

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

**Date: Tuesday, April 18, 2023 at
6:00pm**

1. **CALL TO ORDER** – Anne, followed by **FLAG SALUTE**
2. **BOARD REORGANIZATION**
 - a. Chair, Vice Chair
3. **AGENDA REVIEW**
4. **PRESENTATIONS, PUBLIC HEARINGS**
5. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
6. **CONSENT AGENDA**
 - a. AP Manifest Batch# 38721, \$428.39; Batch #38753, \$74,137.30; Batch #38737, \$1,283.84; Batch #38739, \$9,407.91
 - b. Payroll Manifest Batch #38746, \$949.54; Batch #38748, \$3,466.00; Batch #38765, \$199,510.11
 - c. Enrollment
7. **MEETING MINUTES**
 - a. WSB Non Public Meeting Minutes 4.4.23
 - b. WSB Public Meeting Minutes 4.4.23
8. **REPORTS**
 - a. Student Services Report
 - b. Financial Report
 - i. Budget Transfer Form
 - ii. Personnel Request Form
 - iii. Purchasing Process
 - c. Discipline Report
9. **OLD BUSINESS**
 - a. Follow Up
 - b. Gym Floor
10. **NEW BUSINESS**
 - a. Writing Club Stipend Proposal
 - b. School Districts General Assurances
 - c. York's Wild Kingdom Pre-K and Kindergarten field trip
11. **POLICIES (indicates first or second reading)**
 - a. JFACC- Tuition Expenses for Wakefield Residents (2nd Reading)
 - b. BEDB- Agenda Preparation and Dissemination (2nd Reading)
12. **NOMINATIONS/HIRES/RESIGNATIONS**
 - a. Kristen White- Resignation
 - b. Mary Soares- Resignation

Agenda Worksheet

- c. Candace Shumaker- ABA Tutor Hire
- d. Mary DeMasi- ISS Paraprofessional Hire

13. CORRESPONDENCE

- a. Wakefield Parks & Rec Town Clean Up Day

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

15. ADJOURNMENT: _____ PM

Upcoming: The next Wakefield School Board meeting will be held May 2, 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 (l): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 59097

38721

Check Batch: 3872
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: AI
Minimum Check Amount: \$0.00
Sorted By
Include Payable Information: N
Include Payable Dist Information: N
Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
38721	90221	03/24/2023	8926	IRVING ENERGY	0.00	428.39
Totals:					0.00	\$428.39

3

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 DeColfmacke
Robert DeColfmacke, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 5918

38753

Check Batch: 38753

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: N

Include Payable Dist Information: N

Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
38753	22195	03/31/2023	1987	A&B LOCKSMITH	0.00	51.50
	22196	03/31/2023	9568	ACP FACILITY SERVICES	0.00	15,946.55
	22197	03/31/2023	1080	ADT COMMERCIAL LLC	0.00	137.19
	22198	03/31/2023	9608	BMO HARRIS BANK N. A.	0.00	194.00
	22199	03/31/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	266.50
	22200	03/31/2023	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	639.71
	22201	03/31/2023	9436	CARA MCNEVICH	0.00	106.90
	22202	03/31/2023	342	CROWELL'S TOWING & REPAIR	0.00	952.06
	22203	03/31/2023	363	DIPRIZIO GMC TRUCKS INC.	0.00	2,692.90
	22204	03/31/2023	8940	DRUMMOND WOODSUM, ATTORNEYS AT LAW	0.00	5,744.85
	22205	03/31/2023	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	17,632.34
	22206	03/31/2023	585	HEALTH TRUST	0.00	5,519.26
	22207	03/31/2023	1950	ILENE B. SPITZER, M.D.	0.00	2,625.00
	22208	03/31/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	40.97
	22209	03/31/2023	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	3,818.58
	22210	03/31/2023	2128	NAPA AUTO PARTS	0.00	23.99
	22211	03/31/2023	1349	NH ASSOCIATION OF SPECIAL ED	0.00	375.00
	22212	03/31/2023	2218	OVERDRIVE INC.	0.00	750.00
	22213	03/31/2023	506	PIONEER MECHANICAL	0.00	6,927.00
	22214	03/31/2023	9521	STAPLES BUSINESS ADVANTAGE	0.00	143.52
	22215	03/31/2023	762	STAFFORD LEARNING CENTER	0.00	1,765.14
	22216	03/31/2023	1675	THE HOME DEPOT CREDIT SERVICES	0.00	1,309.00
	22217	03/31/2023	9191	TORRES, LUIS	0.00	220.08
	22218	03/31/2023	804	TREASURER, STATE OF NH	0.00	3,920.27
	22219	03/31/2023	2957	VOYA CLAIMS FUNDING	0.00	303.52
	22220	03/31/2023	2164	W.B. MASON COMPANY	0.00	1,935.56
	22221	03/31/2023	9467	WHITE, KRISTEN	0.00	95.91

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
					0.00	\$74,137.30
				Totals:		

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
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Sandra Taliaferro, School Board Member

Robert DeColmader
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Bob Ouellette
Robert Ouellette, School Board Member

Cardene Stewart
Cardene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

27 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 59144

Check Batch: 38737
 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
38737	90222	03/28/2023	2110	PITNEY BOWES PURCHASE POWER	0.00	173.31
	90223	03/28/2023	834	WASTE MGMT OF NH-ROCHESTER	0.00	1,110.53
Totals:					0.00	\$1,283.84

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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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Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 59150

Check Batch: 38739
 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
38739	90224	03/29/2023	958	CONSOLIDATED COMMUNICATIONS	0.00	136.42
	90225	03/29/2023	669	EVERSOURCE	0.00	4,149.54
	90226	03/29/2023	8926	IRVING ENERGY	0.00	731.53
	90227	03/29/2023	8927	IRVING ENERGY-PROPANE	0.00	4,390.42
Totals:					0.00	\$9,407.91

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

4 Checks Listed.

Paul School Enrollment Report 2022-2023

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June
LP	16	17	17	17	17	19	19	19		
K	44	43	43	42	42	42	42	43		
1	37	37	37	36	37	37	37	36		
2	47	45	43	43	43	43	43	43		
3	62	62	62	63	64	64	61	61		
4	57	56	55	55	55	55	54	54		
5	51	51	52	52	51	51	51	49		
6	44	44	42	42	42	43	43	43		
7	52	52	53	53	53	53	53	53		
8	53	52	52	52	52	51	52	52		
Total	463	459	456	455	456	458	455	453	0	0

High School Enrollment Report 2022-2023

	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Spaulding	156	156	154	152	150	150	151	153		
Kingswood	12	12	12	12	12	11	11	11		
Bud Carlson	5	5	7	8	8	8	7	7		
Brewster	1	1	1	1	1	1	1	1		
Total	174	174	174	173	171	170	170	172	0	0

Wakefield School District/SAU 101

Paul School

Superintendent: Anne Kebler

Principal: Kristen White Assistant Principal: Ivy Leavitt-Carlson

April Enrollment Report

2022-2023

Grade	Class	Inv. Total	Class	Inv. Total	Class	Inv. Total
Little Paws	Boston AM	19	Boston PM	9		
K		43	Libby	21	Lugo	22
1	Learned	36	Jakubec	12	Courts	13
2	Royle	43	Kelly	13	Krafton	17
3	Robinson	61	Reynolds	21	Purvis	19
4	O'Neill	54	Levesque	20	Osmer	14
5	Olson	49	Hurley	15	Seigler	16
6	Perkins	43	Boucher	22		
7	Gillikin (LA)	53	Nason (Science)	18	Bultman (Math)	17
8	Fairfield (SS)	52	Hurley (LA)	18	Wolforth(Math)	16
Overall Total:		453				

4/10/23



Wakefield School Board Public Minutes

April 4, 2023

Held in the Paul School Library

Draft

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

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

Others Present:

Sam Fairfield, Mark Duffy BOS, Heather Powers, Katie Howard, Heather Dube and Mary Soares from Clearview TV.

Agenda Review

Jaden McKeller's Resignation was added to the agenda. Also, a brief explanation about sub committees.

There will be a recount on Thursday to break the tie vote and determine who will win the election between Robert DeColfmacker and Kaitlin Spencer. Committees will be decided at the next meeting.

Public Hearing, Presentations

Public Hearing to approve the withdrawal of funds from the Transportation Expendable Trust Fund.

Mrs. Collins opened the Public Hearing at 6:02. The Board decided on the alternate option from WC Cressey for a 77 passenger Thomas bus for \$111,500. It is on their lot and will be ready to be delivered in a couple of weeks after confirmation.

Mrs. Collins closed the Public Hearing at 6:03.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the withdrawal of \$111,500 for the Transportation Trust Fund for the purchase of a 77 passenger bus from WC Cressey. (Vote 5-0)

8th Grade Trip

7/8 grade Social Studies Teacher Sam Fairfield introduced himself and told the board he is again in charge of organizing and fundraising for the eighth grade trip. He explained the fund raising they do and the places they will visit. It's a two day trip but they do not stay overnight. They will be going on June 7th and 8th. The students do all the fundraising. Currently they have \$6,000 raised out of the \$8,000 to \$10,000 they usually raise. Each student earns points and there is no cost to the students. Mr. DeColfmacker thanked Mr. Fairfield for the work he does to make it a memorable experience.

