohol abuse**
- Physical Health
 - Keeps your body moving
 - Lowers blood pressure, delays onset of diabetes, lowers heart disease and obesity rates**

*NRPA Study. September, 2015

** No Health without Public Mental Health, London, 2010 Cited by NCBI, May,

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 37338
 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
37338	90192	01/03/2023	958	CONSOLIDATED COMMUNICATIONS	0.00	135.08
Totals:					0.00	\$135.08

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeCormack
Robert DeCormack, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 58388

Check Batch: 37340
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
37340	21967	01/06/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	461.75
	21968	01/06/2023	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	667.78
	21969	01/06/2023	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	224.90
	21970	01/06/2023	363	DIPRIZIO GMC TRUCKS INC.	0.00	198.19
	21971	01/06/2023	2175	EAI EDUCATION	0.00	29.95
	21972	01/06/2023	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	10,777.05
	21973	01/06/2023	8926	IRVING ENERGY	0.00	1,593.65
	21974	01/06/2023	8927	IRVING ENERGY-PROPANE	0.00	2,285.72
	21975	01/06/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	39.70
	21976	01/06/2023	2288	MSB CONSULTING GROUP	0.00	47.75
	21977	01/06/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	224.75
	21978	01/06/2023	260	PARKER EDUCATION	0.00	5,946.26
	21979	01/06/2023	9530	SOLJANT	0.00	5,400.00
	21980	01/06/2023	1706	CHARTER COMMUNICATIONS	0.00	435.27
	21981	01/06/2023	446	SUPERIOR FIRE PROTECTION, INC.	0.00	450.00
	21982	01/06/2023	1675	THE HOME DEPOT CREDIT SERVICES	0.00	449.86
	21983	01/06/2023	804	TREASURER, STATE OF NH	0.00	4,813.87
	21984	01/06/2023	9368	VERIZON	0.00	163.32
	21985	01/06/2023	2957	VOYA CLAIMS FUNDING	0.00	1,859.52
	21986	01/06/2023	2164	W.B. MASON COMPANY	0.00	49.11
	21987	01/06/2023	1944	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	70.00
Totals:					0.00	\$36,188.40

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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

Brennan Peaslee, School Board Vice-Chairman

Sandrea Taliaferro

Sandrea Taliaferro, School Board Member

Robert DeColfman

Robert DeColfman, School Board Member

Bob Ouellette

Robert Ouellette, School Board Member

Carlene Stewart

Carlene Stewart, Treasurer

Anne Kebler

Anne Kebler, CEO

21 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 37325
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
37325	90190	12/29/2022	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	500.00
Totals:					0.00	\$500.00

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandrea Taliaferro
Sandrea Taliaferro, School Board Member

Robert DeColfmaeker
Robert DeColfmaeker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 37326
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
37326	90191	12/30/2022	834	WASTE MGMT OF NH-ROCHESTER	0.00	1,138.50
Totals:					0.00	\$1,138.50

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandrea Taliaferro
Sandrea Taliaferro, School Board Member

Robert DeColfmacher
Robert DeColfmacher, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

Wakefield School District/SAU 101

Paul School

Superintendent: Anne Kebler

Principal: Kristen White Assistant Principal: Ivy Leavitt-Carlson

January Enrollment Report

2022-2023

Grade	Class	Inv. Total	Class	Inv. Total	Class	Inv. Total
Little Paws	17	Boston AM	9	Boston PM	8	
K	42		Libby	21	Lugo	21
1	37	Learned	12	Jakubec	12	Courts
2	43	Royle	13	Kelly	13	Krafton
3	64	Robinson	22	Reynolds	21	Purvis
4	55	O'Neill	20	Levesque	20	Osmer
5	51	Olson	19	Hurley	15	Seigler
6	42	Perkins	21	Boucher	21	
7	53	Gillikin (LA)	18	Nason (Science)	18	Bultman (Math)
8	52	Fairfield (SS)	18	Hurley (LA)	17	Wolforth(Math)
Overall Total:	456					

1/5/23

Paul School Enrollment Report 2022-2023

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June
LP	16	17	17	17	17					
K	44	43	43	42	42					
1	37	37	37	36	37					
2	47	45	43	43	43					
3	62	62	62	63	64					
4	57	56	55	55	55					
5	51	51	52	52	51					
6	44	44	42	42	42					
7	52	52	53	53	53					
8	53	52	52	52	52					
Total	463	459	456	455	456	0	0	0	0	0

High School Enrollment Report 2022-2023

	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Spaulding	156	156	154	152	150					
Kingswood	12	12	12	12	12					
Bud Carlson	5	5	7	8	8					
Brewster	1	1	1	1	1					
Total	174	174	174	173	171	0	0	0	0	0



Wakefield School Board Public Minutes

January 3, 2022

Held in the Paul School Library

Draft

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

Mrs. Collins called the meeting to order at 4:30.

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to enter non public under RSA 91-A 3:11 (c) at 4:30. Roll call Vote: Ouellette aye, Collins aye, DeColfmacker aye, Taliaferro aye, Peaslee aye.

The Board re-entered public session at 6:13 and Mrs. Collins recessed the meeting.

The meeting was resumed at 6:34

Others Present: Anne Grassie, Joelle Bournel and Relf Fogg and Max Gehring from Clearview TV.

Agenda Review

Mrs. Collins said under B. Old Business there is no added information.

Presentations and Public Hearings

Joelle Bournel from Rochester who is a cheer coach. She said two Wakefield students tries out, made the team and got their uniforms then were told they couldn't participate. She said she went through the Chain of Command and was told no by all. She asked the Board if they could write a request to allow Paul School students grades 6-8 to participate in volleyball, wrestling, cheer and lacrosse, sports that aren't offered at Paul School. She said that all the fundraising is done by the girls. No tax dollars are used. Their Superintendent Kyle Rupucci said he would need to see this request in order to pursue this. Mr. Grassie said her Board has had talks about integrating before Paul School students go to Spaulding. Mrs. Bournel said that the Wakefield School Board request would go to Mr. Rupucci then to attorneys to write a sidebar agreement attached to the AREA agreement. Both districts have the same law firm. Mr. Peaslee said we owe our kids this opportunity.

