

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

**Date: Tuesday, February 7, 2023, at
6:00pm**

Transportation Committee Meeting 5:15pm

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
3. **PRESENTATIONS, PUBLIC HEARINGS**
 - a. Annual Report Cover Contest Winner- Ashlyn Williams
4. **PUBLIC COMMENTS**: Public's opportunity to speak to items on the agenda.
5. **CONSENT AGENDA**
 - a. AP Manifest – Batch #38436, \$3,537.44; Batch #38434, \$1,022.60; Batch #38422, \$1,233,543.44; Batch #38421, \$3,985.77; Batch #38419, \$2,893.02; Batch #38405, \$850.00; Batch #38457, \$25.00
 - b. Payroll Manifest - Batch #38426, \$188,399.22; Batch #38440, \$409.02
6. **MEETING MINUTES**
 - a. WSB 1/17/23 Non Public Minutes
 - b. WSB 1/17/23 Public Minutes
7. **REPORTS**
 - a. Superintendent's Report
 - b. School Administrator's Report
8. **OLD BUSINESS**
 - a. Eureka Math
 - b. Gym Floor
 - c. Facilities Manager Job Description
9. **POLICIES (indicates first or second reading)**
 - a. BEDB- Agenda Preparation and Dissemination (1st Reading)
 - b. IMAH- Daily Physical Activity (1st Reading)
 - c. BEDD- Board Meeting-Rules of Procedure & Order (2nd Reading)
 - d. BEDH- Public Participation at Board Meetings (2nd Reading)
 - e. DJ- Purchasing (2nd Reading)
 - f. DJ-R- Purchasing Procedures (2nd Reading)
 - g. DK- Payment Procedures (2nd Reading)
 - h. JICD- Student Discipline and Due Process (2nd Reading)
10. **SUB COMMITTEE UPDATES**
 - a. Transportation Committee Update
 - i. Driver Manual
11. **NOMINATIONS/HIRES/RESIGNATIONS**
 - a. Lisa Wunderlich-resignation extension
12. **NON-PUBLIC**: RSA 91-A:3 II, if required.

Agenda Worksheet

13. ADJOURNMENT: _____ PM

Upcoming: The next Wakefield School Board meeting will be held Tuesday, February 21, 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 SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 58581

Check Batch: 38436
 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
38436	90198	01/23/2023	8927	IRVING ENERGY-PROPANE	0.00	3,538.44
Totals:					0.00	\$3,538.44

3

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

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

Report # 58578

Check Batch: 38434
 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
38434	90199	01/24/2023	8926	IRVING ENERGY	0.00	1,022.60
Totals:					0.00	\$1,022.60

57

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeCoffmacher
Robert DeCoffmacher, 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 # 58554

Check Batch: 38422
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
38422	21988	01/20/2023	9358	ALWARD, KIMBERLY	0.00	481.25
	21989	01/20/2023	948	BASIX AUTOMATION INTEGRATORS	0.00	5,999.76
	21990	01/20/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	225.00
	21991	01/20/2023	342	CROWELL'S TOWING & REPAIR	0.00	2,412.15
	21992	01/20/2023	378	EASTER SEALS NEW HAMPSHIRE	0.00	7,577.69
	21993	01/20/2023	2018	FOLLETT SCHOOL SOLUTION INC (content)	0.00	3,568.32
	21994	01/20/2023	1402	FRESH PICKS CAFE, LLC	0.00	22,777.88
	21995	01/20/2023	9477	HOWARD SYSTEMS	0.00	8,250.00
	21996	01/20/2023	1950	ILENE B. SPITZER, M.D.	0.00	15,075.00
	21997	01/20/2023	23	JP PEST SERVICES INC	0.00	505.00
	21998	01/20/2023	2881	KEBLER, ANNE	0.00	197.03
	21999	01/20/2023	9218	LISA DUBOIS	0.00	426.27
	22000	01/20/2023	9112	LISA WUNDERLICH	0.00	250.86
	22001	01/20/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	80.94
	22002	01/20/2023	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	5,777.73
	22003	01/20/2023	2288	MSB CONSULTING GROUP	0.00	2.56
	22004	01/20/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	22,250.00
	22005	01/20/2023	596	NH SCHOOL HEALTH CARE COALITION	0.00	77,262.50
	22006	01/20/2023	9290	PAGE STREET LEASING, LLC	0.00	75.00
	22007	01/20/2023	506	PIONEER MECHANICAL	0.00	5,151.55
	22008	01/20/2023	9586	PITARD, KELLY	0.00	76.25
	22009	01/20/2023	1257	REALLY GOOD STUFF, LLC	0.00	125.97
	22010	01/20/2023	686	ROCHESTER SCHOOL DEPARTMENT	0.00	878,786.16
	22011	01/20/2023	1209	SALMON PRESS, INC	0.00	60.00
	22012	01/20/2023	9530	SOLJANT	0.00	4,800.00
	22013	01/20/2023	9585	ST CHARLES SCHOOL	0.00	7,168.00
	22014	01/20/2023	762	STRAFFORD LEARNING CENTER	0.00	159,385.92
	22015	01/20/2023	9191	TORRES, LUIS	0.00	660.24

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	22016	01/20/2023	9293	UNION LEADER	0.00	155.50
	22017	01/20/2023	2853	VACHON, CLUKAY & CO., PC	0.00	1,668.50
	22018	01/20/2023	2957	VOYA CLAIMS FUNDING	0.00	1,719.23
	22019	01/20/2023	2164	W.B. MASON COMPANY	0.00	186.85
	22020	01/20/2023	2773	WAKEFIELD INN	0.00	374.32
	22021	01/20/2023	575	WILLIAMS, BERNARD J	0.00	30.01
Totals:					0.00	\$1,233,543.44

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro, School Board Member

Robert DeCollinachee
Robert DeCollinachee, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

34 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 58551

Check Batch: 38421
 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
38421	90197	01/18/2023	669	EVERSOURCE	0.00	3,985.77
Totals:					0.00	\$3,985.77

10

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandrea Taliaferro
Sandrea Taliaferro, School Board Member

Robert DeCormacker
Robert DeCormacker, 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

Report # 58548

Check Batch: 38419
 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
38419	90194	01/17/2023	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	20.99
	90195	01/17/2023	8926	IRVING ENERGY	0.00	608.49
	90196	01/17/2023	8927	IRVING ENERGY-PROPANE	0.00	2,263.54
Totals:					0.00	\$2,893.02

2

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeColimacker
Robert DeColimacker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

3 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 38405
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
38405	90193	01/13/2023	1706	CHARTER COMMUNICATIONS	0.00	850.00
Totals:					0.00	\$850.00

14

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeCoffmacher
Robert DeCoffmacher, 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

Check Batch: 38457
 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
38457	22022	02/01/2023	9604	WILLIAMS, ASHLYN	0.00	25.00
Totals:					0.00	\$25.00

16

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandrea Taliaferro
Sandrea Taliaferro, School Board Member

Robert DeCimack
Robert DeCimack, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

17

1 Check Listed.



Wakefield School Board Public Minutes

January 17, 2023

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	✓		

Others Present:

Wayne Robinson, Bo Keating Tom Daniels, Joe Williams, Caitlin Gelinas, Megan DeColfmacker, Ashia Roy, Sheena Robinson and Mary Soares from Clearview TV

Mrs. Collins called the meeting to order at 5:30.

Agenda Review

Mrs. Collins said a parent will be coming in to talk about recess. She would like to put that under PTA Update. As a courtesy to those coming to speak it will be Parks and Rec, PTA Update, Recess and then Gym Floor. The Board agreed to these changes.

Presentations

Parks and Rec – Multi Generational Community Center Presentation

Wayne Robinson Director of Parks and Rec made a presentation for the proposed Wakefield Multi-Generational Community Center to the Board explaining the multi-year process. He showed a conceptual drawing of the outside of the building and a drawing of the interior, pointing out the different rooms and what they may be used for. He explained potential costs and the many benefits of having this facility in Wakefield. They want to offer many programs for all ages. The facility will be located on town owned property at the current ballfield location. The tax impact breaks down to \$56 a year on a \$350,000 assessed value home. Grants, corporate sponsorships and naming rights are all part of the funding that will lower this number. Right now, they have twenty children in their after school care program and this would grow to sixty with the new building. Also, the numbers would increase for their summer camp to one hundred. Mr. Keating said it would be a safe healthy place for kids to go. All the details are available at the Parks and Rec building and online.

PTA Update

Ashia Roy told the Board that the PTA tried to have a tubing night at Gunstock but there wasn't enough interest. They are trying to reschedule this for March 12th. They are working on their

Easter breakfast. They have been doing their student centers and the last one was an ice cream event. They still do the snack tray for each grade level and continue to stock the teachers' lounge monthly. They have a movie night and a couple of dances coming up.

Recess

Mrs. Robbins, Mrs. DeColfmacker and Mrs. Gelinas came before the Board to request a change in the 20 degree number for allowing students to play outside in the winter. They would like it changed to 15 degrees as it is in many surrounding schools. They stated the health benefits both physical and mental of students to playing outside. Mrs. Robbins asked the Board to adhere to policy IMAH - Daily Physical Activity. In the Student Family Handbook there is a section labeled Recess where there is an expectation for parents and students. She also would like the students to access facilities and supplies. They were also concerned with the kids playing on the tar in front of the school and not the field and the playground equipment.