Mrs. Taliaferro made a motion, seconded by Mrs. Peaslee to approve the eighth grade trip. (Vote 5-0)

Public Comment 6:22

Mr. Duffy said there was something that's been bothering him for years and years and he'd like to bridge the gap between the town and school. He would like to see the school let the Rec department and town use the gym in the summer. He toured the locker rooms today; one is a maintenance storage room and one is a teachers room. He said we have a building already with a gym and fields, we don't need a building. He feels it's a shame the building doesn't get used in the summer. He said this is his own personal opinion. He asked the Board to consider his suggestion. He also said he is the Selectmen's representative to the School Board. He said he is going to come to some meetings and bring information from the school back to the town. He wants to bridge the gap and be able to use the building. Mrs. Collins said that the Board has a policy that when there is no school event taking place in the gym Parks and Rec have priority. Mrs. Peaslee said the gym gets used for storage during the summer and the Board would have to discuss Mr. Duffy's request. She suggested having a conversation with the new Facilities Director to see if this is a possibility. Mrs. Kebler said one of her goals had been to collaborate with the town and she and Wayne have talked for about the last six months about collaborating more. Heather Dube said it would have been nice to be told more about the Character Strong Program, perhaps in a presentation.

Consent Agenda

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

Meeting Minutes

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the public minutes of 3-21-23 with corrections. (Vote 5-0)

Reports

Superintendents Report

Our Multi-Tiered System of Supports (MTSS) team has been working on developing tier 1 support 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 interventions the team has recommended and were 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 ten minutes per day. Using CICO in our school and classrooms (as part of a broader MISS, 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 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 (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 8th 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 9th 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 8th grade; Once this is more finalized, we will make sure our 8th 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.

Mrs. Kebler said there will be a discipline report at the next meeting. She said that she didn't include the Student Success Center in this report and that is another intervention for students who need to leave the classroom for a break.

Mr. Ouellette said that they had to vote on Character Strong as it's a new program. Mrs. Peaslee asked why the program has started if it needs to be voted on by the Board. Mrs. Kebler said if the Board needs to vote on programs there are a ton of programs that have never come to the Board. She named some of the programs that have not been approved by the Board. She said she was unaware that the Board needed to approve programs. She thought that the Board approved core

curriculum. Mrs. Colbath asked, what policy says you have to approve programs? Mrs. Collins said the word program is in policy IGD. Mrs. Kebler said she believes the semantics around the word curriculum is difficult to interpret. She looks at these as tools to get the standards met. Mr. Ouellette suggested pulling the policy and changing it if that's the case. Mrs. Collins said this policy will be coming to the Board. She said she has discussed this with Mrs. Taliaferro as she's on the Curriculum Committee. We are working on a definition of curriculum but as it stands now the policy does say programs. She said this has been a problem in the past, letting parents know by having a short presentation of what's being brought into the school is the goal now. She said what she has found was that Character Strong would take quite a bit of time away from the academic school day to implement. Mrs. Kebler said they are using the program to help teachers teach behavior. She would be happy to give a presentation. She said you can't just teach behavior in one class. It has to be taught all day long, while they're learning.

Mrs. Peaslee said when we were doing the math program we said that we were going to be more open and if we were bringing anything into the school that we would do a forum or parent night. She asked what training the teachers have had. Mrs. Kebler said the Guidance Counselor has been researching this program for a year and a half and she has been working with the teachers. Mrs. Kebler said it started last week as part of the social emotional learning in the classroom. She considers this a tool. She said we started this in grades three and four, classrooms that were very challenging. We are starting very slowly. She does not look at Character Strong as a curriculum.

Mr. DeColfmacker asked about teacher training and Mrs. Kebler said that full training hasn't been completed. He feels they should be fully trained prior to implementation. Mrs. Collins said as the policy stands now we need to approve it and can have a short presentation during a School Board meeting. The policy says the Board waits two weeks to approve a program. Mrs. Kebler said every day teachers get a tip that comes from Character Strong that we've been doing all year long. The coaching of getting teachers onboard is starting to happen. Mrs. Peaslee said she feels that social emotional training and implementation present a hot topic and parents have a lot of questions and she doesn't think during a School Board meeting is an appropriate time. Mrs. Dube believes the training should be done at a teachers conference or at the beginning of the school year. Mrs. Collins said this will be on the next agenda

School Administration Report

Over the last few months our fantastic Art teacher, Caroline 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 selection 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.

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 who helped make this happen especially Nathan J. who was the master of the soundboard.

Old Business

Follow Up

Mrs. Kebler handed out the Transportation Managers Job Description that was approved in 2021. In the packet there is a job description for an IT Director. She asked that the Driver Manual be approved at the next Board meeting. She asked to finalize items the Board wished to have on the AREA Agreement meeting. Mrs. Collins wanted residency forms and a discussion about the AREA Agreement itself on the agenda. Mrs. Kebler found a 1969 unsigned document and will email it to all Board members. Mrs. Taliaferro said that the information that was sent to them says the conversation has to take place attorney to attorney for any changes to the agreement. Mrs. Collins agreed. Mrs. Taliaferro said, by reading the paperwork it looks like the residency forms are our responsibility. Mrs. Kebler said the residency forms have been a problem with this

years eighth graders. Some have not submitted them to Spaulding. Mrs. Taliaferro, referring to the information sent to the Board, said that the residency forms are our problem and they just want to be paid. Mrs. Kebler will put on the agenda update on how our students are doing.

Mrs. Kebler said the person that purchased the used buses from us had agreed to let the school keep the radios, cameras, camera heads, GPS, and the integrated seats if they fit in our current bus #24. The purchaser said he was ok with all of that. He later said he wanted to remove those items himself. Mrs. Powers decided that she would take responsibility for that and went to the buses and found that there were no radios on the buses. The purchaser, who has paid in full, has decided to keep the cameras. Mrs. Collins said that is school property, we need the cameras back. The purchaser had agreed that the school would keep the cameras. Mrs. Peaslee said the bid said as is and we accepted the bid before we asked him. She agreed it was school property but the bids said as is. Mr. DeColfmacker said during the meeting he agreed to take them out. We have it on record that the buses were to be sold and the radios were to be removed along with other equipment that belongs to the school. The bus as is, not with the radios and he agreed. So, everything needs to come back. Mrs. Collins agreed. Mrs. Kebler said that Mr. Markiewicz has been dealing with this with the purchaser and she will talk to him tomorrow.

New Business

Proposal for Educational Disc Golf Club

This would be an after school activity run by the Physical Educational teacher.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker to approve the purchase of Educational Disk Golf equipment for \$999.95 and a stipend of \$600. (Vote 5-0)

Policies

IJLL-R 2nd. Reading – Review of Challenged Library/Media Center Material

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to approve Policy IJLL-R. (Vote 5-0)

JICD 2nd Reading – Student Discipline and Due Process

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Policy IJLL-R. (Vote 5-0)

JLDBA 1st Reading – Behavior Management and Intervention

Sub Committee Updates

Technology Committee Update

Mrs. White said a survey was taken at a staff meeting. She said they talked about extending the new teacher orientation and training to use programs and apps we have at the beginning of the school year. Mrs. Soares has been organizing a staff tip folder for teachers. They talked about a

procedure of how to check in technology for staff. They also discussed how to label, clean and organize all devices.

Transportation Committee Update

The transportation committee met earlier and Mrs. Powers brought the committee up to speed on the buses and inspections. All buses are in good shape. One requires some parts. The routes will stay the same the rest of the year. Mrs. Powers will be adding a feeder bus to alleviate the overcrowding on the blue bus.

Mrs. Collins said that she would like the CIP Committee to be separate from facilities this year. She explained the CIP Committee process. Mrs. Collins said we probably won't have a Rines Road Committee. She said there had been a lot of discussion lately and Mr. Bodkin, a forester suggested leaving the property alone for the next several years. Mrs. Collins made a mistake when she referred to a Forestry Plan, it was actually an evaluation done by Mr. Bodkin. There have been ideas thrown around and the solar farm was just one of the ideas mentioned. No one was ever given permission to do anything on the property. Other Board members felt differently about having this committee and wanting to see discussions progress. Mr. DeColfmacker said if the property was overcut who was overseeing this project? He would like to get that question answered. It bothers him that it was heavily cut. Mrs. Taliaferro said she doesn't think that they should dissolve the committee or wait ten years as the forester was talking about tree growth and if we wanted to build that would not be a problem.

Nominations/Hires/Resignations

Bradley Davis – Facilities Manager

Mrs. Kebler said that Mr. Davis comes with a wealth of experience. She gave the Board an overview of his previous experience. She said she has offered him \$65,000. The position is budgeted at \$66,000. Mrs. Taliaferro said she feels that everyone should have background checks before they come into the building as an employee. Mrs. Kebler said, based on the law we are allowed to give conditional approval until they get the background checks.

