

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

Date: Tuesday, March 7, 2023 at
6:00pm

Transportation Meeting 5:15pm

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
3. **PRESENTATIONS, PUBLIC HEARINGS**
4. **PUBLIC COMMENTS**: Public's opportunity to speak to items on the agenda.
5. **CONSENT AGENDA**
 - a. AP Manifest - Batch #38565, \$44,130.80; Batch #38567, \$568.65; Batch #38554, \$832.71; Batch #38553, \$4,037.14; Batch #38502, \$3,878.28; Batch #38508, \$850.00; Batch #38550, \$103,446.99, Batch #38581, \$660.24
 - b. Payroll Manifest – Batch #38556, \$196,280.11
6. **MEETING MINUTES**
 - a. WSB Public Minutes 2.21.23
7. **REPORTS**
 - a. Superintendent's Report
 - b. School Administrator's Report
8. **OLD BUSINESS**
 - a. Bus Driver Handbook
 - b. Transportation Bids
 - c. Ceiling Repairs
9. **NEW BUSINESS**
 - a. Food Service Bids
 - b. Stipend Approval
10. **POLICIES (indicates first or second reading)**
 - a. IJLL- Review of Challenged Library/Media Center Material (2nd Reading)
 - b. JICD- Student Discipline and Due Process (2nd Reading)
 - c. JFACC- Tuition Expenses for Wakefield Residents (1st Reading)
11. **SUB COMMITTEE UPDATES**
 - a. Transportation Committee
12. **NOMINATIONS/HIRES/RESIGNATIONS**
 - a. Heather Powers- Transportation Coordinator
 - b. Teacher Nominations
13. **NON-PUBLIC**: RSA 91-A:3 II (c)
14. **ADJOURNMENT:** _____ PM

Agenda Worksheet

Upcoming: The next Wakefield School Board meeting will be held March 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 AP CHECK REGISTER

Report # 58775

Check Batch: 38565
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 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
38565	22106	02/22/2023	8011	AARON NASON	0.00	2,524.00
	22107	02/22/2023	9606	Bultman, Alyssa	0.00	710.00
	22108	02/22/2023	342	CROWELL'S TOWING & REPAIR	0.00	299.40
	22109	02/22/2023	1236	LAKESHORE LEARNING MATERIALS	0.00	3,232.56
	22110	02/22/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	17.42
	22111	02/22/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	15,750.00
	22112	02/22/2023	9290	PAGE STREET LEASING, LLC	0.00	75.00
	22113	02/22/2023	260	PARKER EDUCATION	0.00	7,893.10
	22114	02/22/2023	9530	SOLIAINT	0.00	5,050.00
	22115	02/22/2023	9191	TORRES, LUIS	0.00	293.44
	22116	02/22/2023	9226	TOWN OF WAKEFIELD - TAX COLLECTOR	0.00	8,196.04
	22117	02/22/2023	2957	VOYA CLAIMS FUNDING	0.00	89.84
	Totals:				0.00	\$44,130.80

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

<i>Mary Collins</i>						
Mary Collins, School Board Chairman						
<i>Brennan Peaslee</i>						
Brennan Peaslee, School Board Vice-Chairman						
<i>Sandrea Taliaferro</i>						
Sandrea Taliaferro, School Board Member						
<i>Robert DeColmacker</i>						
Robert DeColmacker, School Board Member						
<i>Bob Ouellette</i>						
Robert Ouellette, School Board Member						
<i>Carlene Stewart</i>						
Carlene Stewart, Treasurer						
<i>Anne Kebler</i>						
Anne Kebler, CEO						

F

12 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 38567
 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
38567	90210	02/22/2023	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	520.99
	90211	02/22/2023	669	EVERSOURCE	0.00	47.66
Totals:						\$568.65

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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Brennan Peaslee, School Board Vice-Chairman						
<i>Sandra Taliaferro</i>						
Sandra Taliaferro, School Board Member						
<i>Robert DeColimack</i>						
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<i>Bob Ouellette</i>						
Bob Ouellette, School Board Member						
<i>Carlene Stewart</i>						
Carlene Stewart, Treasurer						
<i>Anne Kebler</i>						
Anne Kebler, CEO						

6

2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 58746

Check Batch: 38554
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 Check Dates: (Earliest) - (Latest)
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 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
38554	90208	02/16/2023	8926	IRVING ENERGY	0.00	832.71
Totals:					0.00	\$832.71

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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

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Sandra Taliaferro, School Board Member

Robert DeCormack
Robert DeCormack, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 38553
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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
38553	90209	02/15/2023	669	EVERSOURCE	0.00	4,037.14
Totals:					0.00	\$4,037.14

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 38502
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
38502	90205	02/09/2023	8926	IRVING ENERGY	0.00	937.02
	90206	02/09/2023	8927	IRVING ENERGY-PROPANE	0.00	2,941.26
Totals:					0.00	\$3,878.28

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

12

2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 38508
 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
38508	90207	02/10/2023	1706	CHARTER COMMUNICATIONS	0.00	850.00
Totals:					0.00	\$850.00

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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