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to start the conversation with legal and send a request for our kids to participate in the sports at Rochester Middle School that aren't offered here and take all steps necessary to expedite this. (Vote 5-0)

Mr. DeColfmacker would like a list of the kids now on rosters right away to try and keep them on the teams. Mrs. Kebler will call Mr. Rupucci. Mrs. Collins will send an email to the Rochester Chair.

Mrs. Taliaferro said that the Kingswood lacrosse coach said that it has been brought up before about expanding the number of students that Kingswood can accept and he said he thinks that they could house our high school kids plus our seventh and eighth grade and he wanted to propose that. Mr. DeColfmacker said he was talking to a School Board member in another town and they host and they also have room. He feels it's worth looking into. Mrs. Collins will put it on the next agenda. Mrs. Collins said there will be a presentation from Parks and Rec at the next meeting.

Public Comment

Mr. Fogg asked if the Board knew the increase to the proposed budget overall. Mrs. Collins said she does not. Mr. Fogg asked where the \$7,500 is coming from for the truck. He asked the Board to run policy BHD by legal prior to adoption. He feels it eliminates choice

Mrs. Kebler said in regard to Ed 503.02, we have four teachers that have a statement of eligibility and working toward their certification through alternative education.

Mrs. Collins said the law has changed for public comment. She said she will open public comment and it will run for thirty minutes; each person still gets three minutes to speak. When everyone present speaks the Board will go back to conducting Board business and if anyone comes in within that thirty minutes, she will ask them if they have any public comment.

Consent Agenda

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

Meeting Minutes

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the 12-6-22 non public minutes. (Vote 5-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the 12-13-22 public minutes. (Vote 5-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the 12-20-22 non public minutes. (Vote 5-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the 12-20-22 public minutes. (Vote 5-0)

Reports

Superintendents Report

Our District Leadership Team met for a mid-year checkup "mini retreat" over vacation and feel very excited at the plan we are putting in place for our school community regarding addressing some of the challenging behaviors we were beginning to see prior to the holiday break. We will be reviewing out Panther Paw expectations with all members of our school community and begin to make sure we as a collaborative team assure that our expectations are a consistent practice throughout our school.

Professional learning around designing embedded lessons to foster improvement in the culture of the school, supporting our teachers in the collective responsibility to "teach" behavior to students by all the adults in the school. This professional learning will be done during staff meetings, leadership team meetings and other activities such as "lunch and learn" and "Intellectual Think Tanks" around instructional practice and addressing challenging behavior within our classroom settings. As a District Leadership Team, we acknowledge that monitoring and accountability must be a practice in the school, and we are committed to put in place a monitoring schedule to review where we are at in our process and reflect on the successes and challenges we face.

Beginning in January I will be scheduling two "Superintendent Chats" for parents and the community at large to come in and chat about topics of interest. The schedule of these chats will be the 2nd Tuesday of the month at 9:30 am, and the 4th Tuesday of the month at 4:30 pm. Hopefully this will provide enough of a variety of time to accommodate all. Space is yet to be determined, but I will be sending further information out to our families the first of next week. By working as a school community collaboratively I believe we can move mountains and provide a school for our students that fosters a love for learning and a respect for all. I look forward to the remainder of this school year as a time to grow together keeping our students at the forefront of our thinking.

Mrs. Taliaferro asked if they are doing the Book Buddy Program this year. Mrs. White said they are brainstorming ideas on how to make that happen. Mr. Ouellette asked to have copies of the budget and warrant for the Board before next Tuesday. She will have copies for the Board and public. She believes Mr. Markiewicz will be at the Public Hearing.

School Administration Report

On December 13th, the Paul School Leadership team met to discuss Blizzard Bags, Progress Reports, Schedule for 2023-2024 School Year, NWEA/STAR update, Hallway Behavior, and Substitute Plans.

Progress Reports were sent home on Monday December 19th. On Tuesday December 20th, our third graders enjoyed a trip to the Rochester Opera House to see the play A Christmas Carol. For many students, this was their first experience on both a field trip and at a performance like this. We are so pleased to be able to offer enriching activities like this for our students and thankful for the work of the third grade team in organizing this trip.

On December 20th our Climate and Culture Committee hosted a staff breakfast. A special thank you to all the members of the committee as well as the Wakefield Inn for preparing the delicious food. We appreciate the time and effort put in to help create an environment that promotes our

gratitude for the tireless efforts our staff input in each and every day to ensure that the Paul School is a wonderful place for all of us to learn and grow together.

Community Day took place on Thursday, December 22nd. The entire school community met as one for the first time this school year to listen to grades 1-3 sing Holiday Carols, we were able to honor the tradition of a special performance by Paul School Staff of the 12 Days of Paul School. Our students of the month were recognized and congratulated for their accomplishments. We would also like to recognize Cathy Olson, our outstanding staff member for the month of December, Cathy has been a team player. This was streamed for our families on our school Facebook page. On December 22nd, all students celebrated the holidays with a cookie decorating kit provided by the school. Students were able to decorate and enjoy a homemade cookie in their classrooms before they left for break. Spelling Bee classroom winners, and an alternate have been chosen and we are looking forward to our school wide Spelling Bee this month. Winners have been practicing their words in preparation for this event. Our winner will represent the Paul School in the online semifinal regional Spelling Bee during the week of February 6th. If our Paul School representative advances, he/she will attend the Regional Final Spelling Bee in March.

The Scholastic Book Fair was a success for December! Our library volunteer Katie Howard was amazing each day helping kids find books or counting their money to ensure they had enough. Students from each class had time to spend at the book fair and it was open before and after school. Students were excited to see many of the new or popular titles to choose from such as the newest from the Diary of a Kid or from Pigeon Rides a Roller Coaster. The books about video games were the most popular, especially with some of our Minecraft fans. Some students haven't ever been to a "book store" and that was a thrill alone. Seeing their excitement for what there was is the best part. Thank you to Mary Soares as well as Sharon Bonnevie for helping assist during the fair.