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve the resignation of Jaden McKeller with regret. (Vote 4-1)

Mrs. Peaslee will not be in attendance at the next Board meeting. The Board had a discussion about the attorney coming to the next meeting for orientation. Mrs. Collins said according to our policy we need to have a Board orientation for our School Board members. She said the NHSBA orientation is general, not specific to our Board and district. Policy AD – Philosophy of the School District says the Board will develop a mission statement to be reviewed and revised on an annual basis. We also have the School Board goals to review. Mrs. Kebler said that Matt Upton focuses on policy, roles and responsibilities of the Board versus roles and responsibilities of the

Superintendent. Mrs. Collins said there are several places that have School Board orientation and they're all different. Mrs. Peaslee asked to have the reorganization meeting a month from now when everyone can be here. Mrs. Collins will call the NHSBA to see if they can hold off on the reorganization meeting.

Non Public Session

Mr. Ouellette made a motion, seconded by Mrs. Collins, to enter non public under RSA 91-A 3:11 (c) at 8:03. Roll call: Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye DeColfmacker aye. Vote: (5-0)

The Board re-entered public session at 8:40.

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to adjourn the meeting at 8:45 (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

SAU # 101
Student Service Report
April 18, 2023

Special Education update:

The middle school special education team is in the midst of the transition process for our 8th grade students with educational disabilities. Our team works with the special education departments at both Spaulding and Kingswood to aid in a seamless transition of the supports and services that these students require. The teams put a lot of time and effort into including not only the students in these activities and conversations, but also the families.

The preschool team is setting up their spring Child Find Clinic as well as working with the Kindergarten team in preparation for Kindergarten Registration.

Wakefield School District Special Education Numbers:

- Little Paws (PreK): 8 identified students and 11 non identified
- Paul School: (K-8): 81 students
- Spaulding High School: (9-12): 21 students
- Kingswood: (9-12): 2 student
- Out of District Placements: 8 students

Total number of students with disabilities: 120

Respectively Submitted

Lisa Dubois, Director of Special Education

**Monthly Financial Summary Report
For Month Ending MARCH 2023**

<u>GENERAL FUND</u>	<u>REVENUE</u>		<u>EXPENSES</u>	<u>NOTES</u>
Opening Fund Balance	273,614	Appropriation	11,137,614	
YTD Revenue	8,268,481			
TOTAL YTD REVENUE	8,542,095	TOTAL YTD EXPENDITURES	7,741,527	
		YTD Encumbrances	2,971,961	
YTD CASH BALANCE	800,568	Total Appropriation Balance	424,126	
		% Balance / Total Appropriation	3.81%	

<u>FOOD SERVICE FUND</u>	<u>REVENUE</u>		<u>EXPENSES</u>	<u>NOTES</u>
Opening Fund Balance	30,940	Appropriation	250,000	
YTD Revenue	92,213			
TOTAL YTD REVENUE	123,153	TOTAL YTD EXPENDITURES	124,210	
		YTD Encumbrances	68,334	
YTD CASH BALANCE	-1,057	Total Appropriation Balance	125,790	

MONTHLY FINANCIAL NOTES:

Account 2610-54230-1 pending adjustment to lower the balance when trust funds in the amount of 206,092 are received

Current appropriation balance of 424,126 in the general fund is within the target range of 3% heading in to the 4th fiscal quarter, will improve this position when the above identified transactions are posted

Summary report for food service fund is accurate, financial statement requires audit adjustments for revenue and expenditures

Report # 59300

WAKEFIELD SCHOOL DISTRICT
WAKEFIELD SCHOOL DISTRICT REVENUE FUND 10

Statement Code: REVENUE 10

Account Number / Description	Approved Est. Revenue	Revenue Received-To-Date	Est. Revenue Remaining
	7/1/2022 - 6/30/2023	7/1/2022 - 3/31/2023	7/1/2022 - 3/31/2023
100 GENERAL FUND			
100-1121-40000-0-00-00000 CURRENT APPROPRIATION	(6,978,210.00)	(5,335,665.00)	(1,642,545.00)
100-1511-40000-0-00-00000 INTEREST/FEES ON CHECKING ACCOUNT	(1,000.00)	(9,607.70)	8,607.70
100-1991-40000-0-00-00000 UNANTICIPATED REVENUES	(10,286.00)	(115,075.70)	104,789.70
100-3110-43000-0-00-00000 ADEQUATE EDUCATION GRANT	(2,247,690.00)	(1,573,383.00)	(674,307.00)
100-3112-40000-0-00-00000 STATE EDUCATION TAX	(1,625,364.00)	(1,219,023.00)	(406,341.00)
100-3900-40000-0-00-00000 MEDICAID REIMBURSEMENTS	(20,000.00)	(15,726.42)	(4,273.58)
TOTAL 100 GENERAL FUND	\$ (10,882,550.00)	\$ (8,268,480.82)	\$ (2,614,069.18)

WAKEFIELD SCHOOL DISTRICT

WAKEFIELD SCHOOL DISTRICT REVENUE FUND 10

Report # 59300

Account Number / Description	Approved Est. Revenue	Revenue Received-To-Date	Est. Revenue Remaining
	7/1/2022 - 6/30/2023	7/1/2022 - 3/31/2023	7/1/2022 - 3/31/2023
200 FOOD SERVICES			
200-1610-40000-0-00-00000 SALES AT SCHOOL	(20,000.00)	(39,245.62)	19,245.62
200-1990-40000-0-00-00000 FFVP REVENUES	(10,514.00)	(10,514.35)	0.35
200-3260-40000-0-00-00000 CHILD NUTRITION-STATE	(1,500.00)	(38,062.36)	36,562.36
200-4460-40000-0-00-00000 CHILD NUTRITION-FEDERAL	(228,500.00)	(150,291.63)	(78,208.37)
TOTAL 200 FOOD SERVICES	\$(260,514.00)	\$(238,113.96)	\$(22,400.04)
GRAND TOTAL	\$(11,143,064.00)	\$(8,506,594.78)	\$(2,636,469.22)

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Current Period 3/1/2023 - 3/31/2023	Reported Period 7/1/2022 - 3/31/2023	Encumbrances 7/1/2022 - 3/31/2023	Amount Remaining 7/1/2022 - 3/31/2023
100 GENERAL FUND						
1100 REGULAR EDUCATION						
1. 100-1100-51120-1-00-00000 ELEMENTARY TEACHER SALARIE	1,725,014	1,725,014	111,155	963,797	535,073	226,144
2. 100-1100-51140-1-01-00000 SUPPORT SALARIES	52,809	52,809	3,521	37,593	14,994	222
3. 100-1100-51220-1-00-00000 SUBSTITUTES SALARIES	68,650	68,650	7,620	58,281	0	10,369
4. 100-1100-51250-1-00-00000 STAFF STIPENDS/OTHER	18,000	18,000	(7,350)	25,097	18,525	(25,622)
5. 100-1100-52110-1-00-00000 TEACHERS HEALTH INSURANCE	410,104	410,104	39,103	292,863	128,129	(10,888)
6. 100-1100-52110-1-01-00000 SUPPORT STAFF HEALTH INS	11,528	11,528	460	5,591	8,512	(2,575)
7. 100-1100-52120-1-00-00000 TEACHERS DENTAL INSURANCE	14,935	14,935	1,598	12,373	5,096	(2,534)
8. 100-1100-52120-1-01-00000 SUPPORT DENTAL INSURANCE	1,140	1,140	164	1,038	643	(541)
9. 100-1100-52200-1-00-00000 TEACHERS FICA	126,638	126,638	8,449	75,854	67,744	(16,960)
10. 100-1100-52200-1-01-00000 SUPPORT FICA	8,851	8,851	266	3,139	2,395	3,317
11. 100-1100-52310-1-00-00000 SUPPORT RETIREMENT	0	0	10,855	9,446	1,040	(10,486)
12. 100-1100-52310-1-01-00000 SUPPORT RETIREMENT	12,091	12,091	1,230	8,618	3,513	(40)
13. 100-1100-52320-1-00-00000 TEACHERS RETIREMENT	357,185	357,185	17,780	201,719	82,928	72,538
14. 100-1100-53210-1-00-00000 REGULAR ED - CONTRACTED SER	36,000	36,000	2,665	6,929	0	29,071
15. 100-1100-55610-1-00-00000 TUITION-PUBLIC	2,859,545	2,859,545	734,230	1,676,626	776,068	406,851
16. 100-1100-56100-1-00-00000 SUPPLIES	40,943	40,943	2,344	32,041	2,140	6,762
17. 100-1100-56410-1-00-00000 CURRICULUM/TEXTBOOKS	10,541	10,541	0	7,834	0	2,707
18. 100-1100-56500-1-00-00000 REG ED SOFTWARE	23,060	23,060	0	11,550	0	11,510
19. 100-1100-57330-1-00-00000 REG ED NEW FURNITURE&FIXTUR	1,138	1,138	0	0	0	1,138
20. 100-1100-57390-1-00-00000 REG ED REPLACE EQUIPMENT	2,532	2,532	0	0	0	2,532
21. 100-1100-58100-1-00-00000 REG ED DUES	320	320	0	183	0	137
TOTAL 1100 REGULAR EDUCATION	\$5,781,024	\$5,781,024	\$934,090	\$3,430,572	\$1,646,800	\$703,652
1200 SPECIAL EDUCATION						
22. 100-1200-51000-1-02-00000 STUDENT SERV DIRECTOR - SALA	95,000	95,000	5,769	54,808	20,192	20,000
23. 100-1200-51120-1-00-00000 SPECIAL ED TEACHER SALARIES	297,626	297,626	24,933	194,964	124,664	(22,002)
24. 100-1200-51140-1-01-00000 SPECIAL ED SUPPORT SALARIES	243,403	243,403	20,209	169,983	124,456	(51,036)
25. 100-1200-51200-1-00-00000 SUMMER SCHOOL SALARIES	15,000	15,000	0	0	0	15,000

