

## Agenda Worksheet

### School Administration Unit #101 Wakefield School District Board Meeting:

#### Paul School Library

60 Taylor way, Sanbornville, NH

Date: Tuesday, April 4, 2023 at 6:00pm

**Transportation Committee Meeting**  
**5:15 pm**

1. **CALL TO ORDER** – Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
3. **PRESENTATIONS, PUBLIC HEARINGS**
  - a. Public Hearing- Pursuant to 198:20-c to approve the withdrawal from the Expendable Trust Fund
  - b. 8<sup>th</sup> Grade Class Trip
4. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
5. **CONSENT AGENDA**
  - a. AP Manifest - Batch #38669, \$958,182.66; Batch #38673, \$971.37; Batch #38668, \$1,290.87; Batch #38701, \$55,453.27, Batch #38600, \$285.83
  - b. Payroll Manifest - Batch #38682, \$186,425.45; Batch #38628, \$2,605.22
6. **MEETING MINUTES**
  - a. WSB Public Meeting Minutes 3.21.23 (draft)
7. **REPORTS**
  - a. First meeting of month:
    - I. Superintendent's Report
    - II. School Administration Report
8. **OLD BUSINESS**
  - a. Follow Up
9. **NEW BUSINESS**
  - a. Proposal for Educational Disc Golf Club
10. **POLICIES (indicates first or second reading)**
  - a. IJLL-R Review of Challenged Library/Media Center Material (2<sup>nd</sup> reading)  
**IJL-E (referenced)**
  - b. JICD Student Discipline and Due Process (2<sup>nd</sup> reading)  
**Jl, JIA, JIC, JICDD, JICK (referenced)**
  - c. JLDDBA Behavior Management and Intervention (1<sup>st</sup> reading)
11. **SUB COMMITTEE UPDATES**
  - a. First meeting of month:
    - I. Technology Committee Update
    - II. Transportation Committee Update

## Agenda Worksheet

### 12. NOMINATIONS/HIRES/RESIGNATIONS

Bradley Davis- Facilities Manager

### 13. NON-PUBLIC: RSA 91-A:3 II ( C ) WSB Sealed Minutes 3.21.23 (draft)

### 14. ADJOURNMENT: \_\_\_\_\_ PM

**Upcoming: The next Wakefield School Board meeting will be held April 18, 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 # 58997

Check Batch: 38669  
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
38669	22149	03/17/2023	9568	ACP FACILITY SERVICES	0.00	7,973.33
	22150	03/17/2023	2889	APPLE INC	0.00	17,414.00
	22151	03/17/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	375.00
	22152	03/17/2023	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	104.74
	22153	03/17/2023	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	12,767.25
	22154	03/17/2023	1402	FRESH PICKS CAFE, LLC	0.00	22,777.88
	22155	03/17/2023	434	GOVERNOR WENTWORTH REGIONAL	0.00	34,912.41
	22156	03/17/2023	2161	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	2,575.00
	22157	03/17/2023	1236	LAKESHORE LEARNING MATERIALS	0.00	978.36
	22158	03/17/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	25.84
	22159	03/17/2023	9610	MOELLER, TRESDA RYAN	0.00	180.00
	22160	03/17/2023	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	5,129.31
	22161	03/17/2023	2288	MSB SCHOOL SERVICES	0.00	57.63
	22162	03/17/2023	569	NASCO	0.00	215.00
	22163	03/17/2023	596	NH SCHOOL HEALTH CARE COALITION	0.00	79,956.50
	22164	03/17/2023	260	PARKER EDUCATION	0.00	6,658.26
	22165	03/17/2023	686	ROCHESTER SCHOOL DEPARTMENT	0.00	738,563.33
	22166	03/17/2023	9609	ROY, ASHIA	0.00	84.50
	22167	03/17/2023	1209	SALMON PRESS, INC	0.00	270.00
	22168	03/17/2023	9530	SOLIAN	0.00	10,725.00
	22169	03/17/2023	9585	ST CHARLES SCHOOL	0.00	14,336.00
38669	22170	03/17/2023	1437	STRATHAM TIRE, LLC	0.00	671.80
	22171	03/17/2023	9191	TORRES, LUIS	0.00	513.52
	22172	03/17/2023	2925	UNH BUSINESS SERVICES	0.00	189.00
	22173	03/17/2023	2957	VOYA CLAIMS FUNDING	0.00	619.06
	22174	03/17/2023	9467	WHITE, KRISTEN	0.00	44.94
	22175	03/17/2023	1944	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	65.00

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
					0.00	\$958,182.66
				Totals:		

## WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins  
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandrea Taliaferro  
Sandrea Taliaferro, School Board Member

Robert DeColfackner  
Robert DeColfackner, School Board Member

Bob Ouellette  
Robert Ouellette, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Kebler  
Anne Kebler, CEO

27 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT

## Void Check Register

COPY

Cash Account	Check #	Check Date	Void Date	System / Manual	Description	Vendor Code	Vendor Name	Financial Institution	Check Amount
100-0000-11010-0-00-00000	22157	03/17/2023	03/17/2023	System	CASH ACCOUNT	1236	LAKESHORE LEARNING MATERIAL	TDBANK	\$978.36
	Batch # / Payable #	Invoice #	Invoice #	Reference	Invoice Date	Amount	Discount	Payment	
	38669 / 28176	389450020123		1236-LAKESHORE LEARNING MATERIALS	02/01/2023	\$978.36	\$0.00	\$978.36	
						<b>Total For CASH ACCOUNT</b>		<b>\$978.36</b>	
						<b>Total For All Cash Accounts</b>		<b>\$978.36</b>	

1 Cash Account Listed.

5

# WAKEFIELD SCHOOL DISTRICT

## Void Check Register

COPY

Cash Account	Check #	Check Date	Void Date	System	Description / Manual	Vendor Code	Vendor Name	Financial Institution	Check Amount
100-0000-11010-0-00-00000	22172	03/17/2023	03/17/2023	System	CASH ACCOUNT	2925	UNH BUSINESS SERVICES	TDBANK	
	Batch # / Payable #	Invoice #			Reference			Invoice Date	
	38669 / 28182	040723			WORKSHOP PYM T CANNEY			03/17/2023	
								Amount	
								\$189.00	
								Discount	
								\$0.00	
								Payment	
								\$189.00	
								Total For CASH ACCOUNT	\$189.00
								Total For All Cash Accounts	\$189.00