STAR testing was completed before break began. The purpose of this progress monitoring is to ensure an objective measurement of student growth in English Language Arts and in Mathematics. These assessments are completed quarterly and allow us to track our progress and identify students in need of additional academic support as well as enrichment opportunities to challenge students. Kindness continues to be our theme for the year. During the month of December, students were given kindness tickets when they were caught being kind. As classrooms accumulated tickets, they earned a guest reading of The Polar Express with hot cocoa. Students were also provided an at home Kindness Calendar where they completed acts of kindness at home to earn tickets for their classrooms as well.

Throughout the month of December staff and students were able to fill out Caught Being Kind Cards to have read on the morning announcements, which was a wonderful way to start each day celebrating the kindness of our school community. We continue to work with Howard Systems to update and expand our reach through our Infinite Campus messaging system. Family and staff contacts have been continually updated and we seem to be gaining headway. In December we began rolling out the Wakefield Weekly through messenger to ensure that all families can access a digital version of the newsletter. We also post this information on our school Facebook page and school website and if needed a printed copy can be sent home with students. Please reach out to Michelle Farina if you would like a paper copy.

On Thursday January 19th, our 8th grade students and teachers will visit Spaulding High School. Students and staff will tour the Richard W. Creteau Regional Technology Center. The visit will include a tour of the Richard W Creteau Regional Technology Center and a demonstration by the Spaulding High School ROTC. This visit will help inform students of the opportunities available to them at Spaulding High School. This trip is an excellent opportunity for our students, and we look forward to this experience. As always, we expect the best from our students during outings such as this one. This visit will help inform students of the opportunities available to them at Spaulding High School. A Parent Information Night for incoming 9th graders will be held on Wednesday, March 8, 2023, at 6:00 PM in the Spaulding High School Auditorium, 130 Main Street Rochester NH. Enrollment packets and additional information will go home with 8th grade students the week of January 3rd. If you have any questions, please contact Ms. Cook, School Counselor, (lori.cook@sau101.org).

Members of our PBIS/ MTSS- B Team have been participating in a series of training through the NHDOE. On Thursday January 5, 2023, members of our PBIS/ MTSS- B Team will meet with Stephanie King from the NHDOE to continue to strengthen our Tier I Supports for students. Stephanie will work with our team for the remainder of the year to support this very important work

Mrs. White said that she had received a letter from Kingswood and they will be having a Parent night on February 1st at 6:30 in the lecture hall in the main building.

Old Business

Follow-Up

Mrs. Kebler handed Mrs. Peaslee the bus rosters from past years. She said she's not sure if they are full or parttime. In 2017-18 there were 11 drivers rostered. In 2018-19 there were 10, 2019-20 there were 12, 2020-2021 there were 10, 2021-22 7 rostered and 2022-12, there were 7. Mrs. Peaslee said the 2017-18 included Milton as the rosters are done over the summer.

Mr. Kebler said they have the RFQ done for the bus, also the bid for contracted services is ready to go out. The bid for the buses that are being retired is in the newspaper this week. The three busses are being move to the ballfield to make more room for the other buses. She did some research on time clocks. She said you can get an iPad or a normal timeclock where you punch in and out. Mr. Williams would like this used for custodians as well as other hourly employees. Mr. Ouellette said you can buy a cheap timeclock for \$150. He said you could also get one that runs on a program on a computer in the SAU office. All the calculations can be done right on the computer and not have to take the cards and transfer the information and add up all the hours. He said they were fairly cheap.

Mrs. Kebler said she reached out to Robbie Nason and will continue to do so. She suggested to him following the Siemen process. It allows the family to make a choice. She didn't have Mr. Markiewicz contract as an employee had been out. She did say that the contract did say that we'd continue to advertise for a face to face BA and give Mr. Markiewicz two weeks' notice. Indeed will be up and running very soon. Mrs. Kebler will email the policy to the Board members.

Transportation

Mrs. Collins asked if anyone at the school could help with transportation. Mrs. Kebler said Mr. Williams is helping her. He has an advantage over her because he knows the town. Mrs. Collins said we are having a hard time filling the position. A person that was going to help us next year is wavering. Mr. Ouellette asked if the Board would agree to change committees around as he heard there is a conflict. Mrs. Peaslee said she has no problem stepping away from the Transportation Committee. She feels that the committee has discussed buses and bus parking lot and not staffing. Mrs. Kebler said there seems to be concern about conflict with transportation and part of that is because they don't have a manager.

Mrs. Collins explained that the conflict isn't with current staff but with possible hires that do not want to work with the present committee. Mr. Ouellette said the reason he suggested this is to not have any conflict at all, switch Transportation and Facilities. Mr. DeColfmacker suggested tabling this. He wants the conflict to be brought out in the open, who it's with and what's going on. Routes continue to be a problem. Two new CDL drivers will be driving by the end of January.

Policies

All 2nd reading

BHE: School Board Use of Email and Other Electronic Communication. Under General, they are adding 'the Board will only use their assigned SAU email for official school business and not your personal email'. Change the word communications to email. The Board had no issues with using the school email for official board business. The Board decided to remove paragraph 2.

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to approve the amended policy BHE: School Board Use of Email and Other Electronic Communication. (Vote 5-0)

IJLL: Reconsideration of Library or Class Materials. Mrs. Collins said this is the process a parent has to go through to challenge a book they believe shouldn't be in the school library.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve policy IJLL: Reconsideration of Library or Class Materials. (Vote 5-0)

IJL: Library Material Selection and Adoption. Mrs. Collins said a lot of time has been spent on this policy making sure everyone understands the process and the research she uses when purchasing books. Mrs. Taliaferro referred to policy BG. She suggested that before waiting to see that there's a problem when you can see that something will probably raise some flags, why can't the library give those to a committee and have them read/review them to make sure they fit our community? Mrs. Collins said a committee is put together when a book is challenged and Mrs. Taliaferro agreed. She said she was just thinking about ways to avoid the controversy that could arise before it arises

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to approve policy IJL: Library Material Selection and Adoption as it stands. (Vote 4-1)

Nominations/Hires/Resignations

None

Mrs. Collins explained to Mr. Fogg that Public Comment had ended.