Mrs. DeColfmacker said that there seems to be a climate and culture problem. There are policies in place stating that students are to come to school with the proper clothing for recess. She is also concerned with the kids playing on the tar in front of the school and not the field and the playground equipment. She feels they should be following the expectations in the handbook. Remind students to bring in their winter gear. Establish a donation/rental box for winter gear. She said we should be allowing our children thirty minutes of unstructured time on a daily basis. The recess policy will be on the next agenda.

Gym Floor

Mr. Williams told the Board that he had come up with options. He said in order to move the basketball hoops the back one has to go back and the front one has to go forward and then move the other four. He received a quote from Hussey Seating for \$28,735. None of the duct work would have to be moved. It would be cutting in what is there and that quote is \$1000. He said this is a lot more cost effective than replacing the whole floor. The volleyball net holders would have to be moved. One is cemented in and the other one is not. All of the floor around those would be taken care of by Carl's and Son Flooring under the umbrella of their insurance. This would all be paid for through their insurance. There would be no cost to the district. The soonest Hussey Seating could get here is the end of July/the first of August. Mr. Williams is in the process of talking with Carl's and Son Flooring to see if that would work for them. He said there will be an agreement that if any damage is done to the floor by Hussey Seating Carl's and Son will take care of that.

Mrs. Taliaferro asked if this is how this will be taken care of? Mr. Williams said this is the best scenario that he could come up with for everyone besides replacing the floor. Mrs. Taliaferro said this was a big project and wasn't done correctly. She questions just moving things. She said maybe she could have her husband come in and look at the floor to see if he may have some suggestions. Mr. Williams said the tough part of this is where we did the cut in floor. They would have to re-cut everything and re-order everything. Mr. Williams said this has happened in other districts and on college campuses. Joe at Hussey seating said he has had to come in and move things numerous times because of floors and lines so it's happened before. Mrs. Taliaferro said she does not like this solution.

Mr. Williams said that Carl's and Son Flooring is willing to come talk to the Board. He said when we met a few weeks ago it was for me to come up with scenarios and this was the best scenario. Mrs. Taliaferro said the financial part does not play into us. I get that it's a big cost to them. Mrs. Peaslee asked how long the project would take and Mr. Williams said four to six weeks and the bleachers would have to be removed again and Hussey Seating would have to be scheduled.

Mr. DeColfmacker said we paid \$155,000 for the floor and I would expect to get what we pay for. We have more contractors involved and items to be moved makes it a lot more mental work for us and a lot more people involved. He would like them to give us what we paid for, a floor that's installed properly. He would like to hear a time frame and when they can fix the floor. He wants to weigh both options. He said we owe the taxpayers a proper floor. Mr. Williams said he will call them tomorrow and asked that they be put on the agenda for the February 7th Board meeting. He said we are probably looking at \$140,000 on their end. They already have the plans. They will come to the meeting and the Board will know the timeline, a financial line and what the installer will do. Mrs. Peaslee said she doesn't want any hidden costs. Mr. Williams said the only problem he could see is when the floor is peeled off will the subfloor come with it. The Board would like Mr. Taliaferro to come in and look at the floor to see if he has any suggestions. Mr. Williams explained signing off with installers to be put in the queue. The project could be another year out.

Public Comment

Mrs. Collins said following RSA 189:74 Public Comment begins now (7:02) and will run for thirty minutes. There are currently three bills coming up that affect School Boards, HB254, HB308 and HB427. She said the audience can give input tonight when they go over the policy. During public comment everyone has three minutes to comment and are not allowed to give their minutes to another person. When everyone in the room has used their three minutes the time will continue to run. If someone comes in and has a comment, they will be allowed their three minutes. When the thirty minutes is up public comment is over. Anyone can request to be put on a following agenda if they want to speak longer.

Mrs. Gelinas spoke about recess saying that Rochester is 15 degrees and it's not cold if you're dressed properly. She said it's often the teachers complaining it's too cold not the children. She said when her child comes home, she knows when she didn't get to play outside. She has heard parents say they don't send outdoor clothes because they're not going outside anyway. She asked the Board to take into consideration the benefits to children's behavior when they get to play outside. Mrs. Ouellette said when her kids were here the nurses office always had extra hats, mittens, boots. She suggested reaching out to people to see if they have extra or outgrown outdoor items. Mrs. Kebler said they had a conversation around this topic with the Leadership Team and there is strong resistance and we can work on that. Her grandchildren's elementary school has an outdoor hanging closet where people drop off things children have outgrown. At the next staff meeting we'll see if we can make this work.

Consent Agenda

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

Meeting Minutes

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the 1-3-23 non public minutes with any amendments.

Mrs. Collins added that "Mrs. Collins was asked to send to questions from the evaluation to staff and administrators," to the end of the second paragraph
(Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the 1-3-23 public minutes with any amendments. (Vote 5-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the 1-10-23 public minutes with an amendment (Vote 5-0)

Reports

Student Services Report

A Child Find Clinic was advertised and scheduled for January 11th and no one showed up. They will have another one in the Spring.

Transition planning for high school has begun. The team will work with both Spaulding and Kingswood.

Old Business

Time Clock

Mr. Ouellette shared what he uses for a timeclock. The Board had a discussion at the last meeting about having all hourly employees use the timeclock. Mrs. Kebler said there may be some concern about that but it would actually be easier for payroll. Mr. Ouellette explained that this timeclock is hooked up to a computer program at the SAU and it actually calculates the hours worked. People cannot punch others cards with this system as it will be by thumb print. There would be some initial entries that would have to be made like vacation and sick leave. Mrs. Peaslee wondered if they could talk to each other and if there was a program that had to be purchased. Mr. DeColfmacker read the particulars from the internet on this particular machine. They will look into other options. A little more research will be done.

School Moderator

Rick Dill will be the School Moderator. The Board signed the paperwork.

Deliberative Session Preparation.

Assignment of Warrant Articles

The Board decided to not do a power point presentation.

Articles:

2. Mrs. Collins will move the article and Mr. Ouellette will second it.
3. Mrs. Collins will move the article and Mr. DeColfmacker will second it.
4. Mrs. Collins will move the article and Mrs. Taliaferro will second it.

5. Mrs. Collins will move the article and Mrs. Peaslee will second it.
 6. Mrs. Collins will move the article and Mr. DeColfmacker will second it.
 7. Mrs. Peaslee will move the article and Mrs. Collins will second it.
 8. Mrs. Peaslee will move the article and Mrs. Collins will second it.
 9. Mrs. Collins will move the article and Mr. Ouellette will second it.
- Mrs. Kebler will doo the summaries and email them to the Board members. Deliberative Session is Saturday February 4th following the Towns. (About 11:00)

New Business

Annual Report Cover

The process is that the SAU narrows it down to five and the Board chooses one. It wasn't an easy decision. The Board felt that they were all very good. The Board chose and congratulated Ashlyn Williams.

Elayne Ellis Life Changer of the Year Nominee

Mrs. Kebler announced that Ms. Ellis is nominated for a Life Changer award. She said she couldn't agree more. The Board concurred and congratulated her.

Mrs. Kebler said she would like to bring some celebratory things to the Board to celebrate kids.

Mr. DeColfmacker asked about the spelling bee. Mrs. White said we are down to two. A fifth grader and a sixth grader. Tomorrow they will face off for the championship.

Mrs. Taliaferro said she would like to thank the classes who sent all the Christmas cards to her son and the other Marines. Her son said they appreciated getting the cards at Christmas when they weren't able to be home. They appreciated getting a little piece of home for the holidays.

Policies (All 1st Reading)

BEDD – Reaffirming, no changes. Mr. Ouellette said all the percentages were incorrect. The percentages are for a three member Board. They should be 60% not 51% and 3 members not 2. Mrs. Taliaferro asked if adding back-up material should be in this policy. Mrs. Collins will look into this to see if it should be added or if it's on another policy.

BEDH – Rules of Order, Changes: Public comment will be 30 minutes. Speakers will only be able to speak once, and speakers may not relinquish their speaking time to other public speakers. Also: 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. The amount of time left will be noticed, and the Board chair will recognize a member of the public for comment should someone new enter the meeting. Mrs. Collins said this complies with the law 189:74.

Mr. DeColfmacker asked where the 3 minutes come from. He said if there are three people here, they should be allowed 10 minutes. Mrs. Collins explained that a time needs to be set. Some districts have 2 minutes and she's never seen more than 5 minutes. He asked if there was an RSA that backed this up and said that should be noted in the policy. Mr. Ouellette said if people need more than 3 minutes they should ask to be put on a future agenda. Mr. DeColfmacker said

sometimes we come across like we're stifling someone. He wants the public to feel they can get their words out. Mrs. Taliaferro said in Rochester they get 3 minutes and if there's still time when everyone has had a chance to speak, they kept going back around the room. She said she doesn't believe the law states that no one can have more than 3 minutes. Mr. Ouellette said we have to give everyone equal time and if the 30 minutes have been used up and there are more that want to speak for a second time that could be a problem. Mrs. Collins said we are not supposed to have a back and forth during public comment. Mrs. Taliaferro said maybe it would be beneficial to have the two public comments back again dividing them into two 15 minutes segments. Mrs. Collins said when the public comment is at the end people in the audience talk among themselves and sometimes just speak out. There is public input after presentations and during policy.