1 Cash Account Listed.

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 59002

Check Batch: 38673  
 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
38673	22176	03/17/2023	1236	LAKESHORE LEARNING MATERIALS	0.00	971.37
Totals:					0.00	\$971.37

45

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

Mary Collins  
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro  
Sandra Taliaferro, School Board Member

Robert DeColimackew  
Robert DeColimackew, 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: 38668  
 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
38668	90219	03/14/2023	8926	IRVING ENERGY	0.00	440.87
	90220	03/14/2023	1706	CHARTER COMMUNICATIONS	0.00	850.00
Totals:						\$1,290.87

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# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

Mary Collins  
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro  
Sandra Taliaferro, School Board Member

Robert DeCollmacker  
Robert DeCollmacker, School Board Member

Bob Ouellette  
Robert Ouellette, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Kebler  
Anne Kebler, CEO

10

2 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 5906

Check Batch: 3870  
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: A  
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
38701	22178	03/22/2023	9358	ALWARD, KIMBERLY	0.00	605.22
	22179	03/22/2023	1868	BROOKS PUBLISHING CO	0.00	132.00
	22180	03/22/2023	9436	CARA MCNEVICH	0.00	260.00
	22181	03/22/2023	9270	CARLENE STEWART	0.00	96.56
	22182	03/22/2023	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	1,663.60
	22183	03/22/2023	342	CROWELL'S TOWING & REPAIR	0.00	1,837.78
	22184	03/22/2023	378	EASTER SEALS NEW HAMPSHIRE	0.00	8,644.04
	22185	03/22/2023	1402	FRESH PICKS CAFE, LLC	0.00	2,750.00
	22186	03/22/2023	9610	MOELLER, TRESSA RYAN	0.00	90.00
	22187	03/22/2023	2128	NAPA AUTO PARTS	0.00	61.94
	22188	03/22/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	21,687.50
	22189	03/22/2023	9290	PAGE STREET LEASING, LLC	0.00	75.00
	22190	03/22/2023	8999	SANDRA IANNUZZI	0.00	495.18
	22191	03/22/2023	762	STRAFFORD LEARNING CENTER	0.00	16,480.20
	22192	03/22/2023	9191	TORRES, LUIS	0.00	220.08
	22193	03/22/2023	1136	TOWN OF WAKEFIELD	0.00	50.00
	22194	03/22/2023	2957	VOYA CLAIMS FUNDING	0.00	304.17
Totals:					0.00	\$55,453.27

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

Mary Collins  
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

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

17 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch # 38600

Check Batches: (First) - (Last)  
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
38600	22177	03/03/2023	9608	BMO HARRIS BANK N.A.	0.00	285.83
Totals:					0.00	\$285.83

13

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

*Mary Collins*  
Mary Collins, School Board Chairman

*Brennan Peaslee*  
Brennan Peaslee, School Board Vice-Chairman

*Sandrea Taliaferro*  
Sandrea Taliaferro, School Board Member

*Robert DeCormack*  
Robert DeCormack, School Board Member

*Bob Ouellette*  
Robert Ouellette, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

14

1 Check Listed.



# Wakefield School Board Public Minutes

March 21, 2023

Held in the Paul School Library

Draft

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

Mrs. Collins called the meeting to order at 6:00.

## Others Present:

Rob Hewins, Kaitlin Spencer, Ryan Manning, Chris McKay, Relf Fogg, Sandy Ouellette, Katie Howard and Mary Soares from Clearview TV.

## Agenda Review

Mrs. Kebler said the Calendar was worked on until yesterday so they weren't in the packets. Add sealed minutes under non public.

## Public Comment 6:40

Mr. Hewins from the Wakefield Conservation Commission said he would like to speak about some information gathering that the Commission has done and the emails that took place this past week in regards to the community solar farm idea on Rines Road. He said he was shocked and surprised to receive the email because the Commission was operating under the assumption that there were some mutual conversations that allowed us to look into the possibility that this might be a good idea for the school and town. What we did as a commission was to do some limited research and information gathering. That's all we did. He believes the Board would be pleasantly surprised about the information they got.

I was surprised to receive a letter telling us to cease on something that there has been some talk about in the past. It's actually quoted that a portion of the property could be used as a solar fund to show the students green energy. It sounds like it could be beneficial to a lot of people. He said there was a final email for a Right to Know 91-A demanding information that we'd be happy to give you. He said demanding information is an unproductive way to get information. The productive way is to cooperate. We're not looking to take control of the development. It should

be an all inclusive project. He said if the door is shut on this he hopes it's not locked. He ended by asking what is the opposition to this idea.

The Board decided before an answer is given the Board should discuss this first. Mrs. Peaslee said she did not know what he was quoting and Mrs. Taliaferro asked for a copy of the attachment that she didn't receive.

Mr. Fogg said regarding the minutes you're possibly approving tonight in the public comment section it didn't reflect that I was asking about a forestry report. He said he received an email from Mrs. Collins. He said the email conversation between Mr. DeColfmacker and the Commissioners didn't seem to be forward to the School Board members.

He said the 91-A request sought information about the discussions among the Commission members but didn't seek discussions at the School Board level that had been ongoing since May 7, 2019. He said there have been numerous conversations. He said the voters in the district supported the idea of utilizing the property in unison with the water precinct. If they didn't vote in the affirmative at that time he wouldn't be receptive to this idea.

#### **Presentations**

None

#### **Consent Agenda**

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

#### **Meeting Minutes**

**Mrs. Peaslee made a motion, seconded by Mrs. Collins, to approve the non public minutes of 3-7-23. (Vote 5-0)**

**Mrs. Peaslee made a motion, seconded by Mrs. Collins, to approve the public minutes of 3-7-23. (Vote 5-0)**

#### **Old Business**

##### **School hours 22/23**

Mrs. Kebler said she spoke with Nate Green at the DOE and all of our blizzard bag days count. The 80% participation is an old rule. The words blizzard bag is not used anymore. It's a remote day. There were a total of twelve days out of school. We were able to count a snow day which was an early release day and the five blizzard bag days. Also, the low participation rate for the bullet incident and the emergency day when the pipes burst. We will have a full day through the 19<sup>th</sup> and an early release day on the 20<sup>th</sup> will be the last day of school.



#### School Calendar 23/24

Last year the school calendar was done in hours which made it difficult to calculate. This year it will be in days as recommended by the DOE. Start the year with 180 days and if you need to move into hours then you contact the DOE. The calendar has been reviewed by the union. It is draft form and if the Board would like to approve it they will move it along. This calendar matches with Spaulding including a couple of the teacher workshop days.

**Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to approve the 2023/2024 School Calendar with amendments. (Vote 5-0)**

#### ESSER Stakeholder Survey

Mrs. Kebler said she has been working on a report to the DOE about the use of ESSER Funds and has found that they need to send out a new stakeholder survey to the community, staff and students to get suggestions on how to use the funds. They will have both a paper and electronic version. She asked for feedback from the Board on any additional questions they would like to see on the survey. She recommended that after the survey is completed that a committee be formed to figure out how to use the rest of the ESSER money.

They will dedicate time at a staff meeting for them to do the survey. She really wants students voices. She hasn't yet figured out how to make the survey student friendly but is working on that. The Board had many ideas including items for the outdoor classroom and indoor recess and will send their suggestions to Mrs. Kebler. Mr. Taliaferro had some suggestions for language changes for the student survey. Mr. DeColfmacker asked how this will reach the community. Mrs. Peaslee said we need to invite the community in and have more recognition of our students like we used to have, Curriculum Fairs, craft fairs, art show, International Fair etc.

The DOE does a "603 Survey" which helps students with disabilities respond to how they feel their programing is going. This is another survey that was recommended be done at a staff meeting. It is an overall look at the culture of our building and how people feel about what's going on in the building. It also goes out to parents.

#### AREA Agreement Board Meeting

The Area Agreement Board meeting has been scheduled for Monday, April 17<sup>th</sup>. They would like to know what the Board would like on the agenda.

1. Talk about changing the number of students who can attend schools other than Spaulding.

Mrs. Taliaferro believes that if parents and students attend this meeting it could help. Mrs.

Peaslee asked to have the student numbers from 1974. Mr. DeColfmacker agreed with Mrs.

Peaslee and Mrs. Taliaferro to gather as much information as possible and be prepared to speak on this issue.

2. The sports sidebar that was discussed by a coach and Rochester School Board member and the Board. Mrs. Kebler will email the AREA Agreement to each Board member. The Board would

like to know if there is an end date to the agreement. The Board agreed they should look at all options to benefit the students and parents of Wakefield. Mr. Ouellette said if any Board members have any questions to email them to Mrs. Kebler by March 29<sup>th</sup>.

#### Nominations/Hires/Resignations

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve the leave of absence for Karen Stone. (Vote 5-0)**

Mrs. Kebler said to clarify, the only staff voted on by the Board are certified staff. Support staff and unaffiliated staff are FYI. From now on she will separated the packet to reflect the difference.

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve the leave of absence for Karen Stone. (Vote 5-0)**

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to welcome back Penny Huckins as Title 1 Teacher. (Vote 5-0)**

#### Non Public Session

**Mrs. Peaslee made a motion, seconded by Mrs. Collins, to enter non public under RSA 91-A 3:11 (c) at 7:03. Roll call: Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye DeColfmacker aye. Vote: (5-0)**

Mrs. Colbath left the room and returned at 7:35

The Board re-entered public session at 8:25.

**Mr. Ouellette made a motion, seconded by Mrs. Collins to seal the minutes of the non public session until 3-21-33. Roll call Vote: (4-0) Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye, DeColfmacker aye.**

#### Adjournment

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to adjourn the meeting at 8:25 (Vote 5-0) Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye, DeColfmacker aye.**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary

Superintendent Report  
Wakefield School District  
April 4, 2023

Our Multi-Tiered System of Supports (MTSS) team has been working on developing tier 1 supports to address challenging behaviors in our classrooms. The goal of this team has been to work with our classroom teachers to provide tier 1 supports in order to lessen referrals to the school office, and address behaviors within the classrooms. We know that because of the pandemic, and the time students were out of the school setting, students developed delays in their social and emotional skills. Research has shown that the most successful way to address these delays is to re-teach these behaviors, and this teaching should be embedded into their academic day rather than providing isolated programs. Three tier 1 interventions the team has recommended, and we are working on implementing are

1. **Check-in/check-out (CICO) support:** At its most basic level, CICO is an opportunity for a student and a mentor to work together to improve behavior. The goal of this strategy is to prevent future problem behavior by checking in with students daily to share clear expectations, feedback, and support. Mentors can typically implement CICO in less than five to 10 minutes per day.

Using CICO in our school and classrooms (as part of a broader MTSS, or behavior education program) can provide structure in a student's day, increase accountability, create internal motivation, improve self-monitoring skills and self-esteem, enhance family engagement efforts, and—ultimately—improve student behavior. Parents of students who have been identified as benefiting from this intervention are notified prior to with a letter and permission slip to allow this to occur. The check-in happens first thing in the morning in order to set clear expectations and goals for the day, and check-in again in the afternoon to assess how the students day went.

2. **Character Strong:** Character Strong provides tools for teachers and skills for students. In today's society, there are so many forms of media focusing on negative and unhealthy behaviors and choices. Character Strong helps emphasize and reinforce positive behaviors and choices. Again, this program is embedded into the daily schedule of the classroom, and these positive behaviors and choices are taught and reinforced by the classroom teacher throughout the day while providing academic instruction.

No content area is limited or adversely impacted by it. It has been found to help students work better in the classroom. If students can work better in the classroom, they can work more cooperatively and achieve more. Allowing for less office referrals, and classrooms where challenging behaviors are addressed by the classroom teachers. In order to implement this with fidelity, our MTSS team will be coaching our teachers for the first few weeks of implementation.

Monthly themes allow all of us to focus and encourage positive behaviors. Hearing about and having examples of gratitude (March theme) or honesty (April's theme) helps offset negative messages that are unavoidable in everyday life.

**Playworks:** Playworks brings out the best in kids, through play. Playtime is kids' time. But as a school we can and should create play environments that help kids be at their best. Studies show that recess matters: a thoughtful approach to recess improves children's physical health and social and emotional learning. Playworks helps schools and districts make the most of recess through on-site staffing, consultative support, professional development,

free resources, and more. For 25 years, Playworks has helped schools figure out what works well on their playgrounds. For recess to reinforce school culture, we've learned that a holistic approach is needed. Here are a few of the focus areas Playworks helps schools address: safety, engagement, and empowerment.

At a great recess, all students have real choices in how they play. They feel included in games or in imaginative play. They also feel empowered to play on their own or to start activities with other students. Older students can make a big difference. The natural leaders on the playground are kids, not adults. Kids want to be acknowledged for their leadership abilities, and they want to grow. A little encouragement is all kids need to lead games, pass out equipment, and set a positive, playful tone.