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to adjourn the meeting at 8:09 (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary



Wakefield School Board Public Minutes

January 10, 2023
Held in the Town Opera House Foyer
Draft

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

The Chair opened the meeting at 7:10.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve Article 2, The Operating Budget for \$11,989,599. (Vote 5-0)

The Board had a short discussion on buses. The RFP quotes are due the first part of February.

Mrs. Ouellette made a motion, seconded by Mr. DeColfmacker, to adjourn the meeting at 7:18. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Policy Meeting Notes 01.11.2023

BEDD – Board Meeting Rules of Procedure & Order – will be reaffirmed

BEDH- Public Participation at Board Meeting – Anne will research how to word the public speaking for a person that shows up after the meeting starts. This will be a revised policy once it goes to the Board.

DJ- Purchasing – will be revised

DJ-R Purchasing Procedures – will be adopted

DK – Payment Procedures – Will be reaffirmed

At the next Policy Meeting JICD, JKAA, KE, KEB, BEDB will be reviewed.

Kristen asked that we go back to sending all revised, reaffirmed, adopted policies to all staff.

SAU # 101
Student Service Report
January 17, 2023

Special Education Update:

- A Child Find Clinic was scheduled and advertised for January 11th. No one signed up for this clinic. The team will hold another clinic in the spring.
- Transition planning to high school is beginning. Our team will work with the special education departments at both Spaulding and Kingswood to aid in a seamless transition of the supports and services that these students require over the next months.

Wakefield School District Special Education Numbers:

- Little Paws (PreK): 7 identified students
- Paul School: (K-8): 84 students
- Spaulding High School: (9-12): 19 students
- Bud Carlson Academy: 1 student
- Kingswood: (9-12): 3 students
- Out of District Placements: 8 students

Total number of students with disabilities: 122

Total number of 504 students: 18

Respectively Submitted,

Lisa Dubois

Director of Special Education

Deliver to Anne
Intervale 03845

All ▾

uattend cloud-connected touchscreen

EN ▾

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Account & Lists ▾Returns
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1

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35

SAU 101 - Wakefield, NH

To **Richard Dill** of **Wakefield** in the County of **Carroll**.

Whereas, there is a vacancy in the office of **School District Moderator** we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said **Richard Dill, School District Moderator** for said town; and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the School District Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office, for a term through March 2023.

Given under our hands this _____ day of _____

MEMBERS OF WAKEFIELD SCHOOL BOARD

I, **Richard Dill**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as **School District Clerk** to the best of my abilities, agreeably to the rules and regulations of the Constitution and Laws of the State of New Hampshire, so help me God.

STATE OF NEW HAMPSHIRE
CARROLL COUNTY ss.

Personally, appeared the above named who took and subscribed the foregoing oath. Before me,

Richard V. Dill

Date: _____
Received and recorded

School District Clerk of the Town of Wakefield

Warrant Article presentations

As in past practice, at the deliberative session, once a warrant article is moved, a board member summarizes the purpose of the article. We will decide who will be presenting each warrant article, and I will follow up with a summary of the article for each of you. There are 9 warrant articles that will need to be summarized. They are as follows:

Article 02 - Operating budget

Board member presenting

Article 03 Special Education

Board member presenting

Article 04 Transportation

Board member presenting

Article 05 Building Maintenance

Board member presenting

Article 06 Paving of 76 Taylor Way

Board member presenting

Article 07 Replacing Boilers

Board member presenting

Article 08 Well Replacement

Board member presenting

Article 09 Maintenance Building Replacement

Board member presenting

LIFECHANGER OF THE YEAR NOMINEE PROFILE

[« Return to Nominee List \(nomination_list.cfm?NominationYear=2022\)](#)



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Elayne Ellis

Position: Fourth Grade Teacher

School: The Paul School

School District: SAU 101-Wakefield School District

City, State: Sanbornville , NH

 Support Elayne (<https://www.lifechangeroftheyear.com/showspirit/>)

 Leave a comment for Elayne

 Get Updates on Elayne's Nomination

Music that Describes Elayne

1 Another One Bites T

2 Wind Beneath My W

Elayne Ellis - LifeChanger of the `

PREVIEW

Elayne Ellis was nominated by Kelly Pitard, a parent of a student, as well as her colleague Laurie Belliveau.

"I have had the absolute pleasure of knowing Ms. Ellis for the last few years, as she has taught two of my children in her classroom," explains Pitard. "Mrs. Belliveau has worked directly with her for nine years. We want to share with you how she has truly been a LifeChanger who has impacted our lives and those of her students."

"Ms. Ellis has been an outstanding elementary school teacher for over 20 years, an exceptional coworker, colleague, team player, and most importantly, a role model to the students and school community," said Belliveau. "She demonstrates this in many ways. Ms. Ellis is supportive of all students and colleagues within her classroom and school community. She collaborates with stakeholders and administration for successful academic, social, and emotional learning for students. She builds and fosters relationships and demonstrates strong communication and organizational skills. She motivates, supports, and recognizes her students at all levels."

Ms. Ellis is a committed, positive, compassionate, collaborative, and genuinely caring and empathetic person with everyone she engages with, particularly her students. She shows them how to love one another, lift each other up, show empathy, and encourage each other, no matter their struggles or strengths. She demonstrates these qualities daily, in and out of the classroom.

Educating and supporting the students is her #1 priority. She supports and encourages all students socially, emotionally, and academically. Ms. Ellis understands and accommodates those with learning disabilities, physical and emotional challenges, and all learning styles. She ensures each student gets what they need to learn and be successful in their school and personal lives. Ms. Ellis continuously reaches out to her students and parents, keeps constant communication about their day at school, and also cares about what is going on at home. She makes her lessons exciting by sharing her

experiences and amazing personality to engage and interact with the students. Her teaching style is fun and engaging. Ms. Ellis uses a variety of strategies to make her teaching more effective and create a successful learning environment for all students. She is a favorite among students and is frequently sought out by previous students she once had in her classroom.

She is a veteran staff member within the district. She mentors new colleagues and always welcomes all educators with open arms. She shares her wealth of knowledge and experience, and she's enthusiastic about education. Ms. Ellis is part of the Wellness Committee at school, as well, because she cares about each and everyone's well-being. Ms. Ellis encourages everyone to be healthy, happy, and live their best life!