Mrs. Taliaferro made a motion to put back two public comments, one at the beginning and one at the end. The motion failed for lack of a second. Mrs. Peaslee said as long as the agenda is clear, we stay on the agenda and it's available to the public she sees no need for two public comments. Mr. Ouellette said, It's a public comment not a debate back and forth.

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro that "Public Comment may be extended by a majority vote of the Board," put back into the policy. This line will be put at the end of the paragraph. Mrs. Taliaferro doesn't feel it's fair to limit people to people's concerns to 6 minutes a month. Mr. DeColfmacker said we have processes for that if they really want resolution. Mrs. Ouellette asked for clarification of the wording of the motion. Mr. DeColfmacker said the Board can make the choice to extend the minutes per person of the 30 minutes. **(Vote 5-0)**

DJ- The addition of "federal funds" in the last paragraph is to accommodate grant requirements.

DJ-R – After discussion about what should be required for payment of a P-Card the Board decided by consensus to require an itemized receipt plus the statement. Mrs. Kebler will check with the P-Card people and Mr. Markiewicz to get the procedure for payment.

DK – Reaffirmed adding "P-Card procedures" after purchase order in the first paragraph.

Nominations/Hires/Resignations

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the resignation of Bernard Williams with regret. Mrs. Taliaferro has concerns about leaving in the middle of the school year. Mr. DeColfmacker said this is a huge loss for the school. He had great connections with the kids and went above and beyond for his job. **(Mrs. Collins rescinded her second and Mrs. Peaslee rescinded her motion. This will be discussed in non public in accordance with RSA 91-A 3:11 (c))**

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to accept the FMLA leave for Jasmine Robinson. (Vote 5-0)

Follow-Up

Mr. Kebler said the two quotes for Transportation Contracted Services and bus purchase quote will be back in the office in February and will be brought to the February 21st Board packet. The bids will be on the website this week.

Mrs. Kebler said she reached out to Robbie Nason and he would like two students get a \$1,000 scholarship each year and will contribute to the Judith Nason Memorial Trust Fund when it gets

low. He liked Mrs. Kebler's idea that the applicant writes an essay on how they can contribute to the community because she was so community oriented. She explained how they did the Siemon Scholarship and would like that to happen and would also like Mrs. Colbath to be part of the choosing of the recipient of the scholarship because of her friendship with Judy. She said they need to find the original document that established the Trust as there would probably be a change in the wording for the Deliberative Session. She has looked and can't find it. She will send the wording of the warrant article to the attorney.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to allow Mrs. Colbath to be part of the Judith Nason Scholarship Committee. (Vote 5-0)

Mrs. Kebler said they are still struggling with Infinite Campus. She said she went on to School Messenger and it's still active. She tried it out and asked her Administrative Assistant if it worked who got both a text message and an email. She called them today and asked what it would take for us to be back. We haven't paid a bill this year. She said it was simple and they had no problems. She feels that the communication around transportation is so problematic it's creating its own little culture. She would like to pursue keeping School Messenger. High school would be included and we'll be able to communicate with individual buses. We were told this week that we need to manually put everything into Infinite Campus because it's not accepting the upload.

There was discussion about the high school kids not being transported when only four drivers were available. They did pick them up in the afternoon. The seventh bus driver should be trained by the end of the week and contracted service begin for high school. Mrs. Kebler has contacted three other contracted services and they can't help us. Indeed has been up and running for about a week and a half. They have not received applicants for a BA, or Transportation Coordinator. We did receive applicants for nurse and bus drivers. Mr. Markiewicz has sent feelers out to all the associations he belongs to.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to enter non public under RSA 91-A 3:11 (c) at 8:39. Roll call Vote: Ouellette aye, Collins aye, DeColfmacker aye, Taliaferro aye, Peaslee aye.

The Board re-entered public session at 9:15.

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Collins, to adjourn the meeting at 9:16 (Vote 4-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Superintendent Report
February 7, 2023

The start of the new year has certainly presented some unexpected challenges, but I do believe we are making progress with regard to these challenges. A transportation report will be shared at the transportation committee, but to summarize - Our newest driver's roster has been sent to the Department of Safety, and she should be able to begin driving within the next two weeks. In addition, I believe that our contracted service provider will be able to begin our special education transportation the week after vacation. This week we had an application for a bus driver and she has been interviewed. She does have a CDL license, but will need to do the 10 hours of training in order to get her School Bus Endorsement and School Bus Certificate. My hope is that we can get her training done in a timely fashion, and we will be able to get her driving quickly. This will give us 8 drivers that can drive 77 passenger buses allowing us to shorten routes and have alternatives should a driver need to be out for a day.

I feel confident that the decisions our administrative team made with regard to the bullets, and empty shells found in the building this week were done with fidelity. Our partnership with the Wakefield Police Department is strong, and on both days, we had 3 police officers including our Chief in the building for the entire time that we were investigating the incidents. In both cases, it is clear that the incidents were able to be determined to be accidental, isolated incidents. They were not connected. Our administrative team is working together to determine other options that we can consider with regard to the safety of our building. This is being done in conjunction with the Wakefield Police Department and Chief Fenton and I have begun to have conversations around security in our building. We are planning to meet with other town officials to discuss overall security concerns, and hope we can make this happen during February vacation. During vacation week I will be participating with other town officials to participate in an Active Shooter training. On Thursday, Feb. 2nd Mrs. White, SRO Landry and I visited all classrooms to discuss the importance of safety in our building. SRO Landry did a great job at discussing safety, and emphasized what is appropriate and inappropriate to bring in the school building. In all classrooms the students we talked to seemed to feel safe in school, and were very receptive to the importance of safety in school. Great conversations were had with our students. We did not discuss the specific incidents that occurred as we were aware that many of our students knew nothing of the situation. We will be holding a parent forum within the next two weeks, sooner rather than later. I hope to determine a date for this once we meet as a board, as I think it is important for board members to have the opportunity to participate if they are able.

We have begun our action plan to develop common language and expectations with regard to behavior. Mrs. White, Mrs. L.C. and I have met with grade level teams to review their specific data regarding behavior, and we also shared all the data of the school at both our school leadership team meeting and our staff meeting. I will be having assemblies with Grades 6-8, 3-5 and K-2 to review our expectations, and discuss what are non-negotiable expectations. Our staff is committed to develop a common language around behavioral expectations so that

we can minimize the referrals to the office, and have behaviors addressed within classroom settings. This will be a primary focus during our staff meetings these next few months. Our early release day on February 16 will be a suicide training for staff.

We continue to be short staffed with regard to our paraprofessional support staff, but we are making headway. We have been able to finally get Indeed up and running, and are beginning to see applications come in which is very encouraging.

We also are finding that we have been able to make some significant progress with Infinite Campus. While it continues to have some challenges, they are much less, and we do believe that we are close to correcting all the problems that have hindered communication to our community.

Respectfully Submitted,

Anne L. Kebler
Superintendent - SAU 101

February Administration Report

- Math Intervention has been quite busy this year. We use the Star Math assessment as the primary screener, along with other assessments and teacher input. There are over 50 students getting support for between 25-30 minutes daily, twice, or three times per week. Our Math Interventionist runs groups of math enrichment and pushes into 2 grade levels as well for a half hour each time. Student need has dictated their involvement in this intervention, and throughout the year groups have shifted as we met students where they were and helped them move forward.
- Since the beginning of January the Drama Club has been meeting after school to begin rehearsing a play they wrote before the holiday. The Drama Club also writes and performs a skit during Community Day which highlights the behaviors we are trying to target as a PBIS school. This month we will be showing different ways to regulate our emotions through four different mini skits. We are very proud of our thespians, and hope more join our club so we can perform a play later in the year, but in any case, their Community Day plays are satisfying the acting bug.
- We will be hosting the 2nd annual Student Talent show this March 30th at 6pm for the community to come and enjoy, and at Community Day for their fellow classmates. Fifteen acts ranging from tap dancing to break dancing, heavy metal guitar to the National Anthem, rapping to pop music will delight. Our talented wonders meet once a week to rehearse, become comfortable with the stage and perfect their offerings. The School Board is invited to come and enjoy the show!
- The 2022-2023 yearbook is nearly complete. Through the efforts of the Yearbook Committee, a dedicated group of learners who have been compiling collages of the various grade levels to add depth to the book, the book is really taking shape. Eighth grade baby pictures will round out the superlatives and portrait sections of the book, and we are grateful to our sponsors, The Poor People's Pub, Crowley Towing, and Asset Realty Group who make it possible to keep the cost affordable for all. We had several entries for the cover of the year book, and the Yearbook Committee narrowed it down to the top five which were voted on by the staff. All five will be featured, the first place winner, Myesha Harley's design, on the cover and the other four on the back cover. They are designed by Sarah Caouette, Aubrie Drena, Carly Weeks and Jacob Stevens.
- Title 1 has been lucky enough to have Mrs. Diane O'Neil return as a part time teacher! Her presence and experience in Title 1 has allowed us to service more of our students daily and in smaller student settings. Student reading levels have increased and students are making gains. We are getting ready to do another set of progress monitoring assessments before February break. We expect to see continued achievement in all of our students.
- In between the snow storms we were able to hold the school wide portion of the 2023 Scripps National Spelling Bee contest. We are partnered locally with the NH Union

Leader. We are thrilled to congratulate our Spelling Bee winners: In first place, 5th grader Hazel McDowell, second place, 6th grader Jacobe Caiazzo, and tied for third place, 5th grader Isla Wolfe and 8th grader Adrien Morrissey. Hazel will move forward to the online contest which will be held in early February, from which the top 20-25 winners will be entered into a Regional Bee contest to be held in Concord, in March. We hosted a second Spelling Bee for the 1st and 2nd grade, with six classroom champions vying for the title of 1st place winner. These six students showed more poise than would be expected in learners so young, and when they misspelled words and heard the 'ding' of the bell, they sat in their seats with their heads held high. Our winners: in first place, 1st grader Jinteng Zhuang, second place, 2nd grader Molly Stevens and third place, 2nd grader Ryan Wolfe.