We are excited to assess the success of these programs, and will be using our School Wide Information System (SWIS) discipline data system to monitor the progress we see from these interventions.

Finally, I am excited to share that we have a Wakefield High School student who will be working this spring with our students through the organization Friends Forever International (FFI). FFI's programs focus on helping youth become the best version of themselves to help their community be the best version of itself. As part of the program, they are all tasked with creating a Social Action Project (SAP) to target issues or problems in our community that we want to improve. This student (an alumni of Paul School) has chosen to work with Paul School as her Social Action Project. Her goal is to develop leadership opportunities for our students – help facilitate student voice and assist in the transition of our 8<sup>th</sup> grade students to Spaulding. Her first step in this project has been to begin to identify high school buddy/partners for our students so that they have a person to go to when they are in need of assistance when they enter 9<sup>th</sup> grade next year. She is currently working with Mr. Roy, Spaulding High School's Principal to determine how best to make this happen with a goal that the buddy/partners will come multiple times to the Paul School this spring to work with developing a relationship with their buddies from our 8<sup>th</sup> grade. Once this is more finalized, we will make sure our 8<sup>th</sup> grade parents are aware of the schedule and activities. Once this goal is established, she hopes to work with our staff to create a student leadership group. Giving our students a voice in what they would like to see for our school. Again, we will keep you posted as to how this is going, and I am very excited at the opportunities this will offer our students.

Respectfully,

Anne L. Kebler  
Superintendent  
SAU 101 ~ Wakefield School District

## Paul School Administration Report

April 2023

- Over the last few months our fantastic Art teacher, Carline Dexter, has been working with the Gafney Library to set up an art gallery to highlight our talented artists here at the Paul School. The hope is that this work will be on display for the public to enjoy in June.
- The Curriculum Committee met on March 9th. We began our meeting by reading articles and having conversations around the phrase “guaranteed, viable curriculum.” The team examined the materials for our professional development day, and talked about the value of work time in moving forward. The hope is to continue this work at subsequent professional development days and to build some summer time in to complete/move forward with the literacy work. The committee is focused on taking concrete steps towards our goals.
- Our staff meeting on March 15th began with each staff member writing a postcard home to a student or colleague for their hard work. Lisa Wunderlich, our school nurse, facilitated training on Asthma. our Library Media Specialist, Cara McNevech gave an update from our Technology Committee, providing technology tips and a preview of programs available to enhance student learning. We kicked off our professional development workshops day at our staff meeting with a whole staff conversation about what skills we want our students to have in their toolbox by the time they leave The Paul School.
- On March 16th, students in grades 5 and 8 were invited to participate in a dress rehearsal for Seussical the Musical, a production put on by the Spaulding High School Drama Club. Our students and staff were thoroughly impressed with the performance, from the acting, to the singing, to the band and the artists who created the backdrops, the talent and opportunities for students to be involved is inspiring. We appreciate Spaulding High School inviting us as this shows our students that there are many opportunities for them with a variety of interests and talents to be involved. It is great to see schools and communities supporting the arts and providing opportunities for students to get involved and showcase their talents.
- On March 17th our faculty met to work on curriculum by creating common definitions of terms we use to discuss teaching and learning at the Paul School, and then examined Reading Literature Standards. In teaching teams, they learned to decode each standard and developed “I Can” statements for each standard, drawing from their decoding work and already established work. They also engaged in professional conversations about these standards with the previous and subsequent grade level, as well as how these standards are taught and how students demonstrate an understanding of these standards. A huge thank you to our Climate and Culture Committee, who facilitated an amazing potluck lunch.
- On March 20th, school counselors from Spaulding High School visited our eighth graders to review programming, required classes as well as to help students enter their course

selections for freshman year. Thank you to our incredible counselors Lori Cook and Michele Hossack for all your hard work to ensure a smooth transition for our students and your guidance and support for students when making decisions about their academic paths. School counselors play a crucial role in helping students navigate these choices and make informed decisions.

- Our Team Leader meeting on March 21st focused on improving instruction and student learning. We worked collaboratively on refining common definitions and developing a vertical progression of “I Can” statements for the Reading Literature Standard 2. This is a valuable task because it ensures that everyone on the team is on the same page in terms of the definitions and expectations for this standard. Developing a vertical progression of “I Can” statements is also important because it allows for continuity and coherence in teaching and learning. A vertical progression ensures that students are building on their skills and knowledge from year to year, rather than learning in a disjointed or fragmented way. We will build upon this work during our PLC meetings, our April Curriculum Committee meeting, Professional Development Days, and Staff Meetings.
- The following students were recognized for their hard work and kindness as our Outstanding Students for the month of March: Scarlett Cullity, Ava Delisle, Levi Skelly, Piper Drena, Vivi Knapp, Everly Keating, Tanner Baldwin, Sloane Bradley, Liam Manning, Charlotte Solsky, Jade Matos-Refugio, Coltan Logan, Allirose Bowley, Gretchen Turbitt, Isabella Tousaint, Ayden Mayotte, Amelia Osborne, Teeghan Baldwin, Izabella Morrill, Jackson Scott, Kameron Goldthwaite, Adrian Meserve, Bradley Monahan, Arianna Hurley, Adrien Morrissey, Aislynn Welch, Jacob Glidden.
- It's always bittersweet to say goodbye to a beloved member of a school community, however after 10 years of dedicated service, we celebrate the retirement of Lisa Wunderlich. The school nurse plays a vital role in ensuring the health and well-being of students, staff and our entire school community. Retirement is a well-deserved milestone after years of hard work and dedication. We all will miss her presence and wish her the best in her future endeavors. Lisa has had a positive impact on our lives and has made our school community a better place because of her hard work, dedication and love for our school. We will miss her and wish her the best as she embarks upon the joys of retirement.
- The 2023 Talent show went off without a hitch on Thursday, March 30th and then again during Community Day on Friday the 31st. Over the past three months, Mrs. Bonnevie and Mrs. Soares have been meeting weekly with these talented learners, and the results showed. There were tap dancers, singers, kung fu masters, a rapper, an Irish step dancer, a comedian and a heavy metal guitarist. Something for everyone. On Thursday evening we were also joined by the Drama Club who chose to do an improv sketch. They transformed the stage into a shark tank audition, selling their products to the audience (the sharks) while Mrs. Soares peppered them with questions about their products. On Friday, Mrs. Sullivan's middle school drummers added their talents to the program. Mrs.