"Ms. Ellis changed my life by showing me how to be an Educator," said Belliveau. "She exudes what every educator should be. Listen - Support - Encourage. In every way possible."

"I'd like to share how she has changed my life, particularly my children's lives," said Pitard. "I had always heard about Ms. Ellis, as she taught several of my nieces and nephews years prior. But it wasn't until I met her for my own children that I realized the magnitude behind this wonderful woman. She has taught both of my children for the last two school years, and in both years, she has consistently surprised me. My children are twins in different grades, and they have polar opposite personalities. When it seemed most people were frustrated with my behavioral child, she welcomed him. When we were out of options, she created more. When I had had enough, she didn't let me quit. She said, 'Let's figure this out,' and came up with a new plan on the drop of a dime."

"She takes the time to get to know each student, and she makes sure they learn in whatever way works for them. She stays in touch with their parents, refusing to let any child fall through the cracks. Elayne handles anything thrown her way with a smile on her face. She has been the kind voice and words, talking to us through our own tears after IEP meetings, the voice of reason or the tough love needed to get the hardest kids through their long days, all while still caring for her own family outside of her workplace," said Pitard.

"I can't piece together the exact words to show my gratitude for her and how she has changed mine and my kids' lives. She has truly made a difference in my children's academic, social, and emotional success. She has made an impact on our lives that will last a lifetime. The love she has for her job shines through daily. She truly cares for all of her children and coworkers and deserves recognition for her 20+ years of love and dedication. For good reason, children from 4+ years prior still visit her on an almost daily basis," said Pitard. "She is truly an asset to our children's lives and school community as an educator and human being. She is a LifeChanger!"

SHARE:

	51	(/nomination_detail.cfm?ShareType=1&shareName=Elayne Ellis&NominationID=8383&NominationYear=2022)
	31	(/nomination_detail.cfm?ShareType=2&shareName=Elayne Ellis&NominationID=8383&NominationYear=2022)
	31	(/nomination_detail.cfm?ShareType=3&shareName=Elayne Ellis&NominationID=8383&NominationYear=2022)
	33	(/nomination_detail.cfm?ShareType=4&shareName=Elayne Ellis&NominationID=8383&NominationYear=2022)
	33	(/nomination_detail.cfm?ShareType=5&shareName=Elayne Ellis&NominationID=8383&NominationYear=2022)

Comments (17)

Your Name:**Your Email:****Your Comments:****Post Comment****Laura Colbath** Posted 7 months ago

My son has been in Ms. Ellis's class this year and she is absolutely amazing. She has Inspired him to enjoy school again and work hard. She is patient and kind and her students know her expectations. She focuses on each child individually, encourages their strengths and helps them work through their weaknesses. Our students, school and community are so lucky to have her.

Jackie Posted 7 months ago

You want an amazing teacher.....you got it! Elayne cares about each and every student and meets the needs of all of them. I have worked with her,since I started 10 years ago, and to say she puts all effort forth into her teaching is an understatement!

Tammy Canney Posted 7 months ago

I have had the pleasure of working with Ms. Ellis. She is definitely an amazing teacher and coworker. She truly loves her students and it shows in the way she builds up their confidence, self-esteem, and knowledge. They leave her room not only with educational knowledge, but the knowledge that they were loved and cared for and she carries that through for as long as she knows the student. She is the epitome of a life changer.

Ashley Fisher Posted 7 months ago

We were so lucky to have Ms. Ellis for our oldest.She is that teacher everyone will remember, because of the support and kindness she shows everyone she meets.My daughter had been in Title one for 2 years and was able to graduate out because of her improvements that year.She

really strives to help each student reach their goals. I hope my other two children are lucky enough to have her as well!

Jennifer leavitt Posted 7 months ago

I had the pleasure of working with Elaine for years. She's an amazing person and would do anything for her students. She a life changer for many and deserves to be recognized!

Marisa Foss Posted 7 months ago

I agree with all of the numerous reasons Ms. Ellis was dominated. I have had two children in her class with very different learning styles and abilities. She took the time to understand both and has communicated with me every step of their learning process. With my daughter especially, other teachers have quickly labeled and placed her in a box, where Ms. Ellis sees her extraordinary gifts and the whole child beyond a grade. Every question or concern I have is met with grace and understanding and every milestone my daughter hit is met with enthusiasm and care. She supports my decisions as her parent and has been an absolute pleasure to interact with. I am so grateful she is in our school community!

Courtney Solsky Posted 7 months ago

My son Carson did not have Ms. Ellis but he tells me often he wishes he had. He mentions how fair she is will all students. It does not matter if they are smart or not. He has gain a lot as as learned from her his this year sharing a module. Ma Ellis is not his teacher but her respect her at one.

Carla Lyle Posted 7 months ago

Mrs Ellis is an amazing teacher who is able to find success in all of her students. She is firm but also compassionate. I would have loved all of my children to have Mrs Ellis!

Sandra Taliaferro Posted 7 months ago

I have had the pleasure of having many of my children in Ms. Ellis classroom, I was very thankful to have her during covid. She went out of her way to reach out to me and my son repeatedly to make sure I understood the material and was able to appropriately help my son. She was great at letting me know it's ok for us to take a break or a day if we needed during these tough times. She is always helping and caring for all the students. There is no fluff or wishy washy thoughts or feeling with her. She is there to help and let you know the good and the not so good, if any. She always went above and beyond if we had issues with IA classes or teaching teachers she would step in and make sure we were heard or helped. She is fun, energetic and just lovely. My son did better in her class during covid than he does in class in his grade now. She is a teacher these children will love and remember for years to come after they have had her and even into their adult life's. We are very lucky to have her.

Brenda Bradt Posted 7 months ago

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Elayne is the absolute best teacher I have ever worked with. I have spent 30 years in education, and was lucky enough to be a para professional with her for several years. Elayne is knowledgeable about her curriculum, but flexible enough to keep her material fresh and fun. I consider working with her a privilege!