- The Curriculum Committee met over zoom on January 12th and continued discussions around unpacking standards, rewording them into student friendly language, and how we can assess these standards to measure student progress.
- On Thursday, January 19th, our 8th grade students visited Spaulding High School. Students and staff toured the Richard W. Creteau Regional Technology Center along with demonstrations by the Spaulding High School ROTC. This visit provided students with information around opportunities available to them during high school.
- Our January Community Day assembly was held on Friday, January 27th, with the whole school gathering to recognize our outstanding students and staff member of the month and to watch a performance from our middle school thespians. Honored at this assembly were the following students: Alden Hayward, Ivy Fowler, Thomas Bailey, Oliver Stephen, Ryleigh Burns, Declan O'Neill, Isabelle DaSilva, Colton Dexter, Kylee McKenna, Anita Eaton, Amelia Nason, Michael Milnes, James Nason, Sophia Roy, Kayleigh Stewart, Emilla Gilman, Isla Wolfe, Cash Elliott, Caleb Hartford, Sayuri Matos, Kallie Herschel, Chase Demers, Gage Philips, Teeghan Fisher, Sydnie Macedo, Cameron Salisbury, Violet Blanner, and Wyatt Bowley. We also want to recognize Jackie Jakubec for her commitment to students and her significant impact on the Paul School.
- Joe Williams, our Facilities Manager, was also honored at our Community Day assembly, as Friday was his last day with us. We are so thankful for all that Joe has done for our Paul School Community and we appreciate his hard work, his willingness to step in and problem solve, and his commitment over the years to our Paul School community. Joe will be missed.
- We welcome Bob Adams as our lead custodian. Bob has many years of experience at the Paul School and we are confident that our facility is in good hands with Bob.
- The snow days interrupted our planned Lockdown drills. Our first lockdown drill was scheduled for January 24th, but due to snow was postponed to January 31st. We notified families in the Wakefield Weekly, through Infinite Campus Messenger, and Facebook, and classroom teachers reached out to families as well. The drill was complete in under

20 minutes and students and staff did an excellent job of securing their spaces and remaining quiet.

Important Dates:

- Wednesday February 1- Kindergarten ABC Fashion Show- - 2 PM- Paul School Gymnasium
- Wednesday February 1 - Mentor/Mentee Meeting - 3:30 PM - Paul School Library
- Tuesday February 7- Climate and Culture Committee Meeting- 7:45 AM Rm 401
- Tuesday, February 7- School Board Meeting- 6PM- Paul School Library
- Wednesday February 8- PTA Meeting 5:30 PM- Wakefield Inn
- Thursday, February 9- Curriculum Committee Meeting - 6PM - Zoom
- Friday, February 10 - 100th Day of School- dress like you are 100 years old
- Friday, February 10- Early Release Day and Staff Professional Development
- Friday, February 10 - PTA Dance Grades 4-8, Paul School Gymnasium- 6 PM - 8 PM
- Monday February 13 - Spirit Week- Wear Tie Dye
- Tuesday February 14 - Spirit Week- Backwards Day
- Wednesday February 15 - Spirit Week- Dress like a Staff Member
- Thursday February 16- Spirit Week - Pajama Day
- Friday February 17 - Spirit Week- Wear your Paul School Pride!
- February 20- February 24 - Winter Break- No school

ym floor
message

oe Williams <jwilliams@sau74.org>

Wed, Feb 1, 2023 at 2:36 P

o: "anne.kebler@sau101.org" <anne.kebler@sau101.org>

c: Bob Adams <bob.adams@sau101.org>, "ashia.roy@sau101.org" <ashia.roy@sau101.org>

Hi Anne,

I wanted to let you know that I was able to meet with the representative from Portsmouth Flooring Wednesday morning January 25. The findings are as we suspected and the reasonable and best way to rectify the problem according to the representative is by moving the basketball hoops. This will need to be decided at the board meeting to lock in a date with Hussey Seating.

This is for the School board meeting Tuesday February 7. Carl's and Son are out of town and will not be able to attend the meeting (vacation trip). If there is anything else needed please let me know. If possible please forward this email to Carlos Oliveira Carl's and Son Flooring.

Thanks,

Joe Williams

Facility Manager SAU 74

572 Calef Highway

Barrington N.H. 03825-7427

office 603-664-2715 cell 603-630-2089

jwilliams@sau74.org

CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

**SCHOOL ADMINISTRATIVE UNIT 101
WAKEFIELD SCHOOL DISTRICT
76 Taylor Way
Sanbornville, NH 03872
(603) 871-8502 FAX (603) 871-8608**

TITLE: FACILITIES MANAGER

EDUCATION and QUALIFICATIONS:

- Completion of Associates Degree, or equivalent in previous work experience. Certification in Facility Management preferred
- Previous management level experience with strong facilities and maintenance background
- Uses good human relation skills and can communicate well with others both verbally, in writing and by email
- Uses strong organizational skills to prioritize and deal with varying and unpredictable demands of day to day events as well as routine job requirements
- Ability to collaborate and establish good public relations with the community, administrative and instructional staff, student body and school board
- Knowledge of required training and safety programs for all employees
- Requires knowledge of Federal, State and local codes and regulations involving construction, installation, fire, safety and sanitation.

REPORTS TO: Superintendent, Business Administrator, and Principal

EVALUATOR: Superintendent, Business Administrator, and Principal

OBJECTIVE:

To coordinate and supervise the daily custodial, repair, maintenance and building activities within the Wakefield School District. To oversee implementation of all contracts, building repairs, maintenance projects and annual records to provide a clean, safe, efficient, environmentally healthy, structurally sound facilities that offer students and staff the best possible atmosphere for meaningful instruction and learning. The Facilities Manager will insure that the district's facilities and equipment are well maintained, and a preventative maintenance plan and a 5-year facilities plan are in place. The Facilities Manager shall work cooperatively with the building Principal, state and local safety officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Is a member of the district leadership team with input into various district roles and responsibilities;
- Recruit, interview, hire and dismiss custodial and maintenance staff including substitutes;
- Applies fair and reasonable supervision to manage staff, schedule work, perform evaluations and initiate disciplinary action as necessary;
- Maintains a good working knowledge of mechanics of school equipment such as boilers, electrical, heating and plumbing equipment, heat controls, ventilation and air conditioning;

ESSENTIAL DUTIES AND RESPONSIBILITIES - Continued:

- Maintains an inventory of all areas of the department to include the care and custody and replenishment of all custodial and maintenance parts, supplies and equipment;
- Reports major custodial/maintenance needs and requirements to the Superintendent with recommendations;
- Evaluate the quality of custodial and maintenance works on a frequent basis;
- Ensures the annual inspection of all building fire and health departments;
- Works with building Principal, Business Administrator and other personnel to ensure safety and financial obligations are met and to provide support;
- Supervise all areas of cleaning and maintenance;
- Attend school board meetings as needed to address district facilities issues;
- Develop and supervise policies governing the use of buildings and grounds, safety and security, environmental and long-term facility's needs;
- Collaborate with district administrators to ensure minimal disruption to daily school functions when scheduling significant maintenance projects;
- Coordinate and oversee all subcontractors for compliance with contracts;
- Responsible for the operation of the buildings energy management systems and works with the administration to ensure energy management goals are met;
- Responds to police, fire alarms/fire panel alarms, trouble signals and security issues;
- Prepare and present to the Superintendent, Business Administrator and Principal an annual budget for all accounts under Managers responsibilities to meet goals of the 5-year plan;
- Approve and review all time cards for payroll processing;
- Initiate purchase requisitions and follow through purchase order process to approval of payment;
- Maintain appropriate inventory of supplies and equipment;
- Develop requests for proposals (RFP) for outside contractors as necessary; and
- Other responsibilities as assigned by the Superintendent.

PHYSICAL DEMANDS:

Physical demands are a way of describing the physical activities that a job requires.

Strength: Light-Heavy lifting, 60 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds.