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Carlene Stewart
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Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Check Batch: 38550
 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
38550	22093	02/17/2023	9568	ACP FACILITY SERVICES	0.00	7,973.33
	22094	02/17/2023	310	AMAZON.COM	0.00	3,568.00
	22095	02/17/2023	342	CROWELL'S TOWING & REPAIR	0.00	69.99
	22096	02/17/2023	2018	FOLLETT SCHOOL SOLUTION INC (content)	0.00	572.43
	22097	02/17/2023	9284	HAND2MIND, INC.	0.00	589.95
	22098	02/17/2023	9519	NEW HAMPSHIRE PRINT & MAIL	0.00	292.56
	22099	02/17/2023	596	NH SCHOOL HEALTH CARE COALITION	0.00	77,262.50
	22100	02/17/2023	506	PIONEER MECHANICAL	0.00	870.00
	22101	02/17/2023	1259	SCHOLASTIC INC	0.00	1,715.93
	22102	02/17/2023	9530	SOLJANT	0.00	4,900.00
	22103	02/17/2023	9191	TORRES, LUIS	0.00	660.24
	22104	02/17/2023	804	TREASURER, STATE OF NH	0.00	4,774.09
	22105	02/17/2023	2957	VOYA CLAIMS FUNDING	0.00	197.97
	Totals:				0.00	\$103,446.99

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

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Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

13 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Void Check Register

Cash Account	Check #	Check Date	Void Date	System	Description Manual Vendor Code	Vendor Name	Financial Institution	Check Amount
100-0000-11010-0-00-00000	22103	02/17/2023	02/27/2023	System	CASH ACCOUNT 9191	TORRES, LUIS	TDBANK	
	Batch # / Payable #	Invoice #			Reference		Invoice Date	Amount
	38550 / 28102	020923			MILEAGE		02/09/2023	\$293.44
	38550 / 28102	020323			MILEAGE 1.30 TO 2.3.23		02/03/2023	\$366.80
							Total For CASH ACCOUNT	\$660.24
							Total For All Cash Accounts	\$660.24

1 Cash Account Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Check Batch: 38581
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
38581	22118	02/27/2023	9191	TORRES, LUIS	0.00	660.24
Totals:					0.00	\$660.24

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

Mary Collins

Mary Collins, School Board Chairman

Brennan Peaslee

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Sandrea Taliaferro, School Board Member

Robert DeColmarcher

Robert DeColmarcher, School Board Member

Bob Ouellette

Robert Ouellette, School Board Member

Carlene Stewart

Carlene Stewart, Treasurer

Anne Kebler

Anne Kebler, CEO

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1 Check Listed.



Wakefield School Board Public Minutes

February 21, 2023

Held in the Paul School Library

Draft

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

Others Present:

Wayne Robinson, Bob Adams, Kaitlin Spencer, Ryan Manning, Ashia Roy, Chris McKay and Mary Soares from Clearview TV

Mrs. Collins called the meeting to order at 6:20.

Agenda Review

Mr. Robinson and Mr. Adams will be moved to first on the agenda. Add Danielle McKeller under resignations.

Presentations

Gym Floor

Mr. Adams told the Board that the waves and wrinkles in the new gym floor need to be repaired somehow. He said there were some inconsistencies with the subfloor itself. He said the floor also has bumps like a pebble got laminated under the floor. Mr. Ouellette asked about installing a different kind of floor that would cover the imperfections. Mrs. Taliaferro asked if we are able to have a different floor installed. Mr. Robinson said that the imperfections will eventually wear through the floor. He said as far as moving the baskets to match up with the foul lines leaves the other lines still off and will not give you enough overrun between the basket and the wall or stage.

His feelings are that it should be replaced as there are a lot of spots with imperfections. One of the volleyball sockets sticks up a little but it's enough to catch your foot on. He said this floor isn't just used as a gym. It has many uses. Mr. Ouellette asked if there was something that could be installed over this existing floor. Mr. Robinson said perhaps a laminate which would be three or four times the thickness of the present floor which Mr. Adams said was less than a quarter of

an inch thick. Mr. Adams said he would be concerned that this wouldn't correct the leveling process.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to replace the entire gym floor with a different floor. (Vote 4-0)

Mrs. Kebler said that Mr. Markiewicz agreed to work two days a week until we hire a new BA has been in contact with Mr. Adams and will assist with the contract with the floor company. The Board, by consensus, agreed that Mr. Ouellette would take part in any walk throughs. Mrs. Taliaferro asked if the contract said anything about the warrantee. Mrs. Kebler said they are still reaching that hoping there is more than what's in Mr. Williams files. She said they have a letter stating that their insurance company is in receipt of the claim. Hopefully the insurance will cover everything. Just moving the basketball hoops was estimated to be \$38,000. The floor was \$108,000 plus an additional \$29,000 for leveling and grinding. We ended up paying \$108,000 plus \$38,495 for this. We paid \$3,530 for Hussy Seating to move bleachers. \$4,489 for Country Pickers. \$812 for volleyball sleeves. \$1,600 Waste Management for the old floor. \$1,475 for a moisture test. The total cost of the project was \$158,973.

Presentations, Public Hearings

PTA Update

Mrs. Roy said they had a Valentine's Day dance with 150 kids in attendance. They will be having a movie night and an Easter bunny breakfast on April 2nd. They are still stocking the teacher's lounge and also providing snacks for all grades. They are still honoring students of the month.

Public Comment 6:40

Mr. Manning asked about the school getting winter attire. Mrs. Collins said we are going to have a clothing drive. Mr. McKay said we need to focus on curriculum. We need to look to the professionals and staff.

Consent Agenda

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

Meeting Minutes

Mrs. Taliaferro made a motion, seconded by Mrs. Peaslee, to approve the 2-7-23 public minutes with an amendment. (Vote 4-0)

Old Business

Eureka Math

Mrs. Collins said Eureka math was added to the agenda for the November 15th meeting.

She said we didn't have enough information to move forward. It was the following week that she was told that the teachers were using it as a resource. We didn't hear anything back from parents until January. Teachers met Monday to develop a plan to help students move away from Eureka Math into the math programs that the other grades are using. Extra help will be available to students during this transition.