Bonnevie and Mrs. Soares would like to thank all those who made this happen, especially Nathan J. who was the master at the soundboard.

**Important Dates:**

- Sunday April 2 - PTA Easter Breakfast - 9 AM - Paul School
- Monday April 3 - Schoolwide Mentor/Mentee Meeting- 3:30 PM- Paul School Library
- Monday April 3 - PBIS Universal Team Meeting - 3:30 PM Room 414
- Tuesday April 4 - Climate and Culture Committee Meeting - 7:45 AM- Room 401
- Tuesday April 4 - Practice Lockdown Drill- 9:15 AM
- Tuesday April 4 - School Board Meeting - 6 PM- Paul School Library
- Wednesday April 5- PBIS Tier 2 Team Meeting - 10 AM - Conference Room
- Wednesday April 5- District Leadership Team Meeting- 1:45 PM- SAU Conference Room
- Friday April 7 - Quarter 3 grades close
- Monday April 10- Quarter 4 begins
- Tuesday April 11 - Paul School Leadership Team Meeting - 3:30 PM - Paul School Library
- Tuesday April 11 - PTA Meeting- 5:30 PM - Wakefield Inn
- Wednesday April 12-PBIS Tier 2 Team Meeting - 10 AM - Conference Room
- Wednesday April 12 - Policy Committee Meeting- 10:30 AM- SAU Conference Room
- Wednesday April 12- District Leadership Team Meeting - 1:45 PM- SAU Conference Room
- Wednesday April 12- Camp Calumet Information Night - 5PM - Grade 6 Classrooms
- Thursday April 13 - Curriculum Committee Meeting - 6PM on Zoom
- Friday April 14 - PTA Dances - 3:30 PM- Paul School Gymnasium
- Monday April 17- PBIS Universal Team Meeting - 3:30 PM Room 414
- Tuesday April 18 - School Board Meeting- 6PM - Paul School Library
- Wednesday April 19-PBIS Tier 2 Team Meeting - 10 AM - Conference Room
- Wednesday April 19- District Leadership Team Meeting - 1:45 PM- SAU Conference Room
- Wednesday April 19 - Staff Meeting- 3:30 PM- Paul School Gymnasium
- Thursday April 20 - Technology Committee Meeting- 7:15 AM - Paul School Library
- Friday April 21- Community Day
- Friday April 21- PTA Movie Night 6PM
- Monday April 24 - Friday April 28 - Spring Break
- Wednesday April 26 - Policy Committee Meeting- 10:30 AM- SAU Conference Room

SAU 101 - Wakefield School District  
Job Description  
***DIRECTOR OF TECHNOLOGY***

*Terms of Employment:*

Reports To: Superintendent of Schools or Designee  
Work Year: 12 months (260 days)  
Hours of Work: 8:00 a.m. - 4:00 p.m.  
Rate of Pay: Commensurate with Education and Experience  
Benefits Category: SAU Exempt  
Supervises: Information Technology  
FLSA Status: Exempt  
Evaluated By: Superintendent of Schools or Designee

*Education and Experience:*

- Bachelor's Degree in Computer Science or related field preferred.
- Minimum 5 years experience with Microsoft technologies and platforms, and related networking and connectivity solutions.
- Supervisory experience preferred.
- Experience in an educational environment is preferred.

*Job Skills and Knowledge:*

- Comprehensive understanding of network architecture and client/server technology.
- Strong knowledge of technical management, information analysis and computer hardware/software systems.
- Ability to manage and support all computer infrastructures including LAN, WAN, firewalls, Windows Network, Admin. Tools, production and back office servers, workstations, networked printers, and telecommunications.
- Ability to communicate effectively with administrators, staff and a diverse user population.

*Duties and Responsibilities:*

- Ensure computer systems, copiers and telecommunication infrastructure are operational and meet district needs.
- Budget and implement upgrades as necessary.
- Work collaboratively with the Superintendent, Director of Student Services, and School Principal to ensure technology planning and resources support educational needs of learners.
- Develop and recommend strategies considering hardware, software, documentation, training and implementation requirements.
- Coordinate deployment of custom applications with in-house or external provider applications.



- Ensure continuity of service for all staff and student users, remote users and management of daily technology and telecommunication issues, including network security, system upgrades and patches.
- Monitor integrity and security of district technology and telecommunications.
- Direct technology outsourcing initiatives with various suppliers; communicate with the administrative team to provide assistance on technology-related decisions.
- Coordinate with administrative team and other technology personnel in implementation and enforcement of all policies related to student and staff access and internet content.
- Provide troubleshooting expertise through proper escalation when technology elements at the first and second levels are not successful.
- Help define, document and publish technology-related standards and accepted procedures.
- Collaborate with vendors in defining purchasing needs and acquiring appropriate hardware/software.
- Serve as liaison for telecommunication and copier vendors.
- Supervise technology support staff; determine work hours, assign duties and schedules, establish priorities, and evaluate performance.
- Prepare and manage the district's technology budget.
- In concert with administrative and technology teams, develop district's long-range Information Technology Plan.
- Serve as access webmaster for activities related to maintaining web standards and training.
- Maintain an accurate inventory of the district's technology hardware and software.
- Submit annual E-rate applications for discounts in telecommunication services, internet access and internal connections as appropriate.
- Maintain replacement, recycle and upgrade schedule for technology and telecommunication hardware and software to meet the needs of students, staff, curriculum and administration.
- Serve as technology system contact for communication and coordination with the NH Department of Education; submit all required electronic data and coordination of state assessments.
- Prepare and submit reports on system usage, downtime, problems, costs, etc., as necessary.
- May work additional evening/weekend hours in the event of emergencies, to attend School Board meetings, etc., as required.

*Working Environment:*

- Work is generally performed in an office. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Approval Date:

## **Proposal Outline for Club/Organization**

### **PERSON PRESENTING THE PROPOSAL:**

Brandon Balser

[brandon.balser@sau101.org](mailto:brandon.balser@sau101.org)

35 Valley Road Center Tuftonboro, NH 03816

(603) 986-9289

**NAME OF PROPOSED CLUB/ACTIVITY:** Educational Disc Golf Club

**GENERAL DESCRIPTION OF PURPOSE OF PROPOSED CLUB/ACTIVITY:** Studies in recent years have been pointing to the increase in juvenile obesity and the decrease of youth fitness. Among the most recommended solutions for these problems are walking and moderate exercise, combined with activity that can be learned at a young age and continued throughout the individual's lifetime. What better way to address all these areas than to introduce young people to a multi-faceted activity that combines these solutions in a natural outdoor setting and adds a social element that is beneficial to youth and adults alike? That activity is disc golf.