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Current Period 3/1/2023 - 3/31/2023	Reported Period 7/1/2022 - 3/31/2023	Encumbrances 7/1/2022 - 3/31/2023	Amount Remaining 7/1/2022 - 3/31/2023
26. 100-1200-51230-1-01-00000 SPECIAL ED ABA TUTORS - SALAR	302,586	302,586	12,598	106,624	72,994	122,968
27. 100-1200-51235-1-00-00000 TUTORING SERVICES - SALARIES	5,000	5,000	0	0	0	5,000
28. 100-1200-51240-1-00-00000 SPED - SUBSTITUTES - SUPPORT ST	15,000	15,000	0	0	0	15,000
29. 100-1200-52110-1-00-00000 SPECIAL ED HEALTH INSURANCE	106,259	106,259	8,505	61,623	28,514	16,122
30. 100-1200-52110-1-01-00000 SPECIAL ED SUPPORT HEALTH IN	110,682	110,682	5,499	42,998	15,348	52,336
31. 100-1200-52110-1-02-00000 STUDENT SERV DIRECTOR - HEAL	16,643	16,643	1,662	14,960	4,987	(3,304)
32. 100-1200-52120-1-00-00000 SPECIAL ED DENTAL INSURANCE	3,250	3,250	891	2,680	922	(352)
33. 100-1200-52120-1-01-00000 SPECIAL ED SUPPORT DENTAL	4,600	4,600	622	4,386	1,947	(1,733)
34. 100-1200-52120-1-02-00000 STUDENT SERV DIRECTOR - DENT	570	570	65	585	195	(210)
35. 100-1200-52200-1-00-00000 SPECIAL ED TEACHERS FICA	23,916	23,916	1,757	13,961	15,488	(5,533)
36. 100-1200-52200-1-01-00000 SPECIAL ED SUPPORT FICA	41,733	41,733	2,393	20,243	21,920	(430)
37. 100-1200-52201-1-00-00000 STUDENT SERV DIRECTOR - FICA	7,268	7,268	418	3,971	2,869	428
38. 100-1200-52310-1-01-00000 SPECIAL ED SUPPORT RETIREMEN	73,116	73,116	4,613	38,891	20,938	13,287
39. 100-1200-52320-1-00-00000 SPECIAL ED TEACHERS RETIREME	66,765	66,765	5,241	40,982	18,343	7,440
40. 100-1200-52320-1-02-00000 STUDENT SERV DIRECTOR - RETIR	19,969	19,969	1,213	11,521	4,244	4,204
41. 100-1200-53210-1-00-00000 SPECIAL ED CONTRACT SRVS	313,962	313,962	48,447	656,261	19,832	(362,131)
42. 100-1200-53210-3-00-00000 CONTRACTED SERVICES - HIGH SC	1,000	1,000	0	0	0	1,000
43. 100-1200-53230-1-00-00000 SLC MEMBERSHIP	4,500	4,500	1,765	6,061	0	(1,561)
44. 100-1200-53240-1-00-00000 CONTRACTED SERV - PARTNER PR	154,000	154,000	15,750	125,333	28,667	0
45. 100-1200-53290-1-00-00000 MEDICAID FEES	11,000	11,000	137	1,817	9,183	0
46. 100-1200-55610-3-00-00000 SPECIAL ED TUITION-PUBLIC - HIG	120,000	120,000	0	46,637	0	73,363
47. 100-1200-55640-1-00-00000 TUITION - PRIVATE - ELEMENTAR	49,201	49,201	20,994	85,013	88,186	(123,998)
48. 100-1200-55640-3-00-00000 TUITION- PRIVATE - HIGH SCHOOL	230,000	230,000	65,787	222,580	96,985	(89,565)
49. 100-1200-55800-1-00-00000 SPECIAL ED TRAVEL	500	500	0	426	0	74
50. 100-1200-56100-0-88-00000 PRESCHOOL - SUPPLIES	0	0	0	393	0	(393)
51. 100-1200-56100-1-00-00000 SPECIAL ED SUPPLIES	6,500	6,500	132	413	0	6,087
52. 100-1200-56500-1-00-00000 SPED SOFTWARE	1,850	1,850	180	1,738	1,138	(1,026)
53. 100-1200-57330-1-00-00000 SPED NEW EQUIPMENT	5,000	5,000	0	133	0	4,867
54. 100-1200-57390-1-00-00000 SPED - OTHER EQUIPMENT	1,000	1,000	0	0	0	1,000
55. 100-1200-58100-1-00-00000 SPECIAL ED DUES	750	750	0	555	0	195

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Current Period 3/1/2023 - 3/31/2023	Reported Period 7/1/2022 - 3/31/2023	Encumbrances 7/1/2022 - 3/31/2023	Amount Remaining 7/1/2022 - 3/31/2023
TOTAL 1200 SPECIAL EDUCATION	\$2,347,649	\$2,347,649	\$249,580	\$1,930,540	\$722,012	\$ (304,903)
1410 CO-CURRICULAR ACTIVITIES						
56. 100-1410-51120-1-00-00000 CO-CURRICULAR - SALARIES	18,000	18,000	0	3,934	4,184	9,882
57. 100-1410-52200-1-00-00000 CO-CURRICULAR - FICA	1,377	1,377	0	301	320	756
58. 100-1410-52320-1-00-00000 RETIREMENT - TEACHER	3,784	3,784	0	827	879	2,078
59. 100-1410-53230-1-00-00000 CONTRACTED SERV - SPECIAL ED	16,000	16,000	0	500	0	15,500
60. 100-1410-56100-1-00-00000 CO-CURRICULAR - SUPPLIES	1,500	1,163	0	0	0	1,163
TOTAL 1410 CO-CURRICULAR ACTIVITIES	\$40,661	\$40,324	\$0	\$5,562	\$5,383	\$29,379
1420 ATHLETICS						
61. 100-1420-51120-1-00-00000 ATHLETIC - SALARIES	4,750	4,750	0	2,306	3,156	(712)
62. 100-1420-52200-1-00-00000 ATHLETIC - FICA	363	363	0	176	241	(54)
63. 100-1420-52320-1-00-00000 RETIREMENT - TEACHER	999	999	0	485	663	(149)
64. 100-1420-53300-1-00-00000 ATHLETICS - UMPIRES & REFEREE	1,650	1,650	0	0	0	1,650
65. 100-1420-56100-1-00-00000 ATHLETIC - SUPPLIES	1,500	1,837	0	1,058	779	0
TOTAL 1420 ATHLETICS	\$9,262	\$9,599	\$0	\$4,025	\$4,839	\$735
1430 SUMMER SCHOOL						
66. 100-1430-51120-1-00-00000 SUMMER SCHOOL - SALARIES	1	1	0	0	0	1
67. 100-1430-52200-1-00-00000 SUMMER SCHOOL - FICA	1	1	0	0	0	1
68. 100-1430-52320-1-00-00000 SUMMER SCHOOL - RETIREMENT	1	1	0	0	0	1
69. 100-1430-56100-1-00-00000 SUMMER SCHOOL - SUPPLIES	1	1	0	0	0	1
TOTAL 1430 SUMMER SCHOOL	\$4	\$4	\$0	\$0	\$0	\$4
2110 TRUANT OFFICER						
70. 100-2110-51140-1-00-00000 TRUANT OFFICER SALARY	1	1	0	0	0	1
71. 100-2110-52200-1-00-00000 TRUANT OFFICER FICA	1	1	0	0	0	1
72. 100-2110-53210-1-00-00000 CONTRACTED SERVICES - SRO	1	1	0	0	0	1
TOTAL 2110 TRUANT OFFICER	\$3	\$3	\$0	\$0	\$0	\$3