Follow Up

Sandrea's Questions

Mrs. Taliaferro submitted some questions about staff evaluations. The answers were handed out to all Board members. She said that this is what's supposed to happen. How do we know it is happening. Is there a spreadsheet? Mrs. Kebler explained the evaluation process observations, reflections and summaries.

Evaluation Process for Paul School Staff

1. What date are each department reviews/evals supposed to be done.

Wakefield Education Association: Certified teachers - Date evals/ to be done March 3rd.

Nomination to the board by March 7, 2023 - Contracts (by law) given to certified staff by April 15, 2023 (includes guidance counselors, nurse and long term subs.)

Process: Veteran Teachers - Two 20 minute observations and one 20 minute reflection/summary of observations/year - begin process of goal setting for FY 23-24

New Teachers (less than three years) - Three 20 minutes observations and one 20 minute reflection/summary of observations/year - begin process goal setting for FY 23-24 school year - Pre and Post observations conferences occur with each observation - each observation and summary/reflection is signed by evaluator and staff member

Wakefield Paraeducator Association

Process:

Evaluated by Director of Special Education - observations and feedback given to director by special education and regular education teachers that work with staff member Evaluated annually with rubric designed last year (Danielson Framework) Reflection and summary of year and begin goal setting for FY 23-24 Summary of rubric is signed by evaluator and staff member Date/Evals need to be done by March 28, 2023 Contracts to Wakefield Paraeducator Association by May 15th

Wakefield Unaffiliated Staff

Process: Evaluated by immediate supervisor - annual evaluation in checklist format due to staff by May 31, 2023 - contracts to follow - Evaluations are signed by employer (immediate supervisor) and employee

Wakefield Administrative Team :

Process:

Mid-year self-reflection and summary with Superintendent - set goals for remainder of year,

Midyear reflections and end of year summary signed by both evaluator and staff member.

Midyear reflection is a reflection of job responsibilities and teacher observations. Contracts to be given to admin staff by April 15, 2023

Mrs. Taliaferro also asked about the Mentor/Mentee program.

2. How often and when do they have mentor meetings

a. Mentor/Mentee meetings are quarterly with School administration

b. Mentor's meet once a week with Mentor's

c. Mentors are to do two classroom visitations with data collection Evaluation Process for Paul School Staff

1. Suggested these visits happen in December and April

d. Complete End of Year survey

e. Mentor Teacher Reflection/Summary of interaction to be done monthly

f. New this year: instructional coaching once a week with Elaine Millen (consultant) by referral of school administration - currently doing instructional coaching for I teachers.

3. How often do they (school admin?) have team meetings?

a. Mrs. White and Mrs. Leavett-Carlson meets once a week with their grade level teams they are assigned to. This meeting is a time when administrator and grade level teams look at data, discuss teacher needs and concerns and look at individual students' progress and next steps.

4. How often and when are the different performance reviews for new hires? When are they done? Are they signed and dated

a. Two of the four observations are to be done in the first 90 days of school and are signed and dated. All evaluations are to be filed in staff members personnel files. Summer work:

Much stronger onboarding process for new teachers - stipend paid (mentor/mentee attend)

District Leadership Team develop professional development by goals set at end of school year.

Current Professional Development Plan in revision - to be approved by state June 30, 2023

Mrs. Taliaferro asked when do we catch when students aren't doing well? Mrs. Kebler asked if Mrs. Taliaferro thought an administrator should be looking at grades. Mrs. Taliaferro felt someone should if children are continuing to fail without it being rectified. She said we shouldn't have anyone failing. Mrs. Kebler said there have been inconsistencies on how evaluations have been done in the past. All evaluations were completed in a timely fashion last year. If a teacher will be on an improvement plan they were told.

Judy Nason Trust Fund

The attorney that was at the Deliberative session is working with Mrs. Kebler to change the language because the trust says it's to start with the footbridge. It has to be changed by the Attorney General. This will take some time and the scholarship may not come out until summer. Mrs. Kebler will reach out to Mr. Nason and let him know.

DOE Complaints

Mrs. Kebler said that Mrs. Taliaferro had asked how many complaints had gone to the DOE this year. There have been two complaints on file for two different things, more than one person has complained. One was about the text message with the emojis and the second was around the bullet found in a classroom. All the information was sent to the complaint officer, Mr. Ferrell. Each complaint was dismissed saying we had done what we needed to correctly.

Contracted service will begin on Monday for a Special Ed student and there will soon be seven bus drivers. Mr. Kebler said they have interviewed two people for Transportation Coordinator, neither came from Indeed. They have received a couple BA applicants. They also have a nurse applicant through Indeed and it looks like they may work out.

Indeed Update

Scholarships

WSB

The Board, by consensus, chose "Who has had the most influence in your life other than a family member and explain why" for the writing prompt for the Wakefield School Board Scholarship.

New Business

Transportation Bids

They received no bids for contracted services from transportation companies. They receive two bids for a 77 passenger bus. One from W.C. Cressey and one from DeVivo. The bus bids will go to the Transportation Committee for a checklist summary. Mrs. Peaslee said that we have all Thomas buses now and that's what the drivers trained on and are used to.

Policies

ADC – Tobacco Products Ban Smoke Free Workplace (referenced in other policies)

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to remove Policy ADC from the policy book. (Vote 4-0)

BBBB – Board Membership (doesn't apply)

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to remove Policy BBBB from the policy book. (Vote 4-0)

BBBH – Recognition of Organization and Operation of SAU Board (doesn't apply)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to remove Policy BBBH from the policy book. (Vote 4-0)

BFE – Administration in Policy Absence (redundant)

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to remove Policy BFE from the policy book. (Vote 4-0)

IJLL - Review of Challenged Library/Media Central Material (2nd Reading)

IJLL-R - Review of Challenged Library/Media Central Material Procedure

After some discussion the Board decided these two policies will go back to the Policy Committee for clarification.