**GOAL(S) OF PROPOSED CLUB/ACTIVITY:** From stretching and preparation to throwing techniques, playing by the rules to the science and math of the sport, this club will teach students the basics of disc golf through standards-based educational lessons.

### **LIST AT LEAST SIX ACTIVITIES OR EVENTS STUDENTS WILL PARTICIPATE IN:**

- Core Putting (Putt to Gut, Line Your Putt, Ring of Fire, Around the World)
- Core Approach (Bull's Eye, Approach Relay, Shuffle Disc)
- Core Driving (Driving Range, See It Feel It, Feel Your Touch)
- Course Play (Singles & Doubles)
- Skillshot Challenge
- Tournament Play

**What type of area/facilities do the students need to meet in (classroom, gym, etc.)**

Students will meet in the gym after school for instructions before heading outside to utilize the field space at PES.

**When and how often do you intend to meet?**

Students will meet each Monday and Wednesday from April 10th-June 7th.

**List students who will be members of the proposed club/activity.**

Permission forms will go home upon approval. There will be 20 available spots for this program.

**Have you contacted a sponsor?** \_\_\_\_\_ **YES** \_\_\_\_\_ **X** **No**

**Name of Proposed Sponsor:**

None

**What will it cost to operate the proposed club/activity? Describe where and how the money will be used.**

The cost to purchase equipment necessary for this club is \$999.95, this includes the "Basic" set of supplies which comes with: Curriculum for teaching, 50 disc golf discs, 50 mini-marker discs, 5 ultimate frisbees, 4 portable disc golf targets, and 1 Edgebee game disc set.

The cost to pay for a facilitator will be: This club will meet a total of 16 times for 90 minutes each day, totalling 24 hours at an hourly rate of \$25/hour = \$600.00

**Why do you think there is an interest in this proposed club or activity?**

Disc golf is a sport that has gained tremendous popularity since the beginning of the covid pandemic. Disc golf is extremely accessible for all ages and skill abilities and combines the joy of nature and hiking with the thrill of watching frisbees fly through the air. My previous school was fortunate enough to buy the large package which includes 9 permanent disc golf targets which I used to install a free permanent course for the community to enjoy. Since the installation about one year ago, the feedback and popularity of this disc golf course has been incredible. I'm confident this community will feel the same about disc golf and embrace this program as an opportunity to learn a lifelong game that can be played with family and friends.

## WAKEFIELD SCHOOL DISTRICT Stipend Proposal Form

**Staff member name: Brandon Balser**

**Date: March 7, 2023**

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

Studies in recent years have been pointing to the increase in juvenile obesity and the decrease of youth fitness. Among the most recommended solutions for these problems are walking and moderate exercise, combined with activity that can be learned at a young age and continued throughout the individual's lifetime. What better way to address all these areas than to introduce young people to a multi-faceted activity that combines these solutions in a natural outdoor setting and adds a social element that is beneficial to youth and adults alike? That activity is disc golf. From stretching and preparation to throwing techniques, playing by the rules to the science and math of the sport, this club will teach students the basics of disc golf through standards-based educational lessons.

Please break down the hours below or attach:

Activity Description	Hours
Students will meet each Monday and Wednesday after school from 3:30-5:00. Each day will include standards-based lessons and will culminate with a round of disc golf while playing the disc golf course setup by Mr. Balser.	1.5 x 16 sessions
Total hours	24 hours

Approximately how many students are involved?

20

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

\$25/hour

Staff member signature: *Brandon Balser*

	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) school days, the matter shall be considered closed.
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. A Reconsideration Committee composed of a certified library media specialist, not assigned to the school in question, 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 of the committee's decision in writing.

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. The results of the appeal are final and the same material cannot be reconsidered for a period of three years.

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

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

This form to be completed in its entirety before handing into the building principal.

**Complainant Details**

Request initiated by \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

What is your relationship to our school community? \_\_\_\_\_

**Material Details**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Copyright Date: \_\_\_\_\_

Type of material (book, video, ect): \_\_\_\_\_

**Reconsideration Request**

(If more space is needed please attach to document, see school policy IJL)

1. Have you read, viewed, or listened to the *entire* material? \_\_\_\_\_

a. If you have not reviewed the material in it's entirety, what is the reason for not doing so?

\_\_\_\_\_

\_\_\_\_\_

Mary Collins, Chair  
Brennan Peaslee, Vice Chair  
Sandrea Taliaferro  
Robert Ouellette  
Robert Decolfmacker

Adopted by the Board:



2. What, if any professional reviews written about this material are you aware of and what were the results? Please check **at least two** of the following professional reviews. (See policy IJL page 2).

American Library Association "Booklist" and "Subscription Bulletin"

Horn Book Review

Kirkus Reviews

Booklist

Library Journal

School Library Journal

American Library Association's- Young Adult Library Services Association Book Awards and Booklists

New Hampshire Library Association Booklists and Awards

3. What do you object to in the material? Please cite specific words, pages, or content. (Attach additional pages, if necessary).

Mary Collins, Chair  
Brennan Peaslee, Vice Chair  
Sandra Taliaferro  
Robert Ouellette  
Robert Decolmacker

Adopted by the Board:

4. Why do you object to this material?

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5. Is there anything you find redeeming about this material?

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6. What, if any, suggested publications may you have that could be added to the library's collection to replace this material or counterbalance the viewpoints in this material?

Note: These suggestions would also be reviewed under policy IJL.

*List Titles:*

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*Signature of Complainant* \_\_\_\_\_ *Date* \_\_\_\_\_

Mary Collins, Chair  
Brennan Peaslee, Vice Chair  
Sandrea Taliaferro  
Robert Ouellette  
Robert Decolfmacker

Adopted by the Board:

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**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

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

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

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

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

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

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

**G. Disciplinary Removal of Students with Disabilities.**

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

**H. Notice.**

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

**Legal References:**

*RSA 189:15, Regulations*

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

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

*RSA 193:13, Suspension & Expulsion of Pupils*

*RSA Chapter 193-D, Safe Schools Zones*

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

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

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

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

See Appendix: JICD –R

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, marital status, or national origin.