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Current Period 3/1/2023 - 3/31/2023	Reported Period 7/1/2022 - 3/31/2023	Encumbrances 7/1/2022 - 3/31/2023	Amount Remaining 7/1/2022 - 3/31/2023
2120 GUIDANCE/SOCIAL WORKER						
73. 100-2120-51120-1-00-00000 GUIDANCE/SOCIAL WORKER SALA	124,864	124,864	5,180	43,988	25,898	54,978
74. 100-2120-51150-1-01-00000 SUPPORT STAFF - SALARY	11,035	11,035	(7,105)	0	0	11,035
75. 100-2120-52110-1-00-00000 GUIDANCE/SOCIAL WORKER HEAL	10,321	10,321	831	5,818	2,493	2,010
76. 100-2120-52110-1-01-00000 TEACHERS HEALTH INSURANCE	0	0	346	2,078	0	(2,078)
77. 100-2120-52120-1-00-00000 GUIDANCE/SOCIAL WORKER DEN	750	750	58	409	175	166
78. 100-2120-52120-1-01-00000 TEACHERS DENTAL INSURANCE	0	0	28	171	0	(171)
79. 100-2120-52200-1-00-00000 GUIDANCE/SOCIAL WORKER FICA	9,552	9,552	386	5,544	3,170	838
80. 100-2120-52200-1-01-00000 SUPPORT STAFF - FICA	799	799	55	542	0	257
81. 100-2120-52310-1-01-00000 SUPPORT RETIREMENT	0	0	109	1,108	0	(1,108)
82. 100-2120-52320-1-00-00000 GUIDANCE/SOCIAL WORKER RETI	26,246	26,246	1,089	14,925	3,811	7,510
83. 100-2120-53220-1-00-00000 GUIDANCE ASSESSMENT TEST	11,960	11,960	0	3,900	0	8,060
84. 100-2120-53800-1-00-00000 GUIDANCE/SOCIAL WORKER TRA	300	300	0	33	0	267
85. 100-2120-56100-1-00-00000 GUIDANCE/SOCIAL WORKER SUPP	1,096	1,096	0	190	146	760
86. 100-2120-57510-1-00-00000 GUIDANCE/SOCIAL WORKER NEW	5,952	5,952	0	0	0	5,952
87. 100-2120-58100-1-00-00000 GUIDANCE/SOCIAL WORKER DUE	850	850	0	189	0	661
TOTAL 2120 GUIDANCE/SOCIAL WORKER	\$203,725	\$203,725	\$977	\$78,895	\$35,693	\$89,137
2130 NURSE						
88. 100-2130-51130-1-00-00000 NURSE SALARY	52,584	52,584	4,189	33,514	20,946	(1,876)
89. 100-2130-51140-1-01-00000 NURSE - SUPPORT STAFF SALARY	11,035	11,035	1,022	11,196	6,735	(6,896)
90. 100-2130-51150-1-00-00000 NURSE SUB SALARY	2,000	2,000	0	0	0	2,000
91. 100-2130-52110-1-00-00000 NURSE HEALTH INSURANCE	2,000	2,000	0	0	0	2,000
92. 100-2130-52110-1-01-00000 TEACHERS HEALTH INSURANCE	0	0	0	2,302	0	(2,302)
93. 100-2130-52120-1-01-00000 TEACHERS DENTAL INSURANCE	0	0	0	119	0	(119)
94. 100-2130-52200-1-00-00000 NURSE FICA	4,023	4,023	320	2,564	2,564	(1,105)
95. 100-2130-52204-1-00-00000 NURSE SUPPORT STAFF - FICA	977	977	68	769	789	(581)
96. 100-2130-52310-1-00-00000 NURSE SUPPORT STAFF RETIREME	0	0	287	1,428	2,899	(4,327)
97. 100-2130-52310-1-01-00000 NURSE RETIREMENT SUPPORT	0	0	0	815	0	(815)
98. 100-2130-52320-1-00-00000 NURSE RETIREMENT	11,053	11,053	881	7,045	3,082	926

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99. 100-2130-53210-1-00-00000 NURSE - CONTRACTED SERVICES	150	150	0	0	0	150
100. 100-2130-56100-1-00-00000 NURSE SUPPLIES	4,680	4,680	0	2,373	0	2,307
101. 100-2130-56500-1-00-00000 NURSE SOFTWARE	780	780	0	800	0	(20)
TOTAL 2130 NURSE	\$89,282	\$89,282	\$6,767	\$62,925	\$37,015	\$(10,658)
2210 PROFESSIONAL DEVELOPMENT						
102. 100-2210-52110-1-00-00000 PROFESSIONAL DEV HEALTH INS	0	0	0	787	0	(787)
103. 100-2210-52120-1-00-00000 TEACHERS DENTAL INSURANCE	0	0	0	39	0	(39)
104. 100-2210-52310-1-00-00000 PROF DEV SUPPORT RETIREMEN	0	0	0	225	0	(225)
105. 100-2210-52320-1-00-00000 PROF. DEV. WORKSHOPS RETIRE.	0	0	0	407	0	(407)
106. 100-2210-52400-1-00-00000 PROF. DEV. TUITION	40,000	40,000	0	449	297	39,254
107. 100-2210-53220-1-00-00000 PROF. DEV. WORKSHOPS	15,000	15,000	774	12,373	0	2,627
TOTAL 2210 PROFESSIONAL DEVELOPMENT	\$55,000	\$55,000	\$774	\$14,280	\$297	\$40,423
2220 LIBRARY						
108. 100-2220-51130-1-00-00000 MEDIA SPECIALIST SALARY	63,216	63,216	4,911	39,291	24,557	(632)
109. 100-2220-51140-1-00-00000 LIBRARY SUPPORT SALARIES	19,988	19,988	(8,797)	4,361	1,263	14,364
110. 100-2220-52110-1-00-00000 MEDIA SPECIALIST HEALTH INSUR	22,469	22,469	2,244	15,707	6,732	30
111. 100-2220-52120-1-00-00000 MEDIA SPECIALIST DENTAL INSUR	650	650	65	455	195	0
112. 100-2220-52200-1-00-00000 MEDIA SPECIALIST FICA	4,836	4,836	339	2,725	3,006	(895)
113. 100-2220-52200-1-01-00000 LIBRARY SUPPORT FICA	1,529	1,529	21	1,027	97	405
114. 100-2220-52310-1-00-00000 LIBRARY SUPPORT RETIREMENT	0	0	0	1,081	0	(1,081)
115. 100-2220-52320-1-00-00000 MEDIA SPECIALIST RETIREMENT	13,288	13,288	1,032	8,259	3,613	1,416
116. 100-2220-53210-1-00-00000 CONTRACT SERVICES	450	450	0	0	0	450
117. 100-2220-56100-1-00-00000 LIBRARY SUPPLIES	500	500	0	477	0	23
118. 100-2220-56410-1-00-00000 LIBRARY BOOKS & OTHER PRINTI	10,000	10,000	900	5,628	1,488	2,884
119. 100-2220-56500-1-00-00000 LIBRARY SOFTWARE	5,038	5,038	0	3,614	0	1,424
120. 100-2220-57370-1-00-00000 LIBRARY REPLACE FURN/FIXT	1,731	1,731	0	95	0	1,636
121. 100-2220-58100-1-00-00000 DUES & FEES	240	240	0	25	0	215
TOTAL 2220 LIBRARY	\$143,935	\$143,935	\$715	\$82,745	\$40,951	\$20,239

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2310 SCHOOL BOARD						
122. 100-2310-51110-1-00-00000 SCHOOL BOARD SALARIES	5,500	5,500	2,600	5,533	0	(33)
123. 100-2310-51120-1-00-00000 SCHOOL BOARD MODERATOR	125	125	0	0	0	125
124. 100-2310-51130-1-00-00000 SCHOOL BOARD TREASURER	3,000	3,000	750	2,250	1,500	(750)
125. 100-2310-51150-1-00-00000 SCHOOL BOARD DISTRICT CLER	200	200	200	200	0	0
126. 100-2310-51160-1-00-00000 SCHOOL BOARD SECRETARY	5,000	5,000	671	4,626	0	374
127. 100-2310-52200-1-00-00000 SCHOOL BOARD FICA	1,057	1,057	323	965	172	(80)
128. 100-2310-53220-1-00-00000 SCHOOL BOARD PROF.DEV.	600	600	0	450	0	150
129. 100-2310-53800-1-00-00000 SCHOOL BOARD LEGAL SERVICE	15,000	15,000	9,759	19,885	0	(4,885)
130. 100-2310-55400-1-00-00000 SCHOOL BOARD ADS/NOTICES	5,000	5,000	0	0	0	5,000
131. 100-2310-55410-1-00-00000 SCHOOL BOARD - BACKGROUND	2,000	2,000	0	2,000	0	0
132. 100-2310-55450-1-00-00000 SCHOOL BOARD BALLOT PRINTIN	2,500	2,500	0	0	1,343	1,157
133. 100-2310-55500-1-00-00000 SCHOOL BOARD DISTRICT REPOR	1,000	1,000	954	979	0	21
134. 100-2310-56100-1-00-00000 SCHOOL BOARD - SUPPLIES	500	500	0	297	338	(135)
135. 100-2310-58100-1-00-00000 SCHOOL BOARD DUES	4,200	4,200	0	3,798	0	402
136. 100-2310-58200-1-00-00000 SCHOOL BOARD - SCHOLARSHIP	500	500	0	0	0	500
137. 100-2310-58900-1-00-00000 SCHOOL BOARD MISC	500	500	0	116	0	384
TOTAL 2310 SCHOOL BOARD	\$46,682	\$46,682	\$15,257	\$41,099	\$3,353	\$2,230
2320 SAU ADMINISTRATION EXPENSE						
138. 100-2320-51100-1-00-00000 SUPERINTENDENT SALARY	89,175	89,175	8,462	83,488	29,615	(23,928)
139. 100-2320-51150-1-00-00000 SUPPORT STAFF SALARY	80,700	80,700	12,860	47,717	22,711	10,272
140. 100-2320-52110-1-00-00000 HEALTH INSURANCE	28,827	28,827	1,662	11,921	6,026	10,880
141. 100-2320-52120-1-00-00000 DENTAL INS	1,751	1,751	114	1,016	427	308
142. 100-2320-52200-1-00-00000 FICA	12,995	12,995	999	8,974	6,891	(2,870)
143. 100-2320-52310-1-00-00000 RETIREMENT - SAU	5,849	5,849	700	5,601	3,032	(2,784)
144. 100-2320-52320-1-00-00000 RETIREMENT	0	0	1,779	16,897	6,225	(23,122)
145. 100-2320-53200-1-00-00000 CONFERENCES/COURSES	1,000	1,000	0	0	0	1,000
146. 100-2320-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000	1,000	375	375	0	625
147. 100-2320-54300-1-00-00000 MAINTENANCE AGREEMENTS	2,500	2,500	0	4,216	0	(1,716)