Tech Committee

Mrs. White said they met last Thursday. They want to do a Tech Tuesday to talk about all the tech resources they have but teachers haven't signed up for it. They talked about an asset inventory. A survey that was sent to staff only had twelve responses. They decided to pass it out at the next staff meeting and give everyone time to fill it out. She is working on formatting their drive so it's easier for everyone to access information. A tech tip will be added to the weekly happenings. They are working on passwords so everyone has the correct ones. They are looking at a summer project changing student accounts to their student ID number. They are looking at replacing 10-20% of the Chromebooks each year. Howard systems is looking at that. There was discussion about having a no tech week. They are trying to recruit more staff to be on this committee.

Curriculum

Mrs. Kebler said we need to talk more about curriculum. She put what the Curriculum committee had done over that last five months in their packets. She read a list of goals they have been working on. Continuity from grade to grade with clear accountability. The Committee discussed how to bring this to staff to begin the process looking at teachers needs, the benefits and staying power. She said she feels an urgency to get this work done. Mrs. Kebler said their standards book has 158 pages and they want to narrow it down to what is most relevant and vertically align from K-8. They are working with teachers who will identify what they feel are the most important standards to see if each grade level teacher agrees what is most important. They will have an intense week long process this summer on standards to have them in place the beginning of the school year. Once standards are in place we will look at the available resources. This will be a priority. Input from parents is also important. Vertical Teaming will be put back in place in the

fall. Curriculum will be on the agenda for each meeting. Mrs. Collins said the Curriculum Committee is doing amazing work. Mrs. Kebler said teachers are following standards. We have to make it consistent and relative.

Mrs. Kebler said we had a public forum about safety and there were nine people who attended. Mrs. Taliaferro asked to have a list of committees community members can join and also the steps to follow if you have a complaint or a problem and post them in the front hallway with information on who to contact.

Mr. Ouellette made a motion, seconded by Mrs. Collins, to seal the first session non public minutes until February 21, 2033. (Vote 4-0)

Nominations/Hires/Resignations

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to accept Danielle McKeller's resignation with regret. (Vote 3-1)

Non Public Session

Mr. Ouellette made a motion, seconded by Mrs. Collins, to enter non public under RSA 91-A 3:II (c) at 8:05. Roll call Vote: (4-0) Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye.

The Board re-entered public session at 9:00.

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Collins, to adjourn the meeting at 9:05 (Vote 4-0) Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye.

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Superintendent Report
Wakefield School District
March 3, 2023

Another busy month in the Wakefield School District!

Our District Leadership Team has been developing a Professional Development plan for the 2 teacher workshop days and 1 early release day. We will be focusing on working on our current standards, and assuring they are consistent across the grades.

- For March 17, as a staff we will begin the day by defining what a standard is with guiding questions such as
 - 1. What are standards?
 - 2. How are standards different than curriculum?
 - 3. What do we need to do together as a staff to make our standards consistent across grade levels?
 - 4. And finally, how will this help us increase student achievement and impact our school culture. While we all have this information, it is always a healthy activity to come to common agreement around the work we are doing.
- From there we will break into small groups and begin the work with "grade level team work", using guiding questions such as
 - 1. What are the ESSENTIAL standards at our grade level?
 - 2. Consider what we have for tools/materials (curriculum materials) that you have to support the standards?

This work will continue during our April early release day and May's teacher workshop day working on vertical teaming and considering the evidence we will use collectively to determine if our students are mastering the standards. We will also as a District Leadership Team begin to identify the summer work we will do with standards, with a goal of having a hard copy of grade level standards for our teachers as well as parents/guardians and community when our students enter the FY 23-24 school year.

A big thank you to Bob Adams, our interim Facilities Manager and our custodial staff Luke and Ronnie, along with Bob Ouellette a member of our school board for such speedy work on the frozen pipes in the kitchen and the repairs. It is their hard efforts that allowed us to only miss one day of school!

During February break, our District Leadership participated in an Active Shooter Training with our Wakefield Police Department. It was a great opportunity to have all the right people at the table to discuss the procedures and protocols for Wakefield with regard to if an active shooter is in our school, as well as to determine evacuation considerations. We will continue to work on this with the Wakefield Police Department, and as a school we will be reviewing and revising our Crisis Intervention Plan.

It is very exciting to report that we are bringing a transportation coordinator forward this week. She is anxious to get started, and I believe she will be a great addition to our transportation team. In addition, we are close to being able to have 7 drivers driving large capacity buses, and shortening our routes.

Brandon Balser, our Physical Education Teacher is actively working on an after school program for our students. He is looking for staff, and community that might have something interesting they may be able to offer our students for after school programming. Thank you to Brandon for pulling this work together. More to come on this when he has been able to finalize.

With all the snow we have been getting, it is hard to believe that spring is around the corner – but it is. We are all anxiously awaiting the flowers to bloom, and see green grass on our grounds.