Students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right must not interfere with the rights of others or be disruptive to the day to day operation of the school. Freedom of expression may not be utilized to present material which tends to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules and regulations.

Students may present complaints to teachers or administration officials. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.

Student rights and responsibilities shall be published in the Parent-Student Handbook.



**STUDENT DUE PROCESS RIGHTS**

Students facing discipline will be afforded all due process rights given by law. The Superintendent or his/her written designee is authorized to suspend any student for ten days or less for violations of school rules or policies. Should the Superintendent desire to suspend a student for more than ten days, such student will be afforded a hearing before the school board. In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules.

Student due process rights shall be printed in the Parent-Student Handbook and will be made available in other language or presented orally upon request.

**Legal References:**

*RSA 189:15, Regulations*  
*NH Code of Administrative Rules, Section Ed 306.04 (a)(3), Policy Department, Discipline*  
*NH Code of Administrative Rules, Section Ed 306.04(j), Student Discipline*  
*NH Code of Administrative Rules, Section Ed 317.04(b) Disciplinary Procedures*

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**Appendix: JICD-R**

Deleted:

Mrs. Janet Gagnon, Chairperson  
Mrs. Priscilla Colbath  
Mrs. J. Lisbeth Olimpio  
Mr. Fred Elliott  
Mrs. Judith Nason

Adopted by the Board: 21 March 2001  
Reaffirmed by the Board: 17 October 2002  
Revised by the Board: 1 June 2011

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## STUDENT CONDUCT

Student 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, violates other board Policies or is otherwise inappropriate is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their professional duties effectively and without disruption.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. Students may also be discipline for off-campus behavior in accordance with the provisions of Policies JICDD and JICK.

Terms and levels of discipline are established in Policy JICD. 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.

Removal from the classroom means a student is sent to the building principal's or designee's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. 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.

An 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 consecutive school days.

An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.

A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities.

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.

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.

**STUDENT CONDUCT***(continued)*

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

**Legal References:**

*RSA 193:13, Suspension and Expulsion of Pupils*

*NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline*

*NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate*

*NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures*

*See appendix: JICD – R*

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

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

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## **STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS**

The Board recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of the Board that any student attending school, within this District will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in an activity which causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engage in activity which directly impedes discipline at school or the general welfare of school activities.

Conduct specifically prohibited shall include, but not be limited to, habitual truancy, verbal or physical abuse toward any student or faculty or staff member, disobedience of reasonable demands of staff or faculty members, distribution, consumption, possession of controlled drugs and/or alcoholic beverages on school property or at school functions, disrupting classroom atmosphere, impeding classroom decorum, causing disturbances with the educational process, disrupting the disciplinary process, so as to interfere with the educational process, disrupting the disciplinary process, and violation of other policies and rules (drugs and alcohol, dangerous weapons, etc.)

- A. Suspensions of not more than ten (10) days may be made by the Superintendent (or his representative as designated in writing) individually. Prior to such suspension the person ordering the suspension must, orally or in writing, inform the student and their parent/guardian of the charges against him/her and provide him/her with an opportunity to refute or explain the charges. If the student refutes the charge(s), evidence of the misconduct shall be related to the student.
- B. Suspension of from six (6) to twenty (20) days may be made by the Superintendent (or his representative as designated in writing) provided that the parent or guardian may appeal such suspension to the School Board.
- C. Suspensions of more than twenty days may be made by the Superintendent (or his representative as designated in writing) only if approved by the School Board.
- D. Expulsions may be made only by the School Board after written notice to the student and their parent/guardian of his/her gross misconduct or his/her neglect or refusal to conform to the rules or regulations of the school. Such expulsions occur only after a hearing by the Board. Expulsions are subject to review not less than one month prior to the start of the next school year, and may be appealed to the State Board of Education by the parent or guardian of the expelled student.

Before any suspension of more than ten days or any expulsion may be made, except as provided for below, the student and their parent/guardian must be informed in writing of the charges against him/her, and a hearing scheduled before the person making the suspension (or before the School Board if appealed to or required to be approved by it) at which the student shall be permitted to be represented by counsel at his/her expense, or refute any charges or evidence against him/her, offer evidence, explanations or mitigating circumstances, cross-examine witnesses and call witnesses of his/her own.

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

**Adopted by the Board: 22 August 1989**  
**Revised by the Board: 9 October 1995**  
**Reaffirmed by the Board: 7 August 1998**  
**Revised by the Board: 21 March 2001**  
**Revised by the Board: 1 April 2015**

This requirement for prior hearing shall not apply where the student's presence poses a threat to persons, property or the functioning of the educational process, and the student may be immediately suspended or expelled, provided that written notice be mailed to the student and their parent/guardian within one school day of such suspension or expulsion, such notice stating the charges and the evidence, and that a hearing provided for above, is scheduled within five school days of such suspension or expulsion.

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

**Adopted by the Board: 22 August 1989**  
**Revised by the Board: 9 October 1995**  
**Reaffirmed by the Board: 7 August 1998**  
**Revised by the Board: 21 March 2001**  
**Revised by the Board: 1 April 2015**

## PUPIL SAFETY AND VIOLENCE PREVENTION-BULLYING

### **I. Definitions (RSA 193-F:3)**

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. **Electronic devices.** Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. **School property.** School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

### **II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))**

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

### **III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))**

#### **False Reporting**

Mr Robert Ouellette, chairperson  
Mr Relf Fogg  
Ms. Mary Collins  
Mr. Lino Avellani  
Ms. Sheena Robbins

Adopted by the Board: 15 April 2015  
Reaffirmed: 3 February 2021

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A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

#### Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

#### Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

#### IV. Protection of all Pupils (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

#### V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

#### VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))

##### Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of

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**Reaffirmed: 3 February 2021**

## **Wakefield School Board Policy**

**JICK**

providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

### **Students**

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

### **Parents**

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

### **Additional Notice and School District Programs**

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

## **VII. Procedure for Reporting Bullying** (RSA 193-F:4, II(f))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

### **Student Reporting**

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

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4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

**Staff Reporting**

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

**VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))**

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

**IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))**

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

**X. Waiver of Notification Requirement (RSA 193-F:4, II(i))**

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

**XI. Investigative Procedures (RSA 193-F:4, II(j))**

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.

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**Ms. Sheena Robbins**

**Adopted by the Board: 15 April 2015**  
**Reaffirmed: 3 February 2021**

3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.