- Far Acuity (C) Clarity of vision at 20 feet or more.
- Field of Vision (C) Observing an area that can be seen up and down or right and left when eyes are fixed on a given point.
- Handling (C) Seizing, holding, grasping, turning or otherwise work with hand(s).
- Hearing (C) Perceiving the nature of sounds by the air.
- Near Acuity (C) Clarity of vision at 20 inches or less.
- Reaching (C) Extending the hand(s) and arm(s) in any direction.
- Standing: (C)
- Color Vision (F) Ability to identify and distinguish colors.
- Fingering (F) Picking, pinching, or otherwise working with fingers primarily.
- Lifting: (O)
- Sitting: (O)
- Talking (O) Expressing or exchanging ideas by means of the spoken word.
- Walking: (O)

Key:

- Constantly (C): 2/3 of the time or more
Frequently (F): From 1/3 to 2/3 of the time
Occasionally (O): Up to 1/3 of the time

TERMS OF EMPLOYMENT:

- Fair Labor Standards Act (FLSA Status): Exempt – Employee
- Twelve months with compensation to be determined by the School Board.

SAU #101 shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion or handicap under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

Reviewed:

Adopted:

I have read and understand the preceding position description.

Signature

Date

AGENDA PREPARATION AND DISSEMINATION

The superintendent shall prepare all agendas for meetings for the Board.

Items to be placed on the agenda should be received by the superintendent by noon time on Thursday prior to the meeting. Every board member has the right to place items on the agenda by contacting the chair person or superintendent. Matters not included in the agenda may be presented during the meeting provided the board agrees to discuss the matter. The board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any board member, staff member, student, or citizen of the district may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the board chairperson.

The board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the board agrees to consider item. The board, however, may not revise board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to board members on Friday prior to the board meeting. Board members shall be expected to read the information provided them and to contact the appropriate person to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public. Members of the public who wish to speak at board meetings regarding an agenda item are encouraged to contact the superintendent. Additionally, the board reserves the right to limit public discussion at board meetings to agenda items only.

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

Adopted by the Board: 2 January 2008
Revised by the Board: 19 September 2012
Reaffirmed by the Board:

DAILY PHYSICAL ACTIVITY

The Board recognizes the developmentally appropriate daily physical activity, exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board encourages students and staff to participate in developmentally appropriate physical activity and exercise at least 30 to 60 minutes each day as a way to minimize these health risks. The Board encourages the following practices:

1. Encourage of parents/guardians to support their children's participation in enjoyable physical activities and recognize that parents/guardians act as role models for active lifestyles.
2. Support special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activity.
3. Integrate health and physical activity across the school curriculum.
4. Encourage student-initiated activities that promote inclusive physical activity on a school wide basis.
5. Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs.
6. Encourage physical activity recess periods.
7. Commit adequate resources that include program funding, personnel, safe equipment, and facilities;
8. Students are expected to go outside for daily recess, weather permitting, with "real feel" being 10 degrees and above.

Legal References:

RSA189:11-a, Food and Nutrition Programs

NH Code of Administrative Rules, Section Ed 306.04 (a)(15), Daily Physical Activity

NH Code of Administrative Rules, Section Ed 306.04(l), Daily Physical Activity

NH Code of Administrative Rules, Section Ed 310, Daily Physical Activity

Mr. Bob Ouellette, Chair
Mr. Relf Fogg, Vice Chair
Mrs. Tracey Kolb
Mrs. Sandy Johnson
Mrs. Mary Collins

Adopted by the Board: 15 April 2009
Reaffirmed by the Board: 16 May 2012
Revised by the Board: 7 July 2020
Revised by the Board:

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 Taliaferro
 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	60%
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	60%
Postpone to a Later Time (Diff. day)	Yes	60%
Postpone Indefinitely (Kill)	Yes	60%
For roll call* vote <i>*All votes in non-public must be by roll call</i>	No	3 members
Recess	Non-debatable	60%
Adjourn	Non-debatable	60%

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
 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

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
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:

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:

1. Public comment will be 30 minutes. Speakers will only be able to speak once, and speakers may not relinquish their speaking time to other public speakers. Also: 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. The amount of time left will be noticed, and the Board chair will recognize a member of the public for comment should someone new enter the meeting. Public Comment may be extended by a majority vote of the Board
2. 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.
3. 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](#).
4. 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. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full

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

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
 Revised by the Board: 21 August 2013
 Reaffirmed by the Board: 4 June 2019
 Reaffirmed by the Board:

Board.

Legal Reference:

RSA [91-A](#):2, *Meetings Open to Public*

RSA [91-A](#):3, *Non-Public Sessions*

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

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
Revised by the Board: 21 August 2013
Reaffirmed by the Board: 4 June 2019
Reaffirmed by the Board:

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
Andrea 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
Reaffirmed by the Board:

Page 1 of 1

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
Sandrea 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
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:

Page 3 of 3

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:

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

Category: Priority - Required by Law

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

See also Appendix JICD-r

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

A. Disciplinary Measures - "Definitions".

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

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

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

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

b. "Long-term suspension" means the continuation of a short-term suspension under RSA 193:13, I (b)-(c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).

5. "Restriction from school activities" means a student will attend school, classes, and practice but will not participate in other school extra-curricular activities, including competitions.

6. "Probation" means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

7. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

B. Standards for Removal from Classroom and Detention.

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

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

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

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

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

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

D. Process for Out-of-School Suspension.

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

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

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

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

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

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

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

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

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

E. Process for Expulsion.

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

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

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

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

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

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

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

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

G. Disciplinary Removal of Students with Disabilities.

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

H. Notice.

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

Legal References:

RSA 189:15, Regulations

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

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

RSA 193:13, Suspension & Expulsion of Pupils

RSA Chapter 193-D, Safe Schools Zones

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

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

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

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

See Appendix: JICD –R

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

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

WAKEFIELD SCHOOL DISTRICT



School Bus Driver Handbook

2022-2023

**Wakefield School District
SAU 101**

Sanbornville, New Hampshire

Welcome to the Wakefield School District Transportation staff handbook. This handbook is designed to guide and help the school bus driver in understanding the rules and regulations governing school bus drivers. The first section of this handbook contains rules and regulations. The second section pertains to the "New Hampshire School Bus Driver". This section comes directly from the New Hampshire School Bus Driver Handbook.

It is the goal of the SAU to provide the information in this handbook so the Wakefield School District Transportation's bus drivers will be well informed and become safer drivers. It is up to the bus drivers, to read through the information provided and have a good understanding in order to meet our goals.

The last two pages of this handbook will be designed for the driver and the SAU. The driver and the trainer will sign both pages one of which will stay with the handbook and the other with the SAU. The signatures will indicate that both the driver and trainer have gone over the handbook together and the school bus driver knows what is required, and understands the rules and regulations.

STAFF HANDBOOK

2022-2023

SECTION I

EMPLOYMENT POLICIES

GENERAL DUTIES

1. PROBATIONARY PERIOD OF EMPLOYMENT

All newly hired employees are employed on a probationary basis for sixty working days. Any employee's first working days shall be considered an adjustment period. If for any reason it is determined that the new employee is incapable of satisfactorily performing his/her assigned job function, he/she may be terminated at the discretion of SAU 101.

2. LICENSING AND CREDENTIALS

All employees shall possess and carry the necessary and appropriate valid motor vehicle licenses, permits and DOT physical card when operating any Wakefield School District Transportation vehicle. An employee shall notify the SAU immediately should any license/permits be suspended, revoked, denied or expired. It is the responsibility of the driver to keep his/her credentials up to date. You will not be allowed to drive if they are not current and in your possession. Each time your credentials are renewed, please see that a copy is placed in your personnel file. Falsification of records or documents shall be ground for discharge.

3. PHYSICAL EXAMINATION

As required by law, all school bus operators must receive a pre-employment physical examination. After the first physical examination, the DOT physical are required on commercial drivers. Should an employee choose to see another physician or fail to be in attendance when the examination is scheduled, the cost of the examination shall be the responsibility of the employee. The SAU may require you to take an additional physical examination, if they feel it is in the best interest of safety. There will be no charge to the employee in these cases. All drivers are required to receive a physical exam every two years. If the driver requires the exam more frequent, then the cost may be assessed by the SAU and the driver may be responsible for all cost. If a driver chooses to access a doctor other than the one provided by the SAU the driver will not reimbursed for the cost of the exam.

4. PERSONNEL RECORDS

SAU 101 maintains personnel and training records on each employee. Any employee may request to review his/her own files we keep on the employee in the presence of the SAU. These files are SAU property and may not be altered or removed from the office. An employee may put written comments into their personnel file if they disagree with a particular document.

An employee shall notify the owner of any change in name, address, telephone number, marital status or other personal information in a timely manner. The SAU will not release personal data to anyone other than contracting boards of education unless prior written approval for its release is given by the employee.

5. PUNCTUALITY

It is imperative that buses run on schedule unless bad weather conditions dictate otherwise. Drivers are to make every effort to operate on schedule. Erratic pick up and unloading times do not meet the needs of our students and parents and are unacceptable. Being on time necessitates reporting to work on time, leaving the location your bus is parked on time and monitoring time throughout the route. **STAY ON SCHEDULE.**

6. TARDINESS

Tardiness will not be tolerated. Drivers are to report to work on time to perform a thorough and proper pre-trip check before leaving the "parked" location at the scheduled time, both morning and afternoon. Failure to report to work on time will result in disciplinary action.