Respectfully,

Anne L. Kebler
Superintendent
SAU 101 ~ Wakefield School District

Paul School Administration Report
March 2023

- We celebrated our January Outstanding Students with an Ice Cream party that was hosted by our PTA on Tuesday February 7th.
- On Friday February 10th we celebrated our 100th day of school, students and staff were creative with their costumes of what they would look like if they were 100 years old and made for an exciting day. The 100th day of school is an opportunity to rejoice in classroom and school community successes, individual accomplishments, and the pursuit of a love of learning overall.
- On Friday February 10th staff participated in a Suicide Prevention Training through Connor's Climb. We would like to thank Lori Cook for setting up this training. **Connor's Climb information:** Connor's Climb is on a mission to provide suicide prevention education to New Hampshire youth and the community. In the aftermath of a suicide, family, friends and communities respond in different ways. When Connor Ball died by suicide in October of 2011, his family and friends decided that no one else should experience such a profound and life-altering loss. Connor's Climb Foundation is the result of their love for Connor and their commitment to end youth suicide. Through the implementation of suicide education programs in New Hampshire schools and agencies, Connor's Climb Foundation helps educators, students and community members foster help-seeking behaviors so that youth in need of supportive services either reach out for them, or get referred to them by a peer, coach, teacher or other trusted adult. **School Staff Training:** In this 2-hour session, school staff learned about risk factors, warning signs and protective factors as they relate to youth suicide prevention. Website for more information: connorsclimb.org
- On Friday February 10, our fantastic PTA held a Valentine's Day themed dance for students in grades 4-8. Students were amazing and had a lot of fun. We would like to thank Emma Joy, Kylee Joy, Chloe Cochran, Elizabeth Howard and Jace LeClair for helping clean up after the event. A very special thank you to our PTA who go above and beyond to support our school, we are better because of you!
- STAR testing took place during the two weeks before break. Students in grades K-8 completed the assessment. This testing informs instruction and allows teachers to track student growth over the course of the year. Our interventionists and Title One team also uses this data to look at trends over time as a whole school to determine push-in and pull out support for students. We plan to complete one more round of STAR testing at the end of the school year.
- A number of students received the distinction of High Honor Roll or Honor Roll for the second quarter. **3rd Grade High Honors :** Alivia Arnold, Kellan Behrens, Ayden Burns, Amelia DeColfmacker, Shannon Dexter, Nora Feyler, Sawyer Fuller, Skylynn

King, Gavin Lamper, Karaline McCawley, Brayden Melanson, Amelia Nason, Milo Rainone, Alexi Richardson & Bradley Searles

3rd Grade Honor Roll : John Blackwood, C'Zar Boyd, Gracelyn Brown, Blake Frisbee, Levi Glidden, Colby Howe, Raegan Jewell, Matthew Krafton, Spencer Lamper, Cody MacMillan, Olivia McGaw, Thomas McGoff, Michael Milnes, Corbin Nason, Savannah Peavey, Charlotte Solsky, John Stephens & Parker Ward

4th Grade High Honors Adrian Adjutant, Nathaniel Chick, Ryan Cilley, Kaylin Dolaher, Taylor Fisher, Makenzie Fournier, Emilia Gilman, Jocelyn Hayward, Caleigh Maskell, Amelia Mosandel, Sophia Roy, Rebekah Sanborn, Claire Stephens & Brynn Trepanier

4th Grade Honors Andrew Barton, Allirose Bowley, Carter Brown, Lyllian Collins, Ellie May DaSilva, Frank Pevear, Silas Gilmore, Trenton Goldthwaite, Aleah Hammond, Garrett Hurley, Hunter Joy, Ian Joyner, Jameson King, Farrah Legere, Holden Mangano, Abel Metallic, Jose Miera, Nancy Ellen Moutsoulas, Kaylee Palmer, Truman Pederson, Lily Richardson, Kaylee Thorne, Gretchen Turbitt, Cody Stephens, Sean Welch & Natalie Wright

5th Grade High Honors Isabella Berchiolli, Aubrie Drena, Matilda Hudson, Julia Martin, Allyson McKenna, Sidney Silcocks, Carson Solsky & Nolan Webb

5th Grade Honors Miyra Allen, Aubree Behrens, Allyson Bergeron, Jared Brown, Jordan Caiazzo, Paige Crowell, Jacob Desroche, Isabella Donovan, Samuel Drum, Cash Elliott, Thomas Fraser, Caleb Hartford, Maddalyn Hughes, Grace Krafton, Ayden Mayotte, Hazel McDewell, Kara Meserve, Jayce Moody, Amelia Osborne, Brantley Pitts, Willow Pomeroy, Hunter Racki, Marcus Sastre, Alyssa Searles, Jacob Stevens, Jade Sylvain, Jackson Webb, Cohan Wheeler & Isla Wolfe

6th Grade High Honors Zyrus Batica, Charlotte Blackwood, Sarah Caouette, Allison Deshong, Izabella Morrill, Jillian Pevear & Carly Weeks

6th Grade Honors Lilianna Bowley, Abigail Duguay, Sayuri Matos-Refugio, Zoey McGaw, Landen Norton & Hayden Wright

7th Grade High Honors Talia Caiazzo, Audrina Crowell, Skyla Ellingwood, Audrey Fuller, Evelyn Hardy, Kyle Pelletier, Luchien White, Aidan Wright & Linnan Zhuang

7th Grade Honors McAuley Alie, Sophie Colon, Isabelle Correia, Khloee Cochran, Teeghan Fisher, Kameron Goldthwaite, Ashley Haney, Trinity Hayward, Gage Phillips, Tenlee Williams, Drexel Main, Haven Pelletier, Jayce Stevens, Aaren Swain-Derosier & Sawyer Ward

8th Grade High Honors Audrey Fuller & Timothy McCarthy

8th Grade Honors Violet Blanner, Aislynn Boles, Jackson Bukowski, Meagan Darby, Benjamin Jennings, Kylee Joy, Sydnie Macedo, Jaelynn Moody, Aidan Nelson, Dominick Roy & Piper VanDine

- We celebrated our Outstanding Student of the Month at our Community Day celebration on February 17th. The following students were recognized at our assembly: Noelle