4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:

Description of incident, including the nature of the behavior;

How often the conduct occurred;

Whether there were past incidents or past continuing patterns of behavior;

The characteristics of parties involved, (name, grade, age, etc.);

The identity and number of individuals who participated in bullying behavior;

Where the alleged incident(s) occurred;

Whether the conduct adversely affected the student's education or educational environment;

Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and

The date, time and method in which parents or legal guardians of all parties involved were contacted.

6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.

8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

#### **XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))**

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

Mr Robert Ouellette, chairperson  
Mr Relf Fogg  
Ms. Mary Collins  
Mr. Lino Avellani  
Ms. Sheena Robbins

Adopted by the Board: 15 April 2015  
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Admonishment

Temporary removal from classroom

Deprivation of privileges

Classroom or administrative detention

Referral to disciplinarian

In-school suspension

Out-of-school suspension

Expulsion

Examples of remedial measures may include, but are not limited to:

Restitution

Mediation

Peer support group

Corrective instruction or other relevant learning experience

Behavior assessment

Student counseling

Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

**XIII. Reporting of Substantiated Incidents to the Superintendent** (RSA 193-F:4, II(l))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

**XIV. Communication With Parents Upon Completion of Investigation** (RSA 193-F:4, II(m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

**XV. Appeal**

Mr Robert Ouellette, chairperson  
Mr Relf Fogg  
Ms. Mary Collins  
Mr. Lino Avellani  
Ms. Sheena Robbins

Adopted by the Board: 15 April 2015  
Reaffirmed: 3 February 2021

## **Wakefield School Board Policy**

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1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.
2. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

### **XVI. School Officials (RSA 193-F:4, II(n))**

The Superintendent of schools is responsible for ensuring that this policy is implemented. The Superintendent may establish additional procedures to facilitate the implementation of this policy.

### **XVII. Capture of Audio Recordings on School Buses**

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

### **XVIII. Use of Video or Audio Recordings in Student Discipline Matters**

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. All parties will be notified if audio or video recording is taking place.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

### **Legal References:**

*RSA 193-F:3, Pupil Safety and Violence Prevention Act*

*RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed*

*NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment*

**Mr Robert Ouellette, chairperson**  
**Mr Relf Fogg**  
**Ms. Mary Collins**  
**Mr. Lino Avellani**  
**Ms. Sheena Robbins**

**Adopted by the Board: 15 April 2015**  
**Reaffirmed: 3 February 2021**

**BEHAVIOR MANAGEMENT AND INTERVENTION**

It is the policy of the Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the board directs the Superintendent to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action.

The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and responsive interventions to support students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Superintendent will also ensure that classroom behavior management skills are addressed through professional development; and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in District schools.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

**Legal References:**

*Ed 306.04(a)(18), Behavior Management and Intervention for Students*

Revised: May 2008

New Policy: October 2005

NHSBA Note, May 2014: Only changes are to Legal References. Content of the policy has not changed.

**Mr. Bob Ouellette, Chairperson**  
**Mr. Relf Fogg**  
**Ms. Mary Collins**  
**Ms. Sheena Robbins**  
**Ms. Caitlin Gelinas**

**Adopted by the Board: 17 October 2001**  
**Reaffirmed by the Board: 2 January 2008**  
**Revised by the Board: 7 September 2011**  
**Adopted: 3 August 2021**

## Technology Task Force Meeting

Minutes 3/23/2023 7:15am

Library Media Center

**In attendance:** Andrea Levesque, Shannon Siegler, Cara McNeveich, Bob Adams, Mary Wing Soares, Anne Kebler, Kristen White

### **Follow up:**

Tech training -will it happen this year?

This year the PD days are scheduled for curriculum

start off the 2023 year with a day, or at least 1/2 day.

This year we will have teachers to fill out a survey - would it be more helpful in August to start the year off with needs and what do we want to focus on?

New teacher orientation will be extended to 3 days and one of those days could be a tech day - 1/2 day for teacher training in areas that have been identified and 1/2 day for Infinite Campus.

Tech tip folder access for staff- set up and shared with staff

Tech tip in the weekly happenings - up and running and presenting at staff meetings. These are also being added to the folder

Previous survey results have been received...less than 15 responded, but the ideas will be added to the tech folder. Those who can be given the information are right away, and the librarian is finding out what is being taught

### **Results of the survey**

#### **New**

End of year- staff machines for those not staying HAVE to come through someone who can check them in.

All teachers/paras must check in with the library with their computer.

- Send to Jen Hayward to add to the end of the year checkout list

Summer work- organize and clean up google admin. Remove 8th graders, move students up, make sure each device has the correct tag and student attached etc.

#### Possible solutions:

Have teachers by grade level check names against the backs of the computer number and at the end of the year have teachers separate students into the classes they are going to in their carts

Do not give out machines in August until cleaned up including staff and updated on inventory lists.

#### Upcoming-

Next meeting: April 20, 2023

Update on computer ownership checks

Teach about AI - and how we can use it and how it is being used by students. Curipod and ChatGTP are two that are possible.

Submitted by: Mary Wing Soares

### Technology Committee Schedule 2022-2023

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

September 15, 2022
October 20, 2022
November 17, 2022
December 15, 2022
January 19, 2023
February 16, 2023
March 23, 2023
April 20, 2023
May 18, 2023



WAKEFIELD SCHOOL DISTRICT  
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Bradley A. Davis  
Position being hired for: Facilities Manager  
Existing Employee? Yes ☐ No ☒  
Replacing: Joe Williams

Submit with this form:

- ☒ Completed Application
- ☒ Reference Sheet
- ☒ Resume (if applicable)
- Transcripts (if applicable)
- Certification (if applicable)
- ☒ Three letters of recommendation (if applicable)

NH Certification ID # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Baccalaureate Degree from: \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

Graduate Degree from: \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

Hours Per Day: \_\_\_\_\_ Days Per Week: \_\_\_\_\_ Days Per Year: \_\_\_\_\_

Time Card: Yes ☐ No ☒

Collective Bargaining: ☐ WTA ☐ WPA ☒ No Affiliation

Hiring Manager Comments:

Bradley was highly recommended to us by his references. His strong work ethic, his attention to detail and his strengths of knowledge around facilities make him an asset. His commitment to the youth in our community will ensure the fostering of positive relationships. His expertise in the field will make him a valuable member of our school.

Submitted by: [Signature]

Date: 3/30/23

To be filled in by Superintendent

Account Number: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_ Salary: Track/Step: \$65,000

Signature of Superintendent: [Signature] Date: 3/31/2023