Tara McKenna Posted 7 months ago

Ms Ellis is a wonderful teacher and my daughter has had nothing but positive things to say all year. She is kind and fair and creates a learning Environment where all are comfortable to grow and learn. We will miss her next year !

Jen Hayward Posted 7 months ago

I love you Elayne! You are a fantastic educator and am amazing friend?? thanks for all you did when you had Trinity! You are phenomenal!??

Nichole Dolaher Posted 7 months ago

Ms. Ellis is an absolute amazing teacher!! She has had 3 of 6 of my children so far and one she followed up to the next grade, I am hoping she has my daughter in the fall. My son was begging her to follow him up to 6th because he loved her so much! She just gets Children and is excellent at getting on their personal level and explaining and helping them . She deserves this more than anyone I know! Ms. Ellis we love you and I am excited to have 3 Kids coming up soon :) Nickie

Ashley Posted 7 months ago

Ms. Ellis was not only my daughters teacher but one of my own she's an amazing person and always puts the students needs first! She is someone that goes above & beyond for her students! My daughter did nothing but talk about Ms.Ellis all the time and always said great things and made her feel comfortable in her learning! She has made a such a difference in so many peoples lives !

Maygan Salisbury Posted 7 months ago

Ms Ellis is amazing! She's that teacher that everyone should have!

Nicole Posted 7 months ago

My daughter never had Ms. Ellis as her "direct" teacher, however, the year when the entire world shut down and all schools went remote, she played an instrumental role in my daughter's education. That year my daughter was in 4th grade and her core teacher was new to the school. Both Ms. Ellis and the other teacher collaborated and worked together to give the entire 4th grade the best year they possibly could. She was the go to person for guidance. She was a mentor to not only the other teacher, but to ALL the students. It didn't matter that my daughter wasn't "assigned" to her class, she was there for her. Helping her with assignments and lessons. She is an amazing teacher that any student and parent would be lucky to have. I can't think of anyone more deserving of this nomination.

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Rhonda Meserve Posted 7 months ago

100% agree. Ms. Ellis is wonderful and deserves this!!

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BOARD MEETING - RULES OF PROCEDURE & ORDER

Purpose: The purpose of this policy is to help promote effective and efficient board meetings.

I. General Principles.

- A. Meeting rules should facilitate, rather than inhibit, the Board's deliberation and decision-making process. The rules should be readily understandable and help keep meetings free from procedural quagmires.
- B. All board members have equal rights, privileges and obligations in the deliberative and decision-making process. Meeting rules should help assure that each member is able to participate in the debate, and that no single member is able to dominate discussion to the exclusion of other members.
- C. Every board member, and the public in attendance has the right to hear what is going on at all times.
- D. A meeting can deal effectively with only one specific matter at a time.
- E. Members have a right to know beforehand what they will be discussing and/or voting upon.
- F. Public board meeting does not mean meeting of the public.
- G. A school board meeting is a meeting at which the Board conducts its business. While board meetings are open to the public (except as provided under RSA 91-A:2 and 3), board meetings are not public hearings where the public has the right to speak. Public comment at board meetings shall be governed by Board Policy BEDH.

II. Meeting Rules.

- 1. The Board Chair shall preside over all meetings of the Board. In the Chair's absence the Vice Chair will preside, followed by the most senior member then present.
- 2. The presiding officer will conduct the meeting following the rules set forth in this policy.
- 3. By majority vote, the Board can overrule any ruling of the presiding officer regarding the application of these rules. A board member can raise such a request by a "Point of Order", followed by a motion with respect to the specific decision.
- 4. The presiding officer will take the agenda in the order that it was presented, unless the Board, by majority vote, chooses to take agenda items in a different order.
- 5. All speakers should be courteous and must speak on the issue then under discussion, not to the individuals raising them, or any other matters (except those taken up by a majority of the Board.)
- 6. Each board member has the right to participate in discussion and debate if he/she wishes, before any other member may speak a second time.

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

Adopted by the Board: *19 November 1991*
 Reaffirmed by the Board: *6 December 2000*
 Reaffirmed by the Board: *6 May 2002*
 Revised by the Board: *17 October 2012*
 Revised by the Board: *5 March 2019*
 Reaffirmed by the Board:

BOARD MEETING - RULES OF PROCEDURE & ORDER

7. No one may speak unless he or she has been recognized by the presiding officer. A board member may interrupt only to state a "Point of Order", "Point of Information" or "Point of Inquiry". The presiding officer will then recognize the member for the limited purpose of stating the point of order, etc.
8. The presiding officer may decide, on his/her own initiative, or upon request by a board member, to recognize a staff member, another board member, or other person in attendance, to address the Board with respect to the matter then under discussion.
9. Agenda items requiring action by the Board should be preceded by a specific motion, clearly articulated, followed by a second. Motions should address only one issue or idea. If a motion is complex, or has conditions, the motion should be written out and read back by the Board's minute taker.
10. If a motion does not receive a second, then the motion is treated as if it were not considered by the Board. Such a matter may be raised again at a later date in accordance with the Board's agenda policy and rules.
11. When a motion is on the floor, no new topics should be debated, and no new motions will be accepted, other than the following motions addressing the main motion or the meeting itself:

Motion	Debatable	Votes Required to Pass
Amend Motion	Yes	51%
Limit Debate (e.g., time limits or # of times each member may address the motion)	Non-debatable	2/3 (60%)
Call the question/close debate	Non-debatable	2/3 (60%)
Refer to Committee/Admin Study	Yes	51%
Postpone to a Later Time (Diff. day)	Yes	51%
Postpone Indefinitely (Kill)	Yes	51%
For roll call* vote <i>*All votes in non-public must be by roll call</i>	No	2 members
Recess	Non-debatable	51%
Adjourn	Non-debatable	51%

12. As provided under RSA 91-A:2, II for open sessions, and 91-A:3, III for non-public sessions, no vote may be taken by secret ballot.
13. The presiding officer should, in accordance with the duties of all board members, vote on every issue.