Caiazzo, Bentley Spates, Harper Bennett, Mya McKay, Brady St. Pierre, Athena Stephens, Renner Mansfield, Camden Pinardi, Johnny Dexter, Gunner Fournier, Levi Glidden, Emily Moore, Aliannah Lavertue, Jasper Meyer, Joey Miera, Charlie Conkey, Jacob Stevens, Jade Sylvain, Izabella Donovan, Lilianna Bowley, Allison Deshong, Haven Pelletier, Tenlee Williams, Kyle Pelletier, Audrey Fuller, Emma Joy, Harley Stevens, and Noah Bukowski. Our outstanding staff member of the month was Teegan McGaw, and we are thankful for her kindness towards all members of our Paul School community and her willingness to pitch in. We also celebrated our fantastic nurse, Lisa Wunderlich, for all she has done here at the Paul School over the years. Mrs. Wunderlich will be retiring soon and we wanted to let her know how much she means to us.

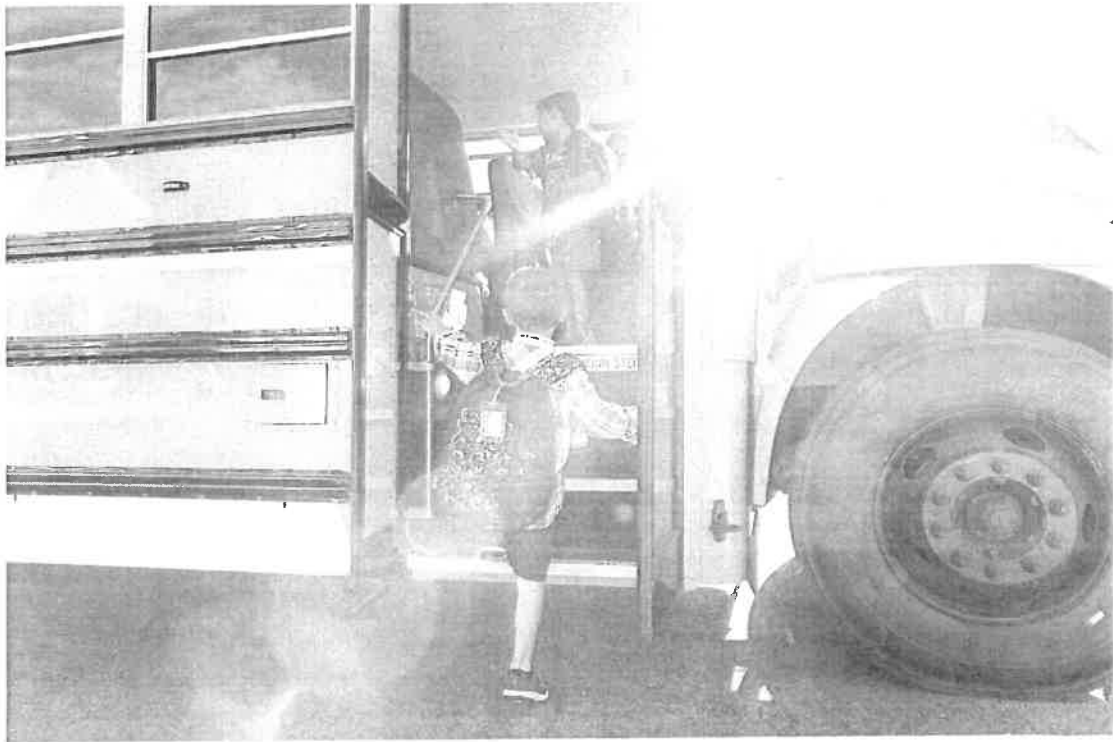
- This month we launched an official online Paul School Spirit Store, where families can choose from hundreds of designs and garments that are delivered to their homes. The company has provided our community with a grand opening special, use code SPIRIT312-FS to receive 25% off and earn free shipping on orders over \$50.
<https://1stplace.sale/59954>
- The 8th graders will be hosting a Potluck dinner at the Function Hall in Union either the 16th or 17th of March. 8th graders, their parents / guardians and student's families will be responsible for advertising the dinner, gathering donations and helping with set up, serving and cleaning up. Admission will be between \$10 to \$15, all proceeds will go to the 8th grader end of the year field trip.

Important Dates:

- February 27 - March 3- Read Across America Week
- Wednesday March 1 - Policy Committee Meeting- 10:30 AM- SAU Conference Room
- Wednesday March 1 - District Leadership Team Meeting- 1:45 PM- SAU Conference Room
- Friday March 3 - Outstanding Student Celebration- 1:45 PM- Paul School Gymnasium
- Friday March 3 - Quarter 3 Progress Reports
- Monday March 6 - PBIS Universal Team Meeting - 3:30 PM - Room 414
- Tuesday March 7 - Climate and Culture Committee Meeting - 7:45 AM - Room 401
- Tuesday March 7 - School Board Meeting - 6 PM- Paul School Library
- Wednesday March 8 - PBIS Tier 2 Team Meeting - 10 AM - Conference Room
- Wednesday March 8 - District Leadership Team Meeting- 1:45 PM- SAU Conference Room
- Thursday March 9 - Curriculum Committee Meeting - 6PM- Zoom
- Tuesday March 14 - Grade 5 and 8 Field Trip to Spaulding High School for Seussical the Musical performed by the Spaulding High School Drama Club
- Tuesday March 14 - PTA Meeting - 5:30 PM- Paul School Library
- Wednesday March 15 - PBIS Tier 2 Team Meeting - 10 AM - Conference Room
- Wednesday March 15 - Policy Committee Meeting- 10:30 AM- SAU Conference Room