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148. 100-2320-54420-1-00-00000 COPIER/ LEASE	3,000	3,000	105	1,842	1,158	0
149. 100-2320-55400-1-00-00000 ADVERTISING	2,000	2,000	320	2,221	120	(341)
150. 100-2320-55610-1-00-00000 TUITION OTHER	3,000	3,000	0	340	0	2,660
151. 100-2320-55800-1-00-00000 TRAVEL	200	200	0	0	0	200
152. 100-2320-56100-1-00-00000 SUPPLIES & FORMS	3,000	3,000	97	2,860	19	121
153. 100-2320-56400-1-00-00000 SOFTWARE	500	500	0	912	0	(412)
154. 100-2320-57340-1-00-00000 COMPUTER HARDWARE & NETW	200	200	0	0	0	200
155. 100-2320-58100-1-00-00000 DUES/FEES	2,000	2,000	5	1,735	0	265
TOTAL 2320 SAU ADMINISTRATION EXPENSE	\$237,697	\$237,697	\$27,478	\$190,115	\$76,224	\$(28,642)
2410 PRINCIPAL						
156. 100-2410-51110-1-00-00000 PRINCIPAL SALARY	95,000	95,000	7,308	69,423	25,577	0
157. 100-2410-51120-1-00-00000 ASST.PRINCIPAL SALARY	70,000	70,000	5,769	54,808	20,192	(5,000)
158. 100-2410-51130-1-01-00000 PRINC.SUPPORT SALARY	58,440	58,440	4,689	49,352	17,007	(7,919)
159. 100-2410-52110-1-00-00000 PRINCIPAL HEALTH INSURANCE	25,038	25,038	0	0	0	25,038
160. 100-2410-52110-1-01-00000 PRINCIPAL SUPPORT HEALTH INS	2,000	2,000	0	0	0	2,000
161. 100-2410-52120-1-00-00000 PRINCIPAL DENTAL INSURANCE	1,168	1,168	58	525	175	468
162. 100-2410-52120-1-01-00000 PRINCIPAL SUPPORT DENTAL INS	0	0	107	886	332	(1,218)
163. 100-2410-52200-1-00-00000 PRINCIPAL FICA	17,093	17,093	1,321	12,916	8,989	(4,812)
164. 100-2410-52310-1-01-00000 SUPPORT RETIREMENT	5,264	5,264	659	6,939	2,559	(4,234)
165. 100-2410-52320-1-00-00000 PRINCIPAL RETIREMENT	34,683	34,683	2,749	26,114	9,621	(1,052)
166. 100-2410-52400-1-00-00000 PRINCIPAL TUITION	3,500	3,500	0	0	0	3,500
167. 100-2410-53220-1-00-00000 PRINCIPAL PROF.DEV.	1,300	1,300	0	0	0	1,300
168. 100-2410-54300-1-00-00000 PRINCIPAL REPAIRS/MAINTENANCE	4,500	4,500	0	0	0	4,500
169. 100-2410-54420-1-00-00000 PRINCIPAL-COPIER/LEASE	6,500	6,500	0	0	0	6,500
170. 100-2410-55340-1-00-00000 PRINCIPAL POSTAGE	3,869	3,869	173	3,295	569	5
171. 100-2410-55500-1-00-00000 PRINCIPAL PRINTING	300	300	0	0	0	300
172. 100-2410-55800-1-00-00000 PRINCIPAL TRAVEL	500	500	0	0	0	500
173. 100-2410-56100-1-00-00000 PRINCIPAL SUPPLIES	5,436	5,436	330	4,170	190	1,076
174. 100-2410-56500-1-00-00000 PRINCIPAL SOFTWARE	30,150	30,150	0	19,465	0	10,685

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175. 100-2410-57330-1-00-00000 PRINCIPAL NEW FURNITURE	8,000	8,000	0	0	0	8,000
176. 100-2410-58100-1-00-00000 PRINCIPAL DUES	1,400	1,400	0	1,145	0	255
177. 100-2410-58900-1-00-00000 PRINCIPAL GRADUATION EXPENSES	1,400	1,400	0	0	0	1,400
TOTAL 2410 PRINCIPAL	\$375,541	\$375,541	\$23,163	\$249,038	\$85,211	\$41,292
2510 FISCAL SERVICES						
178. 100-2510-51100-1-00-00000 BUSINESS ADMINISTRATOR SALA	49,200	49,200	3,846	36,539	13,461	(800)
179. 100-2510-51120-1-00-00000 SUPPORT STAFF SALARY	58,240	58,240	4,592	43,715	15,981	(1,456)
180. 100-2510-52110-1-00-00000 HEALTH INSURANCE	8,752	8,752	693	5,312	2,078	1,362
181. 100-2510-52120-1-00-00000 DENTAL INSURANCE	470	470	57	511	171	(212)
182. 100-2510-52200-1-00-00000 FICA	8,220	8,220	626	5,957	4,191	(1,928)
183. 100-2510-52320-1-00-00000 RETIREMENT-EMPLOYEES	8,189	8,189	646	6,146	2,247	(204)
184. 100-2510-53200-1-00-00000 CONFERENCES/COURSES	1,300	2,599	0	0	0	2,599
185. 100-2510-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000	1,000	0	0	0	1,000
186. 100-2510-53900-1-00-00000 AUDITOR	17,500	17,500	3,150	11,421	0	6,079
187. 100-2510-54300-1-00-00000 MAINTENANCE AGREEMENTS	17,500	17,500	0	0	0	17,500
188. 100-2510-55800-1-00-00000 TRAVEL	100	(750)	85	933	0	(1,683)
189. 100-2510-56100-1-00-00000 SUPPLIES	1,370	921	0	1,654	0	(733)
190. 100-2510-58100-1-00-00000 DUES/FEES	1,500	1,500	184	547	0	953
TOTAL 2510 FISCAL SERVICES	\$173,341	\$173,341	\$13,879	\$112,735	\$38,129	\$22,477
2610 OPERATIONS/MAINTENANCE						
191. 100-2610-51110-1-00-00000 OP/MAINT CUSTODIAN SALARY	134,316	134,316	5,148	51,934	18,847	63,535
192. 100-2610-51200-1-00-00000 FACILITIES MANAGER SALARY	62,000	62,000	4,230	49,421	1,136	11,443
193. 100-2610-52110-1-00-00000 OP/MAINT HEALTH INSURANCE	20,143	20,143	693	7,483	2,578	10,082
194. 100-2610-52120-1-00-00000 OP/MAINT - DENTAL INSURANCE	1,737	1,737	58	525	175	1,037
195. 100-2610-52200-1-00-00000 OP/MAINT FICA	14,992	14,992	692	7,611	2,798	4,583
196. 100-2610-52310-1-00-00000 OP/MAINT RETIREMENT	27,001	27,001	724	13,019	2,650	11,332
197. 100-2610-53200-1-00-00000 OP/MAINT CONTRACTED SERVICE	48,912	48,912	32,168	94,350	22,849	(68,287)
198. 100-2610-54110-1-00-00000 OP/MAINT WATER	11,550	11,550	0	8,974	2,576	0