7. ABSENTEEISM DUE TO ILLNESS

If a driver is sick, it is the responsibility of the driver (AND NO ONE ELSE) to call in a minimum of sixty (60) minutes before report time, or sooner if at all possible. A call is to be made for each day that you are out sick. You must speak with the **SAU** (NOT A VOICEMAIL MESSAGE or TEXT MESSAGE). Calling in after your report time is not acceptable. A physician's note indicating you are able to resume work will be required after three (3) consecutive days.

8. TIME OFF – PERSONAL REASONS

Time off for personal reasons may be granted at the discretion of the SAU, and may be based on the availability of adequate coverage of the route. Excessive absenteeism for personal reasons is grounds for disciplinary action, which may include termination.

9. INSERVICE TRAINING SESSIONS

The SAU makes available to all employees periodic training programs sufficient to comply with state requirements for recertification of licenses/permits. All drivers must attend the required number of in-service training sessions held in any given year, and may be required to attend additional safety meetings as needed.

10. GENERAL MEETINGS

Attendance is expected at general meetings held for information purposes. These meetings may be announced with little notice.

11. PERFORMANCE OBSERVATION AND EVALUATION

A minimum of once a year it will be necessary for the Certified Driver Trainer to observe behind-the-wheel and on-the-road performance of employees. Each year annually by May 15th, the SAU will conduct a written evaluation of each driver's performance.

12. RELATIONS WITH THE PUBLIC

It is important to remember that to the general public, YOU represent the Wakefield School District. You may be the only one they see every day from the school district. You are also the most visible vehicle on the road. You must therefore, make sure that you deal with students, parents, school officials, and other motorists in a polite, professional and considerate manner. If you find yourself in a dispute, courteously withdraw from the argument and refer the other party to the building principal.

13. APPEARANCE AND ATTIRE

Employees are required to wear appropriate attire when on duty and maintain a high standard of personal hygiene. Your appearance is extremely important, as it sets the image of the Wakefield School District in the eyes of the public. It has been shown that a neat, well groomed driver is also more respected by pupils and has fewer disciplinary problems on the bus.

Long hair must be tied back, braided or put on the top of head to keep hair out of employee's eyes.

The following articles of clothing are NOT permitted: tank tops, body shirts, or spandex shorts or slacks (unless appropriately covered by other articles of clothing). Also, no cut-offs or short-shorts (must be mid-thigh length or longer), ponchos, sandals, flip-flops or moccasins, cowboy hats, high heels and clothing or buttons having words or slogans which may be constructed as obscene or offensive.

As representatives of the Wakefield School District, all drivers are expected to use language befitting professional drivers. All conversations with fellow workers, passengers, parents, school officials, etc. must be conducted in a respectable manner.

14. INSUBORDINATION

Failure to obey direct orders from a supervisor will result in disciplinary actions.

SECTION II ACCIDENT POLICIES

- 1) In the event of a bus accident the driver should:
 - a) Notify the school that an accident has occurred.
 - i) Give location
 - ii) Give the extent of the accident
 - iii) Number of children hurt
 - iv) Will fire/rescue be needed?
 - b) If bus evacuation is needed
 - i) Make sure that all students are at least 100 feet from the bus
 - ii) You need to make sure that no student leaves the location of the accident unless fire/rescue or the police department instructs otherwise
 - iii) You need to stay with the students until a school representative arrives
 - c) If no students are on board, the driver will notify the school if possible
 - d) If no one is available at the school to take the call the driver should communicate with one of the other drivers to have them place a phone call.
 - e) Drivers need to complete the accident report if any accident occurs.
(See appendix)
- 2) ALL accidents big or small must be reported to the SAU immediately.
- 3) In the case of a "reportable" crash, the driver will need to report to the nearest collection site for a drug/alcohol test within six (6) hours of the accident. Any driver not complying with the testing requirements will result in disciplinary action.
- 4) A preventable accident is one in which the driver failed to do everything reasonable to prevent the accident from happening. Preventability does not relate to fault. A non-preventable accident is one in which the driver did everything he/she could have done to prevent the accident. Vehicle

abuse resulting from driver neglect will be considered the same as preventable accident.

- 5) The following policy pertaining to preventable accidents will serve as the basis for disciplinary action regarding accidents in a 12-month period.
 - a) First preventable: Written warning and driver evaluation and retraining or suspension of 1-5 days (optional) and retraining; or termination (optional).
 - b) Second preventable: Written reprimand and driver evaluation and retraining; or suspension of 2-10 days and retraining; or termination (optional).
 - c) Third preventable: Written reprimand and driver evaluation and retraining; or suspension of 5-15 days and retraining; or termination (optional).
 - d) Fourth preventable: Termination

SECTION III DISCIPLINARY POLICIES

1. This list of rules is not all-inclusive but should serve as a guide. It may be amended as needed. Violation of any Wakefield School District/SAU 101 policy in this handbook or other instructions does not necessarily result in a specific penalty. The proper disciplinary action for a violation will be determined after an investigation of the facts of the case.

2. Certain violations are serious enough to warrant immediate suspension, investigation of the offense, and discipline up to and including termination.

a. These general guidelines will normally dictate that the **First offense** will typically be brought to an employee's attention by a verbal warning.

b. **Second offense** will bring a written warning, discussion of the problem, and could result in a one-day suspension without pay.

c. **Third offense** will result in a 1-10 day suspension without pay.

d. **Fourth offense** may result in termination.

3. Termination or suspension can be implemented at first offense, based on the seriousness of the offense.

- Seriousness to be determined at the sole discretion of Wakefield School District/SAU 101.

SECTION IV

TWO-WAY RADIO AND CELL PHONE POLICIES

1. In accordance with F.C.C. regulations, Wakefield School District is licensed to operate 2-way radios for the transmission of messages pertaining to either the efficient operation of school bus service or the safety or general welfare of the students transported. Regulations also require that all communications be restricted to the minimum practicable transmission time and that they be directly related and necessary to the operation of school buses.
2. Ask yourself if the question you have at the moment can wait until you see the person you need the answer from or is it important enough that you need the answer immediately. If it's not something you need right away then wait until you return to an area where you can talk directly with the individual person or call that person at a later time.
3. Radio shall be ON at all times while the vehicle is in operation and the volume at a level for the driver to hear when called.
4. Each unit shall be identified by the "drive number". Not the vehicle number.
5. To transmit a message:
 - a. Remove the mike from its bracket.
 - b. Monitor frequency for other communication
 - c. Key mike before speaking and keep it keyed while delivering message.
 - d. Identify yourself by using your "driver number"
 - e. Release key to receive transmission from unit called.
 - f. Wait for acknowledgement from the other unit before transmitting the rest of the message.
 - g. State your message clearly and concisely and slowly using no more than seven (7) words.
6. Inappropriate use of the radio includes:
 - a. Use of profane or derogatory language
 - b. Transmission of personal messages
 - c. Socializing with others
 - d. Allowing children to use the equipment, other than during practice emergency drills or an actual emergency situation.
7. Cell phones or portable radios will not be allowed for use when driving a school bus.

8. Cell phones or other electronic devices **MUST** be in the **off position** when operating the vehicle.

9. Cell phones or portable radios can be used when the vehicle is parked in a safe area and **no students are to be on board**. Cell phones can not be used when the driver is out of the driver area of the vehicle. Drivers found to be abusing this policy will face disciplinary action.

SECTION V

SPECIAL NEEDS TRANSPORTATION POLICIES

1. Handicapped children vary greatly in their ability to communicate, follow and understand rules and safety measures. Their perceptions of reality may differ from yours and they may have physical conditions, which require great care during transport. As a driver of special children you may be face situations that do not occur in regular school transportation.

2. To assure your passengers safe transportation it is essential that you follow these guidelines. If you have any question, bring them to the attention of the SAU.

3. Make sure that you include the following as a part of your pre-trip inspection:

a. Check all adaptive, special equipment such as lifts and ramps, seat belts, harness restraints, wheelchair locks, and special seats prior to daily use before you leave your yard.

b. Check with the SAU for proper operating instructions of all equipment, if not sure of use and operation.

4. Wheelchair passengers may not be loaded into the vehicle unless they have a restrain that holds them in their chair during the loading/unloading process. This holds true for any child in special carry on apparatus. Make sure the vehicle seat restrain is secured around the child and wheelchair during transport. You may not transport a passenger if required safety and adaptive equipment is broken, missing or inoperable. Wheelchair brakes must be on during transport and while the chair is on the lift. Contact the SAU for instructions. No one is to operate lift except an employee of the district.