- Wednesday March 15 - District Leadership Team Meeting - 1:45 PM- SAU Conference Room
- Wednesday March 15 - Staff Meeting - 3:30 PM - Room 410
- Wednesday March 15 - Spaulding Parent Information Night- 6PM Spaulding High School Auditorium
- Friday March 17 - No School- Staff Professional Development Day
- Monday March 20 - PBIS Universal Team Meeting - 3:30 PM - Room 414
- Tuesday March 21 - Paul School Leadership Team Meeting - 3:30 PM - Paul School Library
- Tuesday March 21 - School Board Meeting - 6 PM- Paul School Library
- Wednesday March 22 - District Leadership Team Meeting - 1:45 PM- SAU Conference Room
- Thursday March 23- Technology Committee Meeting- 7:15 AM - Paul School Library
- Thursday March 23 - Spring Pictures
- Thursday March 23 and Friday March 24 - PBIS March Madness Event - We will run a Community Day schedule
- Wednesday March 29 - Policy Committee Meeting - 10:30 AM- SAU Conference Room
- Wednesday March 29 - District Leadership Team Meeting - 1:45 PM- SAU Conference Room
- Thursday March 30 - Talent Show and Play- 6 PM- Paul School Gymnasium
- Friday March 31st - Community Day

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 Superintendent or designee (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.
 1. Give location
 2. Give the extent of the accident
 3. Number of children hurt
 4. Will fire/rescue be needed?
 - b) If bus evacuation is needed
 1. Make sure that all students are at least 100 feet from the bus
 2. You need to make sure that no student leaves the location of the accident unless fire/rescue or the police department instructs otherwise
 3. 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 drives 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 EDUCATION TRANSPORTATION POLICIES

- 1. Students with disabilities 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 Students with Disabilities you may 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 AN 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, Students with Disabilities, 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. Drivers of Students with Disabilities 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 or Crowels in Wakefield, 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 swept 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 or designee 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 is not 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 or Paul School 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 students 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 of 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 or designee. If the driver knows he/she will be out, he/she should notify the SAU or designee 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 or designee 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 2:00 PM.

b. Paul School only buses need to arrive by 3:15 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 the Wakefield School District.

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

be
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 driver 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 SAU office 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 7:15 AM at Spaulding High School.
 - b. Students cannot be dropped off before 8:15 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 or designee.
 - 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 place 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, no later than the Monday after a week of driving, to Laurie Newsome at the SAU office be removed the the book daily. Laurie will document on a spreadsheet that they have been turned in and file in the drivers file.
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 in the "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 driver'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 and 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 and 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 to 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 while no children are on board.

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
76 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

Wakefield- Food Service RFP Checklist	Company Name	Company Name	Company Name
	Fresh Picks		
Attend pre-bid meeting/walkthrough	N		
All addendums signed	Y		
Financial Statements or Annual Reports	Y		
Brief description of company structure	Y		
Ownership	Y		
Explanation and list of your company's services	Y		
How long has your company been in business	Y		
List of similar projects from your company	Y		
Minimum of 3 references of projects of similar size	Y		
Qualification data	Y		
Acceptable surety letter	Y		
Licensed in New Hampshire	Y		
Comments:			
Y=Yes/N=No			

**WAKEFIELD SCHOOL DISTRICT
Stipend Proposal Form**



Staff member name: Mary Wing Soares Date: 2/13/23

Please provide a brief description of the activity requiring a stipend below:

Drama club meets weekly after school for an hour
Students wrote a script and are practicing for
presentation on March 30 and also do skits at on Community
Talent Day

Please break down the hours below or attach:

Activity Description	Hours
<u>weekly meetings Mondays and Wednesdays</u>	<u>2.3</u>
<u>January 9th - March 31st</u>	
<u>Drama Club will continue to meet Wednesdays</u>	<u>8</u>
<u>until the end of May</u>	
Total hours	31

Approximately how many students are involved?

25-30 students

Stipend amount requested (please note that the hourly rate cannot exceed \$25 per hour).

\$175.00

Staff member signature: Mary Wing Soares

	Committee member	Committee member	Committee member
Name:			
Signature:			

REVIEW OF CHALLENGED LIBRARY/MEDIA CENTER MATERIAL

Statement of Purpose

The Wakefield School District supports the principles of intellectual freedom protected by the First Amendment of the United States Constitution and encourages the free expression of opinions. The right of dissent, also protected by the First Amendment, allows objections to materials in the library media center to be raised. Any resident or employee of the school district, therefore, may formally challenge books. This regulation details the process to be used when a citizen, parent/guardian, or student challenges the inclusion of a specific item in the school library/media center.

Statement of Regulation

Upon receiving a complaint regarding instructional material the principal, shall try to resolve the issue informally. The principal, or other appropriate administrator or staff member shall explain to the complainant the district's selection process and criteria, as well as the qualifications of those persons responsible for selecting the material.

It is hoped that all challenges can be resolved informally; however, if that is not possible, the following procedures will be used:

1. The complainant shall be supplied with a packet of materials, consisting of the materials selection policy (IJL) and a Request for Reconsideration of Library Material Form (IJL-E). In addition, copies of the Library Bill of Rights and the Freedom to Read Statement from the American Library Association will be provided to the complainant.
2. The complainant returns the Request for Reconsideration of Library Material Form to the Principal. If the request has not been received by the Principal within ten (10) working school days, the matter shall be considered closed.

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

Adopted by the Board:

3. No questioned materials shall be removed from the school pending a final decision. pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the child/children of the parents making the complaint, if they so desire. The questioned material is to remain in circulation.