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199. 100-2610-54120-1-00-00000 OP/MAINT SEWAGE	6,000	6,000	0	12,988	0	(6,988)
200. 100-2610-54210-1-00-00000 OP/MAINT RUBBISH REMOVAL	8,300	8,300	2,233	9,839	1,092	(2,631)
201. 100-2610-54220-1-00-00000 OP/MAINT SNOW REMOVAL	27,600	27,600	2,575	5,150	22,450	0
202. 100-2610-54230-1-00-00000 OP/MAINT CARE OF BLDG & MAIN	28,800	28,800	0	260,221	0	(231,421)
203. 100-2610-54240-1-00-00000 OP/MAINT CARE OF GROUNDS	20,550	20,550	0	37,461	12,150	(29,061)
204. 100-2610-54300-1-00-00000 OP/MAINT REPAIR BUILDINGS	18,750	18,750	12,808	70,892	325	(52,467)
205. 100-2610-54420-1-00-00000 OP/MAINT RENTAL OF EQUIPMEN	1,400	1,400	75	675	800	(75)
206. 100-2610-55200-1-00-00000 OP/MAINT PROPERTY & LIABILIT	30,179	30,179	0	0	0	30,179
207. 100-2610-55310-1-00-00000 OP/MAINT INTERNET/PHONES	8,680	8,680	(142)	12,896	2,114	(6,330)
208. 100-2610-55800-1-00-00000 OP/MAINT TRAVEL	300	300	0	220	0	80
209. 100-2610-56100-1-00-00000 OP/MAINT SUPPLIES	27,300	30,300	3,129	15,346	6,838	8,116
210. 100-2610-56220-1-00-00000 OP/MAINT ELECTRICITY	57,100	57,100	4,150	32,629	24,471	0
211. 100-2610-56230-1-00-00000 OP/MAINT LP GAS	56,080	56,080	11,923	36,584	7,516	11,980
212. 100-2610-56240-1-00-00000 OP/MAINT FUEL OIL	11,275	11,275	2,535	11,399	1,801	(1,925)
213. 100-2610-56500-1-00-00000 OP/MAINT SOFTWARE	800	800	0	0	0	800
214. 100-2610-57310-1-00-00000 OP/MAINT NEW EQUIPMENT	5,100	5,100	0	3,962	0	1,138
215. 100-2610-58100-1-00-00000 OP/MAINT DUES/PROF DEVELOPN	800	800	0	0	0	800
TOTAL 2610 OPERATIONS/MAINTENANCE	\$629,665	\$632,665	\$82,999	\$743,579	\$133,166	\$(244,080)
2710 TRANSPORTATION	0	0	0	(72)	0	72
216. 100-2710-54300-1-00-00000 TRANSP BUS REPAIRS	0	0	0	(72)	0	72
TOTAL 2710 TRANSPORTATION	\$0	\$0	\$0	\$(72)	\$0	\$72
2721 REGULAR STUDENT TRANSPORTATION	205,110	205,110	14,811	171,524	39,546	(5,960)
217. 100-2721-51120-1-00-00000 REG TRANS - DRIVERS SALARY	6,584	6,584	0	0	0	6,584
218. 100-2721-51140-1-00-00000 REG TRANS - SUBSTITUTUE	22,435	22,435	1,524	12,051	4,571	5,813
219. 100-2721-52110-1-00-00000 REG TRANS - HEALTH INSURANC	16,195	16,195	1,110	13,117	6,153	(3,075)
220. 100-2721-52200-1-00-00000 REG TRANS - FICA	28,838	28,838	0	0	0	28,838
221. 100-2721-52310-1-00-00000 REG TRANS - RETIREMENT	5,000	2,000	0	0	0	2,000
222. 100-2721-53210-1-00-00000 REG TRANS - CONTRACT SERVI						

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223. 100-2721-53320-1-00-00000 REG TRANS - DRIVER TRAINING	5,000	5,000	0	2,423	0	2,577
224. 100-2721-53900-1-00-00000 REG TRANS - TESTING	3,500	3,500	179	581	0	2,919
225. 100-2721-54300-1-00-00000 REG TRANS - REPAIR & MAINT	60,000	60,000	9,148	31,727	0	28,273
226. 100-2721-54430-1-00-00000 REG TRANS - VEHICLE LEASES	0	0	0	18,220	0	(18,220)
227. 100-2721-55800-1-00-00000 REG TRANS - TRAVEL	1	1	0	0	0	1
228. 100-2721-56100-1-00-00000 REG TRANS - SUPPLIES	1,500	1,500	62	2,778	64	(1,342)
229. 100-2721-56260-1-00-00000 REG TRANS- FUEL	50,000	50,000	3,920	30,224	19,776	0
230. 100-2721-56500-1-00-00000 REG TRANS - SOFTWARE	4,700	4,700	0	5,425	0	(725)
231. 100-2721-57390-1-00-00000 REG TRANS - EQUIP. REPLACEMENT	1,500	1,500	0	12,900	0	(11,400)
232. 100-2721-58100-1-00-00000 REG TRANS - DUES & FEES	1,235	1,235	0	491	0	744
TOTAL 2721 REGULAR STUDENT TRANSPORTATION	\$411,598	\$408,598	\$30,754	\$301,461	\$70,110	\$37,027
2722 SPECIAL EDUCATION STUDENT TRANSPORTATION						
233. 100-2722-51100-1-00-00000 SPED TRANS - DRIVERS SALARY	51,600	51,600	0	0	0	51,600
234. 100-2722-51140-1-00-00000 SPED TRANS - SUBSTITUTE	4,950	4,950	0	0	0	4,950
235. 100-2722-52200-1-00-00000 SPED TRANS - FICA	3,947	3,947	0	0	0	3,947
236. 100-2722-52310-1-00-00000 SPED TRANS - RETIREMENT	3,627	3,627	0	0	0	3,627
237. 100-2722-53200-1-00-00000 SPED TRANS - CONTRACTED SER	76,634	76,634	32,454	130,045	52,678	(106,089)
TOTAL 2722 SPECIAL EDUCATION STUDENT TRANSPORTATION	\$140,758	\$140,758	\$32,454	\$130,045	\$52,678	\$\$(41,965)
2724 ATHLETICS STUDENT TRANSPORTATION						
238. 100-2724-51100-1-00-00000 ATHLETIC TRANS - SALARY	3,000	3,000	0	0	0	3,000
239. 100-2724-52200-1-00-00000 ATHLETIC TRANS - FICA	230	230	0	0	0	230
TOTAL 2724 ATHLETICS STUDENT TRANSPORTATION	\$3,230	\$3,230	\$0	\$0	\$0	\$3,230
2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATION						
240. 100-2725-51100-1-00-00000 FIELD TRIP/CO-CURR TRANS - SAI	4,300	4,300	0	0	0	4,300
241. 100-2725-52200-1-00-00000 FIELD TRIP/CO-CURR TRANS - FIC	329	329	0	0	0	329
TOTAL 2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATION	\$4,629	\$4,629	\$0	\$0	\$0	\$4,629
2820 TECHNOLOGY						

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Current Period 3/1/2023 - 3/31/2023	Reported Period 7/1/2022 - 3/31/2023	Encumbrances 7/1/2022 - 3/31/2023	Amount Remaining 7/1/2022 - 3/31/2023
242. 100-2820-53200-1-00-00000 TECHNOLOGY CONTRACTED SER	99,000	91,474	9,914	58,781	18,680	14,013
243. 100-2820-54300-1-00-00000 TECHNOLOGY REPAIR & MAINT	0	2,185	0	2,185	0	0
244. 100-2820-54350-1-00-00000 TECHNOLOGY SOFTWARE MAINT	6,200	6,200	0	0	0	6,200
245. 100-2820-56100-1-00-00000 TECHNOLOGY SUPPLES	2,500	2,500	0	0	0	2,500
246. 100-2820-57340-1-00-00000 TECHNOLOGY NEW COMPUTER &	0	5,341	0	0	0	5,341
TOTAL 2820 TECHNOLOGY	\$107,700	\$107,700	\$9,914	\$60,966	\$18,680	\$28,054
2900 OTHER BENEFITS						
247. 100-2900-52140-1-00-00000 DISABILITY INSURANCE	10,000	10,000	1,251	5,654	1,420	2,926
248. 100-2900-52190-1-00-00000 UNEMPLOYMENT	7,222	7,222	0	0	0	7,222
249. 100-2900-52201-0-00-00000 WELLNESS INCENTIVE FICA	1,000	1,000	0	363	0	637
250. 100-2900-52600-1-00-00000 WORKER'S COMP	21,006	21,006	0	0	0	21,006
TOTAL 2900 OTHER BENEFITS	\$39,228	\$39,228	\$1,251	\$6,017	\$1,420	\$31,791
5252 TRANSFERS TO/FROM TRUST FUNDS						
251. 100-5252-59300-1-02-00000 TRANS TO EXPEND TRUST- BOILE	75,000	75,000	0	75,000	0	0
252. 100-5252-59300-1-04-00000 TRANS TO EXPEND TRUST- TRAN	45,000	45,000	0	45,000	0	0
253. 100-5252-59300-1-10-00000 TRANS TO EXPEND TRUST-SPED E	50,000	50,000	0	50,000	0	0
254. 100-5252-59300-1-12-00000 TRANS TO EXP. TRUST FUND-SEC	15,000	15,000	0	15,000	0	0
255. 100-5252-59300-1-17-00000 TRANS TO EXPEND TRUST-BUILD	23,000	23,000	0	23,000	0	0
256. 100-5252-59300-1-54-00000 TRANS TO EXPEND TRUST-PARKI	15,000	15,000	0	15,000	0	0
257. 100-5252-59300-1-56-00000 TRANS TO EXPEND TRUST- GYM I	44,000	44,000	0	44,000	0	0
258. 100-5252-59300-1-57-00000 TRANS TO EXPEND TRUST- MAIN	30,000	30,000	0	30,000	0	0
TOTAL 5252 TRANSFERS TO/FROM TRUST FUNDS	\$297,000	\$297,000	\$0	\$297,000	\$0	\$0
TOTAL 100 GENERAL FUND	\$11,137,614	\$11,137,614	\$1,430,052	\$7,741,527	\$2,971,961	\$424,126

WAKEFIELD SCHOOL DISTRICT


Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Current Period 3/1/2023 - 3/31/2023	Reported Period 7/1/2022 - 3/31/2023	Encumbrances 7/1/2022 - 3/31/2023	Amount Remaining 7/1/2022 - 3/31/2023
200 FOOD SERVICES						
3100 FOOD SERVICE						
259. 200-3100-53100-1-00-00000 FOOD SERVICE-CONTRACTED SEI	230,000	230,000	22,778	286,808	68,334	(125,142)
260. 200-3100-54300-4-00-00000 FOOD SERVICE REPAIRS	2,000	2,000	0	1,774	0	226
261. 200-3100-56300-4-00-00000 FOOD SERVICE FOOD/MILK	100	100	0	86	0	14
262. 200-3100-57330-4-00-00000 FOOD SERV: REPLACE/ FURNITUR	7,900	7,900	0	37	0	7,863
263. 200-3100-57370-4-00-00000 FOOD SERV: REPLACE/EQUIPMEN	10,000	10,000	0	0	0	10,000
TOTAL 3100 FOOD SERVICE	\$250,000	\$250,000	\$22,778	\$288,705	\$68,334	\$(107,039)
TOTAL 200 FOOD SERVICES	\$250,000	\$250,000	\$22,778	\$288,705	\$68,334	\$(107,039)
GRAND TOTAL	\$11,387,614	\$11,387,614	\$1,452,830	\$8,030,232	\$3,040,295	\$317,087

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Wakefield School District

MEMORANDUM

TO: School Board DATE: April 12, 2023
THROUGH: Superintendent Kebler CC:
FROM: Frank Markiewicz, Business Administrator 
SUBJECT: Budget Transfer Form and Personnel Action Form

Note: For information purposes, no action required by the school board.