5. Aids such as crutches, canes, walkers, etc. must be secured during transport so they do not move.

6. It is the driver or aide's responsibility to assist passengers in and out of the vehicle if they need help. If you leave your seat, take the keys with you (unless operating the wheelchair lift). You are to see that each passenger's seatbelt is buckled and properly adjusted before moving the vehicle.
7. Passengers are to be loaded and unloaded on the right, they are never to cross a road or street.
8. You are not to leave your vehicle to assist passengers to and from their residence door. This is a parental or escort's responsibility. If an escort is supposed to come to the vehicle, **DO NOT LET THE CHILD OFF THE BUS UNTIL THE ESCORT ARRIVES AND CAN TAKE CHARGE OF THE CHILD.**
9. You are not to leave passengers unattended in the vehicle.
10. You are not to leave the stop unless you know an authorized person has received the child.
11. Know what to do for each of the following:
 - a. No one is home to receive the child
 - b. The child wants to go home with someone else on your vehicle or someone on a different vehicle.
 - c. A parent asks you to pick up or drop off the child at a different location
 - d. There is a medical emergency during transport, an injury or vehicular accident.
12. Remember, special students will misbehave just like other students. In special education it's important to be patient. If you notice a big change in a student's behavior, notify school officials. Radical changes are often a cry for help.
13. Drives of handicapped children will receive special instructions regarding the safe transportation of their passengers from the SAU.

SECTION VI GUIDELINES AND PROCEDURES

1. Parking Locations for school buses
 - a. Wakefield school buses are to be parked at the Paul School in the rear parking area designed for the buses.
 - b. At the end of the day, parked buses shall display the "Bus Empty" sign in the back window of the vehicle.

c. Drivers will be expected to plug their bus in from November 1st to March 31st.

2. All vehicle maintenance will be completed at Diprizio's in Middleton unless otherwise instructed.

a. The vehicle maintenance report must be completed every time the vehicle has repair and/or regular service one to the bus.

b. The driver will be required to report any repair needs to the SAU before the work can be completed.

c. Repair work needs to be indicated on your monthly operating records sheet.

d. All buses must be sweep on a daily basis, all excess trash must be removed before drivers leave the buses at the end of the day.

3. Routes will be arranged by the SAU and reviewed and approved by the Wakefield School Board each year.

a. Drivers will be expected to adhere to the routes and times approved by the school board. If a driver has concerns about the time/route that has been set, the driver must inform the SAU.

b. No driver has the authority to change or alter the bus/route or times that have been set prior to the start of school.

c. The driver will be expected to keep a consistent schedule coinciding with the times of the route.

d. **Each driver will check the seats of the bus after each run for student and damage.**

4. All drivers will be provided with the Wakefield "Parent/Student Transportation" Handbook which deals with student conduct on buses.

a. Each driver will be required to enforce the rules that students must follow.

b. Students that do not follow the "bus rules", the driver is expected to file a bus conduct report within a timely manner along with the videotape from the bus. (Within 24 hours)

c. Videotapes will be monitored periodically from the buses, to make sure that students are following the "bus rules".

d. Drivers must enforce all rules that have been set by SAU 101 and the Wakefield School Board.

e. Each year the driver should forget the problems from the previous year and begin the new school year without prejudice.

5. Drivers will conduct bus evacuations twice a year. The first one by October 15th and the second by May 15th.

a. The School Bus Instructor will instruct the drivers with the type of evacuation that will be completed.

- b. Drivers will need to report to the SAU in writing (form provided) when the evacuations are completed.
 - c. At the completion of the evacuations, SAU 101 will file a copy and send a copy to the Pupil Transportation Office.
 - d. Development of a student "team" is encouraged.
- 6. No driver will be allowed to use profanity or make gestures that will hurt or embarrass other drivers or students.
 - a. Please see the Wakefield School District "Sexual Harassment" policy for further information.
 - b. Drivers need to make sure they are aware of what they say. For example, if a driver tells a student to "shut up", that will not be acceptable.
- 7. Each bus is equipped with a video surveillance system.
 - a. Each driver will be required to use the video surveillance system when transporting passengers.
 - b. If the bus is missing the video from the recorder, inform the SAU and it will be replaced.
 - c. The videotapes will be monitored periodically.
 - d. When a bus incident report is filed, video tape also needs to accompany the report.
 - e. Videotapes may need to be changed within the school bus on a daily basis. In the event a videotape or hard drive is pulled, then tapes will be held either in the SAU office for a total of seven (7) days.
- 8. Wakefield School District buses will be used for regular bus routes, field trips, sports trips, etc. The bus will not be used for personal business.
 - a. The driver will not be allowed to use the bus for personal transportation of children/adults.
 - b. No personal stops are to be made without the authorization from the SAU.
 - c. If a driver has a student left on the bus after a regular route, the driver will inform the school and if the bus is within a close distance to the student's home the driver is allowed to take the student home, otherwise the student will be taken back to the school.
 - d. After a field trip is completed, no students are to be transported home, daycare, etc., unless authorization comes from the school's principal.
- 9. All buses will be fueled at the State fueling stations.
 - a. Each bus is equipped with a blue disk (fob) for the vehicle.
 - b. **Make sure that fuel cap is securely placed on fuel tank before driving the bus.**
 - c. Report fuel transactions on the monthly operating records sheet.
 - d. Make sure that both the "driver card" and "blue disk" remain on the bus at all times. If lost or misplaced, report immediately to the SAU.

e. No vehicle shall be parked with less than one-half (1/2) of a tank of fuel.

f. If a spare vehicle is used, it must have a full tank of fuel before returning the vehicle.

10. Drivers are allowed a certain number of days for sick and professional time (see contract for number of days).

a. Each driver will be given a certain number days. (See contract for the number of days)

b. Drivers are encouraged to take time off during the school vacations.

c. Sick time cannot be used for school vacation periods.

d. Sick time cannot be used for a driver's personal vacation.

e. If a driver is feeling ill, the driver will be expected to notify the SAU. If the driver knows he/she will be out, he/she should notify the SAU as soon as possible so coverage can be obtained.

f. Drivers with late buses should try to obtain coverage if they know they will be out, and inform the SAU who will be covering.

g. Drivers must inform the SAU prior to 9 PM or after 5 AM.

h. Drivers should not call on weekends unless absolutely necessary.

i. If a message can wait until the following day, please wait before calling.

j. **Do not** assume if you leave a phone message it means that you have the time off. Make sure you talk directly with the SAU to confirm and no text messages.

11. Buses are expected to arrive early to the school for afternoon pickups.

a. For Spaulding High School afternoon release the buses need to arrive by ____ PM.

b. Paul School only buses need to arrive by ____ PM in the afternoon.

c. Late bus drivers should arrive approximately seven (7) minutes prior to the scheduled departure time.

12. Drivers are encouraged to communicate with parents.

a. Drivers may speak with parents concerning their child only if the parent comes to the bus to communicate.

b. Drivers may not tell parents that their child may not ride the bus.

c. Reminder, when communicating with a parent, you are an employee of

d. Drivers may not talk to other parents about the children on their bus.

e. Drivers must not call parents. If there is a problem, the driver will file a bus report and the school will make the necessary phone calls.

f. If any parent steps onto a school bus to discuss a situation with another student the driver needs to stop that parent and have them contact

the school. If the parent will not step off of the bus the driver should notify the school and the police department will be notified.

13. Drivers are not allowed to remove students from the bus.

a. Drivers should file bus reports for every child who does not comply with the bus rules.

b. Drivers may assign any seat to any student if needed; notify the school when this take place.

c. If a problem arises before leaving the school a driver can locate an administrator to remove the child if necessary. If the bus has left the school the driver must call the school to request if the child could be brought back to school due to discipline and if the administrator is available the school will inform the drive to bring the child back to school.

14. No driver will be allowed to exceed the posted speed limit.

a. If a driver is caught speeding, the police department will be notified and they will continue the investigation.

b. Speeds in and around any school yard will be NO MORE than 5 MPH.

c. SAU 101 will not tolerate any driver who speeds!

15. Department of Transportation drug and alcohol testing.

a. Drivers are expected to have a pre-employment drug test.

b. When chosen for a drug or alcohol test the driver must go to the collection site within one (1) hour after being notified.

c. Whenever a driver chooses not to have the test completed, the test will be considered positive.

d. Any positive test (drug or alcohol) will result in termination of employment.

16. It is the driver's responsibility to have eight (8) hours of in-service training per year.

a. Drivers are encouraged to attend any training provided by the SAU.

b. Drivers will be reimbursed for eight (8) hours of in-service training provided the SAU.

c. SAU 101 will provide a minimum of eight (8) hours per year of training.

17. Timecards will be provided and drivers will submit one (1) every two (2) weeks.

a. Times that should be found on a timecard:

1) Regular route times

2) Late bus times

3) Field trip/sports trip times

4) Training times

- 5) Special Education route times
- 6) Other times, i.e. maintenance, etc.

b. Timecards need to be submitted on Fridays by the end of the day at a designated location at the Paul School unless otherwise instructed.

c. Drivers will be allowed fifteen (15) minutes prior to the start of their route and fifteen (15) minutes at the completion of the route for pre- and post-trip inspections.

d. Drivers must report correct times on their timecards.

e. Drivers will be paid the same dollar amount that is indicated on their contract for late bus, field trips and regular bus runs.

f. For any driver that is found to be padding his/her time, written warning up to termination may occur. It will be the driver's responsibility to justify is/her time.

18. No students can be dropped off early at the school in the morning.

a. Students cannot be dropped off before _____ AM at Spaulding High School.

b. Students cannot be dropped off before _____ AM at Paul School.