4. Upon receipt of a completed Request for Reconsideration of Library Material Form, the Principal notifies the Superintendent within 48 hours. ~~The Principal sets up A~~ Reconsideration Committee composed of a certified library media specialist not assigned to the school in question, ~~three~~ **two** teachers, an administrator, **and the Superintendent will be formed.**

5. The committee will prepare a final recommendation on the disposition of the matter. Once convened, the reconsideration committee shall:

- Examine the challenged material by reading, viewing, or listening to it in its entirety;
- Determine general acceptance by reading critical reviews of the material;
- Weigh values, strength, and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
- Receive testimony from any or all parties involved;
- Review the challenged material in the context of the library media program noting that the criterion for the final decision is the appropriateness of the material for its intended use; and
- Prepare a written report, that includes a recommendation, to be submitted to the Superintendent.

If the committee decides to keep the work in question, the complainant shall be given an explanation. If the objection is found to be valid, the Principal will acknowledge it and make recommended changes.

6. The Principal shall notify the complainant ~~and the Superintendent~~ of the committee's decision in writing. ~~The decision of the committee is final, and the same material cannot be reconsidered for a period of three years.~~

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

Adopted by the Board:

7. The complainant has the right to appeal the decision of the committee to the School Board. The School Board will review the complaint and the decision rendered by the reconsideration committee. If the decision requires further consideration, the School Board may schedule interviews with the complainant and the committee. The School Board will reach a decision regarding the complaint and inform the complainant and committee in writing.

8. The entirety of the Request for Reconsideration process shall take no longer than 30 school days to complete.

Mary Collins, Chairperson
Brennan Peaslee, Vice Chairperson
Sandra Taliaferro
Robert Ouellette
Robert DeColmacker

Adopted by the Board:

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

Category: Priority - Required by Law

Related Policies: JL, JIA, JIC, JICDD & JICK

See also Appendix JICD-r

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

A. Disciplinary Measures - "Definitions".

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

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

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

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

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

B. Standards for Removal from Classroom and Detention.

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

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

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

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

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

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

D. Process for Out-of-School Suspension.

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

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

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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

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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

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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
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TUITION EXPENSES FOR WAKEFIELD RESIDENTS

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

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

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

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

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

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

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

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

Adopted by the Board: 6 August 2013
Revised by the Board: 3 September 2014
Revised by the Board: 21 September 2016
Revised by the Board: 21 September 2016
Revised by the Board: 20 September 2022

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

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

Adapted from Barrington School District Policy JFABA

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

Adopted by the Board: 6 August 2013
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Wakefield School District
School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Anne Kebler
Date: (Submitting) 3/1/2023

Documents Required when submitting this form:

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

I wish to hire the following employee:

Start Date: 3/8/2023 or 3/9/2023

Employee's Name: Heather Powers

Existing Employee (Yes or No): No

If existing, current position:

Position being hired for: Transportation Manager

Replaces (Name):

Is this a NEW or EXISTING position? Existing

Hours Per Day: 4

Days Per Week: 5

Day Per Year: 20 per week

Non-Certified: _____

ID# _____

Expiration Date: _____

Certified: _____

ID# _____

Expiration Date: _____

Hiring Manager Comments:

CDL

Superintendent Comments:

Account Number: 100-2721-51120-1-00-000000

Anne L Kebler

Signature of Superintendent

Date

To be filled in by the Superintendent

Hourly Rate: \$25.00

Step:

Certified Teacher Nominations/Elections

Balser	Brandon	Physical Education	
Bonnevie	Sharon	Reading Specialist	
Boston	Angela	Preschool Teacher	
Boucher	Peter	Grade 6 Teacher	
Bultman	Alyssa	Grade 7 Math teacher	
Capen	Bethany	Special Education Teacher	
Catauro	Melissa	Special Education Teacher	
Cook	Lori	Guidance Counselor	
Courts	Laura	Grade 1 Teacher	
Crowley	Julie	Math Interventionist	
Dexter	Caroline	Art Teacher	
Ellis	Elayne	Title I Coordinator	
Fairfield	Samuel	$\frac{7}{8}$ Social Studies Teacher	
Frothingham	Kathryn	Special Education Teacher	
Gillikin	Alexander	Grade 8 Language Arts	
Hossack	Michele	Guidance Counselor	
Hurley	Lindsay	Grade 7 Language Arts	
Jakubec	Jaclyn	Grade 1 Teacher	
Kelly	Meghan	Grade 2 Teacher	
Krafton	Shane	Grade 2 Teacher	
Learned	Jennifer	Grade 1 Teacher	
Levesque	Andrea	Grade 4 Teacher	
Libby	Meghan	Kindergarten Teacher	
Lugo	Rebecca	Kindergarten Teacher	

McNevech	Cara	Library Media Specialist	
Nason	Aaron	7/8 grade Science Teacher	
Nason	Meghan	Special Education Teacher	
Olson	Cathy	Grade 5 Teacher	
Oneil	Diane	Title 1 teacher	.50 FTE
O'Neill	Robert	Grade 4 Teacher	
Osmer	Michelle	Grade 4 Teacher	
Perkins	Mark	Grade 6 Teacher	
Pollack	Sandra	Special Education Teacher	
Purvis	Juliana	Grade 3 Teacher	
Reynolds	Lindsay	Grade 3 Teacher	
Robinson	Jasmine	Grade 3 Teacher	
Royle	Lauree	Grade 2 Teacher	
Siegler	Shannon	Grade 5 Teacher	
Stipo	Betsy	Special Education Teacher	
Sullivan	Julie	Music Teacher	
Tyler	Kathleen	Grade 2 Teacher	
Wolforth	Erin	Grade 8 Math Teacher	
Woody	Jessie	Health Teacher	

Anne L. Kebler _____

Date: 3/21/2023