Mary Collins, Chairperson
 Brennan Peaslee, Vice Chair
 Sandra Taliaffero
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 Robert DeColfmacker

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BOARD MEETING - RULES OF PROCEDURE & ORDER

14. No item may be discussed or decided upon in non-public session except as provided under RSA 91-A:2 and 3; policy BEC.
15. Abstentions shall have the same effect as a vote in the negative. A member who has recused him or herself does not count either for determining a quorum, or the vote.
16. Motions for reconsideration are not favored except when new circumstances exist, or a perceived error has been made. Motions for reconsideration may only be raised at the same meeting as the original decision by a person who voted in favor of the original motion. Motions for reconsideration at a later meeting may only be considered when approved by a 3/5 super-majority, and only when the proposed motion is posted with the agenda for the subsequent meeting. Only one motion for reconsideration of any decision shall be permitted, irrespective of whether the first motion for reconsideration is successful. This provision shall only apply to the Board as constituted as of the date of the original decision.
17. Everyone who speaks must do so in a manner in which he or she can be heard by all members, and by the public in attendance.
18. The presiding officer may rule any member or other person out of order if such person disrupts the orderly conduct of a meeting, behaves in a disorderly manner, makes unlawful threats, willfully violates any of the above rules of order/procedure, or engages in any unprotected speech. If the board member or other person continues such behavior after being ordered by the presiding officer to cease, the presiding officer is authorized to have a police officer remove such person from the meeting and meeting location.
19. This policy is not intended to stifle any civil discourse.

Mary Collins, Chairperson
Brennan Peaslee, Vice Chair
Sandrea Taliaffero
Bob Ouellette
Robert DeColfmacker

Adopted by the Board: 19 November 1991
Reaffirmed by the Board: 6 December 2000
Reaffirmed by the Board: 6 May 2002
Revised by the Board: 17 October 2012
Revised by the Board: 5 March 2019
Reaffirmed by the Board:

PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs, and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

Rules of Order

1. **30 minutes** will be set aside for **the public** to address the Board. ~~This period may be extended by a majority vote of the Board.~~ Speakers will be allotted three minutes per person. There will be one opportunity for public comment on items that are on the agenda which will be at the beginning of the public meeting. **Speakers will only be able to speak once, and speakers may not relinquish their speaking time to other public speakers.**
2. **If there are not enough speakers at the beginning of the meeting to exhaust the full 30 minutes, the Board will move forward and conduct the business of the board agenda. The amount of time left from the 30 minutes will be noticed, and the board chair will recognize a member of the public for comment should a new member of the public enter the meeting.**
3. Members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Superintendent and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.
4. Consistent with RSA 91-A:3, Policy BEDB and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB. Any comment that refers to personnel and/or students will not be tolerated as per RSA 91-A:3 and will be considered out of order.
5. All speakers are to conduct themselves in a civil manner. Obscene libelous, defamatory, or violent statements will be considered out of order and will not be tolerated.
6. Any comments which do not adhere to the above rules of order, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.
7. In order to comply with the minute requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.

Legal References:

RSA 91-A:2, Meetings Open to the Public
RSA 91-A:3, Non-Public Sessions

Mrs. Mary Collins, Chair
Mrs. Sheena Robbins, Vice Chair
Mrs. Caitlin Gelinas
Mrs. Brennan Peaslee
Mrs. Sandra Taliaferro

Adopted by the Board: 6 December 2000

Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 2 January 2008
Reaffirmed by the Board: 19 September 2012
Reaffirmed by the Board: 21 August 2013
Reaffirmed by the Board: 4 June 2019
Reaffirmed by the Board: 15 March 2022

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PURCHASING

The Wakefield School District purchases supplies, equipment, and services necessary to support its educational programs. The District's purchasing goal is to provide the highest quality products and services at the best value and service.

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Superintendent is responsible for the quality and quantity of purchases made. All purchases shall fall within the framework of budgetary limitations and shall be consistent with the approved educational goals and programs of the District.

The Business Administrator shall be solely responsible for the final approval of all non-educational purchases. The Superintendent or designee shall approve educational purchases beyond budget limitations.

The Business Administrator shall be responsible for all phases of purchasing in accordance with this policy; for requisitions, current order purchasing, writing of specifications for bids and requests for quotations, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies. It is the responsibility of the Business Administrator to make purchase decisions that, in totality, are in the best interest of the District.

All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal and State laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures. See Board Policy DAF.

Statutory Reference/Administrative Rule:

RSA 194-C:4 II(a), Superintendent Services

NH Code of Administrative Rules, Section 303.01(b), Substantive Duties of School Boards 2

CFR 200.318 - 200,326

See Also: Purchasing Procedures (DJB)

Administration of Federal Funds (DAF)

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

Adopted by the Board: 16 August 1995
Reaffirmed by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Revised by the Board: 6 June 2012
Revised by the Board: 21 November 2012
Revised by the Board:

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PURCHASING PROCEDURES

Fiscal management can only be achieved through proper and consistent purchasing procedures for the procurement of supplies, equipment, and services for the Wakefield School District. These purchasing procedures are to ensure not only the proper encumbrance for forecast purposes, but to ensure management of funds is in compliance with District policy, generally accepted accounting principles, and the rules of the New Hampshire Department of Education. This procedure shall:

- Provide for the consistent accountability of all District funds.
- Provide for the consistent accountability of all Federal Funds and Grants received by the District.

Require that purchases be supported by purchase orders, contracts, or itemized procurement card (p-card) receipts. Payment shall be made only upon receipt of an original invoice or monthly p-card statement, and acknowledgement by the school or person receiving the goods or service of the completion of the order. When authorized by the Superintendent or Business Administrator to complete a cash purchase, school personnel shall submit the original itemized receipt for reimbursement.

Require school personnel to maintain a clear audit trail from receipt of funds to disbursement of funds.

Purchase requisitions must be entered in the District's financial software containing the budget unit organization and object codes to be charged, and bear the electronic approval of the Principal and/or Director. Orders that must be put to bid or have solicited price quotations must have a copy of the bid or quotation provided. The SAU Business Office shall verify that District policy and correct accounting codes are followed prior to the issuance of a purchase order. It shall be the responsibility of the Principal or Director to request a budget transfer of funds to cover any order that may take an account over-budget.