19. Drivers will be responsible for their assigned late buses and any field trips they take.

a. If a driver is out sick, the driver should make arrangements with another driver to cover their last bus, and notify the SAU.

b. Drivers are in-charge of the bus on a field trip, if needed; the teachers/chaperones will assist if a problem arises.

c. GPS systems will be allowed while on a field trip as long as the system has audio and visual controls. The system can be placed on the dash of the vehicle, but not by the window.

20. Department of Transportation physicals are required.

a. The physicals are required every two years for CDL drivers.

b. It is the driver's responsibility to make sure they have a current medical card.

c. DOT physicals will be paid for by the school district.

d. The SAU will pay for one (1) physical every two (2) years. If the driver requires additional tests within the two year time period, it will become the driver's responsibility.

e. It is the driver's responsibility to forward a copy of his/her medical card to the Department of Safety.

21. Every year a driver's evaluation will be completed.

a. See appendix for evaluation form

b. Driver's evaluations will be completed before May 15th

22. Drivers will be required to complete a pre/post-trip inspection each school day and note so on their VCR.

- a. Any defects will need to be noted in the Vehicle Condition Report (VCR).
- b. The prior trips VCR must be in the bus as well as the present days.
- c. When doing your inspect it shall be policy that the driver use a spotter or place the rear of the bus next to something that will reflect the lights from the rear of the bus.
- d. The white copy of the VCR must be turned in weekly to the SAU, but must be removed the the book daily.

23. Buses are equipped with a white strobe light on the roof of the bus.

- a. Strobe lights are to be used during regular routes and late buses as long as it is to and from school.
- b. They may be used during low visibility
- c. Strobe lights are not used when students are not on board
 - 1) Turn on when picking up first student of the day and turnoff after emptying at destination
 - 2) Strobes are to remain off when empty and driving from Spaulding High School back to Wakefield.
 - 3) Turn them off when dropping students at the end of the day and traveling back to parking destination.
- d. They cannot be used on field trips, activity trips, etc.
- e. The need to be shut off when the bus has been unloaded and turned back on when the bus is reloaded.

24. Follow all other rules and regulations governing you as a school bus driver

- a. Follow all state and local laws
- b. Follow all laws that are provide int eh "Handbook for the New Hampshire School Bus Driver".
- c. Follow all laws that are applied to you as a CDL driver

25. Railroad Crossings

- a. When approaching, activate the 4-way hazard flashers one hundred fifty to one hundred (150-100') feet before the crossing.
- b. Pull as far as possible to the right in the "travel portion" of the lane. Do not use the breakdown lane.
- c. The bus must stop fifteen to fifty (15-50') feet from the nearest rail.
- d. Turn off the 8-way system, set the brake and place the gear into "Neutral".
- e. Open the service door and driver side window, tell students to lower their voice and turn down radios and fans or use noise cancel button.

f. All buses must stop at all railroad crossings even if the bus loaded or empty. Buses do not have to stop at crossings marked "Exempt" and show obvious lack of use.

g. Look left, right and left again while listening for a train.

h. Close the service door, disengage the brake and place gear into "Drive".

i. Slowly cross the rails while continuing to look and listen.

j. Once rear bumper clears the last rail; disengage the 4-way hazard lights and close driver's window.

k. If there are more than five (5) cars behind the bus, pull into the breakdown lane to allow them to pass. All left side tires must remain on the pavement.

26. Radio notification of beginning a drive's route and completion of a route.

a. At the beginning of day, the drivers need to radio in by stating (i.e. "Bus 100 signing on."), please repeat this every day. In the morning no one will respond to your message! We do not need the "good morning" chain to start. If you notice for example, that Jane always calls in by 6:05 and she has not, please contact the SAU as soon as it is safe to do so.

b. At the completion of a route the driver needs to radio in by stating (i.e. "This is 100, Gray route is clear."), please repeat this each day. The Paul School will be the location you will call in to in the afternoon.

27. Stopping for loading/unloading students:

a. Approaching student stop area, activate 4-way hazard lights two hundred to one hundred (200-100') feet before activating 8-way system.

b. All buses will come to a complete stop activating the 8-way system one hundred fifty to one hundred (100-150') feet and then if no student is present the driver may proceed after turn off the amber lights. This must take place each day, unless the driver know the student is not taking the bus on that particular day.

c. Drivers of children 2nd grade or below must have a parent or older sibling waiting and present when discharging in the afternoon. Parent can give a note to held in the office, advising it ok to let the child off when a parent is not present.

d. When loading an discharging students, the driver needs to use the emergency brake at each stop, placing the vehicle into the neutral position and then applying the emergency break.

e. Do not allow students to wait inside his/her home as the bus approaches. All students must be waiting at the edge of the street five (5) minutes prior to the bus arrival time.

f. While loading or discharging students, the red 8-way stop lights must be activated. This will include all school parking lots.

28. Tobacco use an alcohol use while on duty:

- a. No student or driver will be allowed to use tobacco products (including vapor products) while on the school bus.
- b. No driver will be allowed to use tobacco products while on school grounds.
- c. No student or driver will be allowed to use or transport alcohol while on the school bus.
- d. No driver will be allowed to consume alcohol products while on school grounds.
- e. A driver will be allowed smoke while on duty as long as he/she is not on school ground, at least twenty-five (25') feet from the school bus and will no children are on board. Will be used for personal business

29. Drivers using buses for personal business:

- a. None of the Wakefield School District buses will be used for personal business.
- b. Drivers will not be allowed to make stops with the school bus during his/her down time.
- c. DO NOT be seen with the bus if you have not prearranged the stop with the SAU prior to the stop.

30. Each school bus is equipped with safety chock blocks, which must be used when a driver is off his/her vehicle.

- a. Each time a driver exits the vehicle the chock blocks must be securely place around the rear wheels of the school bus to prevent movement.
- b. The only exceptions to this rule will be, drivers would not have to use the chock block if:
 - A winter storm is approaching or has arrived and the chock blocks may get stuck due to freezing during the night.
- c. Remember this saying: "Your feet hit the ground, chocks must be down!"

31. Ignition keys and securing the bus

- a. Buses parked at Paul School will need to be secured. Please DO NOT take keys home with you.
- b. All buses should remain locked when not in use, which includes service door, rear door and driver door.
- c. All windows must be placed in the closed position at the end of each day.

APPENDIX

**** Accident Report Form ****

**** Vehicle Repair Order Form ****

**** Monthly Operating Record ****

**** School Bus Evacuation Report Form ****

**** Timecard ****

**** Driver Evaluation Form ****

**** Acknowledgement Form ****

*All NH School Transportation rules (Safe-C 1300) can be viewed online at,
www.nh.gov/safety/divisions/dmv.*

*The NHSTA.ORG websit can also be used for resources such as:
Saf-C 1300 rules
NH School Bus Handbook*

WAKEFIELD SCHOOL DISTRICT – SAU 101

SCHOOL BUS EVACUATION FORM

Driver: _____ Date: _____

Bus No./Color: _____ / _____

=====

() Emergency Evacuation () Evacuation Drill

(CHECK OFF APPROPRIATE EVACUATION CONDUCTED)

SPAULDING – Date: _____ - _____ Time: _____

Location: _____

Number of Students: _____ (CIRCLE): Front Rear Split

Evaluation: _____

PAUL SCHOOL – Date: _____ - _____ Time: _____

Location: _____

Number of Students: _____ (CIRCLE): Front Rear Split

Evaluation: _____

OTHER – Date: _____ - _____ Time: _____

Location: _____

Number of Students: _____ (CIRCLE): Front Rear Split

Evaluation: _____

COMMENTS: _____

Form to be completed & turned in to the SAU by date assigned

SAU 101
WAKEFIELD SCHOOL DISTRICT
60 Taylor Way
Sanbornville, NH 03872

Wakefield School District has provided _____ with
Driver's Name
the Handbook. All of the information in the Handbook has been gone over
by the

Certified Instructor and the School Bus Driver listed above. At this time the
School Bus Driver knows what is required and understands the rules and
regulations governing his/her job. Below, the School Bus Driver and Certified
Instructor have signed and dated in acknowledgement of what is expected of
them as an employee of the Wakefield School District.

Driver's Signature

Date

Certified Instructor's Name

Instructor's Signature

Date

SAU 101
WAKEFIELD SCHOOL DISTRICT
60 Taylor Way
Sanbornville, NH 03872

Wakefield School District has provided _____ with
Driver's Name
the Handbook. All of the information in the Handbook has been gone over
by the

Certified Instructor and the School Bus Driver listed above. At this time the
School Bus Driver knows what is required and understands the rules and
regulations governing his/her job. Below, the School Bus Driver and Certified
Instructor have signed and dated in acknowledgement of what is expected of
them as an employee of the Wakefield School District.

Driver's Signature

Date

Certified Instructor's Name

Instructor's Signature

Date

February 2, 2023

Anne Kebler, Superintendant
SAU 101
76 Taylor Way
Sanbornville, NH 03872

Dear Mrs. Kebler:

It is my understanding there still has been no one to fill my position of School Nurse. For that reason, I am willing to rescind my Resignation from January 31, 2023 until February 28, 2023

As I stated in my initial resignation, I truly enjoy my job at Paul School, but my resignation comes due to family issues. I can extend my resignation for a period of time.

I will greatly miss working at Paul School.

Sincerely,


Lisa A. Wunderlich, BSN, RN