Expenditures that are less than the amount allocated to a particular function/object line shall be authorized in the following manner:

- \$0 to \$2,500 Building Principal or Director
- 2,500 & above Business Administrator

Purchases and projects involving expenditures in excess of the following dollar amounts shall be expected to comply with these practices:

- \$0 to \$10,000 Best interest of the District
- \$10,001 to \$20,000 Request at least three (3) written quotes (if available)
- \$20,001 & above Request at least three (3) written quotes in response to District developed Requests for Quotations or bid documents.

Exceptions to Bidding or Written Quotation Requirements:

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

Adopted by the Board: 16 August 1995
Reaffirmed by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Revised by the Board: 6 June 2012
Revised by the Board: 21 November 2012
Revised by the Board:

- Purchases made through collaborative purchasing groups.
- Purchases of utilities, where competitive sources are not available.
- Purchases involving the acquisition of personal or professional services.
- Purchases of proprietary maintenance contracts, where alternate “authorized” sources are not available.
- Renewal of current vendor service contracts where quality and timely performance is a critical requirement and where the Business Administrator determines renewal is in the best interest of the District.
- Purchases involving minor repairs.
- Purchases involving major repairs where bidding or formal request for quotation (RFQ) requirements are waived by the Business Administrator due to the urgency of the repair.
- Purchases involving a documented sole source of supply (e.g. textbooks) or Board approved sole source vendors.
- Any other purchases deemed to be within the best interest of the District and approved by the Board.

No exception shall be made nor procedure followed that is contrary to New Hampshire or Federal law. All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District’s written policies and procedures. See Policy DAF: DAF-3 and DAF-4.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures. See Policy DAF: DAF-3 and DAF-4.

Construction projects with a cost in excess of \$25,000 must be approved by the School Board. All bids and Requests for Proposals shall be issued from the SAU Business Office unless otherwise stated by the Superintendent.

Purchase orders or District procurement cards are to be used in every possible instance. Blanket purchase orders may be issued to vendors where repeated purchases of incidental items take place. All blanket purchase orders must be approved by the Business Administrator. The requirement for purchase orders may be waived by the Business Administrator.

Employees provided with a District procurement card for business purchases must follow the procedures established for p-card purchases.

In the event that a function and object line would become over-expanded, the expenditure must be approved by the Superintendent or designee. Every effort shall be made to find savings in other areas of the budget to offset such expenditure.

The Superintendent, with the advice of the Business Administrator, may institute a partial or full freeze on expenditures at any time to protect the District against a potential deficit.

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

Adopted by the Board: 16 August 1995
Reaffirmed by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Revised by the Board: 6 June 2012
Revised by the Board: 21 November 2012
Revised by the Board:

All purchasing, whenever possible and in the best interest of the District, shall be done cooperatively through collaborative purchasing groups (e.g. State of New Hampshire bids and U.S. Communities) or with other districts and/or municipalities to take advantage of lower prices for bulk purchasing, and to reduce the administrative costs involved in bidding.

Any individual who places an order without complying with the purchase order or **p-card procedures** shall be responsible for the payment of or return of the items received.

Administrative procedures relating to purchasing shall be recommended by the Business Administrator and approved by the Superintendent of Schools.

In the event of an emergency, the Superintendent or Business Administrator may approve a purchase outside the regular procedure. The Board shall be notified immediately of such purchases over \$10,000.

Statutory Reference:

2 CFR 200.317 - .326

See Also: Policy DJE, Bidding Requirements

*Policy DAF, Administration of Federal Funds: DAF-3, Procurement, and DAF-4,
Procurement- Additional Provisions Pertinent to Food Service Program*

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

Adopted by the Board: 16 August 1995
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Revised by the Board:

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PAYMENT PROCEDURES

All manifests, supported by original invoices, must be approved and signed by the majority of the Wakefield School Board.

The District's Treasurer will sign all checks that will be distributed from the SAU office.

Statutory Reference:

RSA 197:23 (a)

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

Adopted by the Board: 14 March 2001

Reaffirmed by the Board: 6 May 2002

Reaffirmed by the Board: 6 June 2012

Reaffirmed by the Board:

1-9-2023

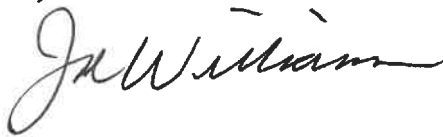
Bernard J. Williams
P.O. Box 556
Sanbornville, N.H. 03872

Dear Mrs. Kebler,

I have the opportunity for advancement in my career as a Facility Manager. It is with regret that I will be giving my resignation. I want to thank the Wakefield School District in my tenure here at the Paul School.

Regard's,

Joe Williams

A handwritten signature in black ink that reads "Joe Williams". The signature is written in a cursive style with a large, stylized "J" and "W".

Resignation effective 1/27/2023



Anne Kebler <anne.kebler@sau101.org>

Pregnancy due date letter and update

1 message

Jasmine M. Robinson <jasmine.robinson@sau101.org>

Sun, Jan 8, 2023 at 8:42 PM

To: Anne Kebler <anne.kebler@sau101.org>, Kristen White <kristen.white@sau101.org>, Ivy Leavitt-Carlson <ivy.leavittcarlson@sau101.org>, Michele Lambert <michele.lambert@sau101.org>

Hello,

Please see the attached letter from my doctor's office informing you of my pregnancy due date.

My original plan was to return to my position after my maternity leave, which I estimated would be sometime around Mid-May. Unfortunately, my daycare is not able to accept my newborn into their program until the fall. They did inform me that if for some reason they have a spot become available in May, they will let me know in March or April, although they think it's highly unlikely. Regardless, I will let you know should the situation change.

In the meantime, I regret to inform you that I will not be able to return to my position for the remainder of the school year. This is very disappointing to me as it's not what I planned. I looked forward to returning to teaching before the year was over and being with my students before they went on summer vacation and now I realize this is not possible.

I look forward to meeting with a long-term sub before I leave to go over long-term sub plans and have them shadow in the classroom to ensure that students have a successful remainder of the school year.

Thank you,

Jasmine M. Robinson
Grade 3 Teacher
Paul School
jasmine.robinson@sau101.org



Maternity Letter 2023.pdf

80K