We've instituted two forms to better manage the finances of the district and to align those financial procedures and controls with the policy of the school board.

PURCHASING

It is the responsibility of budget managers not to overspend the appropriation approved for each line in their budget. The budget approved "by the voters" and reported on the MS22 financial report with the Department of Revenue is the budget column on the monthly financial report entitled, "Adopted Budget." Consequently, a requisition for a purchase order that exceeds the adopted budget balance should not be approved. Instead, the budget manager should decide where in the budget they would like to transfer the funds from to have sufficient funds to cover the requested purchase order.

The Budget Transfer Form and the process instituted controls that a line will not be overspent and provides for the appropriate transfer to that line to cover the expenditure. An approved transfer of funds will have an offsetting increase and decrease to the designed appropriation[s], and those changes are reflected in the monthly financial report under the "Revised Budget" column.

Budget transfers are approved according to school board policy DBJ.

PERSONNEL ACTION FORM

Over 70% of the district's adopted budget is for salaries and benefits. The process from posting of a position, hiring a new staff member, to changes in the employment status of a current employee requires control and oversight.

Ultimately, the district will institute "position control" in the accounting system. Position control means that all positions approved by the school board and funded as an appropriation in the budget are assigned a number in the organizational chart. Any changes to this approved position will have a process and be documented using the Personnel Action Form.

SAU 101 Wakefield School District
PERSONNEL ACTION FORM

IN ORDER TO REQUEST TO HIRE A NEW EMPLOYEE, MAKE CHANGES TO A CURRENT EMPLOYEE, OR HIRE A CONTRACTED EMPLOYEE, THE FOLLOWING INFORMATION MUST BE COMPLETED BY THE ADMINISTRATOR AND SENT TO THE SAU OFFICE FOR APPROVAL

SECTION A: Request for Posting		<input type="checkbox"/> Anticipated Opening	<input type="checkbox"/> Confirmed Opening
POSITION: <input style="width: 300px;" type="text"/>		BUDGET LINE: <input style="width: 100px;" type="text"/>	
New Position? <input type="checkbox"/> Yes <input type="checkbox"/> No - Replacement <input style="width: 100px;" type="text"/>			
<input type="checkbox"/> Internal Posting Only		<input type="checkbox"/> Internal and External Posting	
Requested By: <input style="width: 300px;" type="text"/>		Date: <input style="width: 100px;" type="text"/>	
<input type="checkbox"/> Posting Approved by SAU as position in within budget			
<input type="checkbox"/> Posting Denied as not in budget			
Business Adm <input style="width: 300px;" type="text"/>		Date: <input style="width: 100px;" type="text"/>	
Superintendent <input style="width: 300px;" type="text"/>		Date: <input style="width: 100px;" type="text"/>	
Posting Location[s]: <input style="width: 300px;" type="text"/>			
Original: SAU File Copy: Requester			

SECTION B: NEW EMPLOYEE INFORMATION OR CHANGE INFORMATION		
Name: <input style="width: 300px;" type="text"/>	Effective Date: <input style="width: 100px;" type="text"/>	
Social Security Number: <input style="width: 200px;" type="text"/>	Date of Birth: <input style="width: 100px;" type="text"/>	
Current Position: <input style="width: 200px;" type="text"/>	Position Control: <input style="width: 100px;" type="text"/>	
Reason for Change: <input style="width: 200px;" type="text"/>	Other: <input style="width: 100px;" type="text"/>	
	New Hire Information - OR - Current Employee	Change
Location	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>
Days Per Week (M, T, W, TH, F)	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>
Hours Per Day	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>
Daily Start Time	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>
Daily End Time	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>
Days Per Year	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>
Hourly Rate	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>
Step and Track	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>
FTE	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>
Annual Salary	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>
Budget Account Line	<input style="width: 300px;" type="text"/>	<input style="width: 300px;" type="text"/>

SIGNATURES		
Administrator	<input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 80%; height: 20px;" type="text"/>
SAU Authorization	<input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 80%; height: 20px;" type="text"/>
HR / Payroll Processed	<input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 80%; height: 20px;" type="text"/>
Original: SAU File Copy: Requester		

BUDGET TRANSFER REQUEST FORM

For General Fund Budget Only

SECTION A

☐

Permanent

☒

One Time

EXPLANATION

To cover overspend for contractor ACP Facility Services-Contracted Services

SECTION B

BUDGETED DOLLAR INCREASE

Account Number	Account Name	Amount
2610-53200-1	Contracted Services	73,535.00

BUDGETED DOLLAR DECREASE

Account Number	Account Name	Amount
2610-51110-1	Custodial Salary	73,535.00

SECTION C

REQUESTED BY

Frank Markiewicz		3/28/2023
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

Check box that is applicable to the approval per School Board policy DBJ

☐

Administrator assigned budget responsibility may authorize transfer of funds between non-salary and non-benefit amounts up to \$500

☐

Business Administrator may authorize transfers up to \$2,000 between any budgetary accounts

☐

Superintendent may authorize transfers that exceed \$2,000 but do not exceed \$5,000 within the same budget function

☒

School Board approval required on transfers in excess of \$5,000 or any transfer between functions in excess of \$2,000

☐

School Board approval required on all transfers that impact wage accounts, regardless of the amount of the transfer

APPROVED BY

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

SCHOOL BOARD APPROVED:

[Attach a copy of the approved Minutes]

--

Date

ENTERED BY:

--	--	--

Print Name

Signature

Date

APPROVER TO SEND SIGNED FORM TO SAU OFFICE FOR PROCESSING

PURCHASING

In an effort to control expenditures and maintain "best practice" fiscal responsibility in accordance with school board Policies DJ, DJE, and DBJ, I would ask that you follow the guidelines listed:

1. A requisition and approved purchase order is to be completed for each purchase. Superintendent/Business Administrator may approve an emergency purchase.
2. The Business Administrator is responsible for the final approval of all non-educational purchases under the following function codes:
 - a. 1100 Regular Education - HS Tuition
 - b. 2310 School Board
 - c. 2320 SAU Administration
 - d. 2510 Fiscal Services
 - e. 2610 Operations and Maintenance
 - f. 2710 Transportation
 - g. 2721 Regular Student Transportation
 - h. 2900 Other Benefits
 - i. 5252 Transfers To/From Trust Funds
3. The Director of Special Education is responsible to spend amounts allocated in the education lines under the following function code:
 - a. 1200 Special Education
 - b. 2722 Special Education Student Transportation
4. The Principal is responsible to spend amounts allocated in the education line accounts under the following function codes:
 - a. 1100 Regular Education [Excluding HS Tuition]
 - b. 1410 Co-Curricular
 - c. 1420 Athletics
 - d. 1430 Summer School
 - e. 2120 Guidance
 - f. 2130 Nurse
 - g. 2220 Library
 - h. 2724 Athletics Student Transportation
 - i. 2725 Field Trip/Co-Curr Student Transportation
 - j. 2820 Technology
5. Once an appropriation has been expended, the Principal and Director of Special Education must request a transfer of funds in accordance with Board Policy DBJ.
6. No amount is to be expended against a line with a zero appropriation.
7. No invoice will be paid by the central office staff without a copy of the approved Purchase Order attached and the invoice is approved for payment.

PURCHASING

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

The Wakefield School Board assigns the superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the district.

The business administrator will be solely responsible for the final approval of all non-educational purchases. The principals shall have the authority to spend the amounts allocated by the school board in the "education" line accounts after final amounts for each line are determined by the school board following the school district meeting. Once the total amount in that line has been expended, the principal must request any further funds for that line from the school board.

The business administrator shall be responsible for all phases of purchasing in accordance with board policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies. Any third party vendor acting on behalf of the district shall be under the supervision of the superintendent. No third party shall enter into a purchasing agreement without the approval of the superintendent. The superintendent shall develop procedure in accordance with this policy. These procedures will be presented to the board for review.

Legal Reference:

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

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

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

Adopted by the Board: 16 August 1995
Reaffirmed by the Board: 10 July 1998
Reaffirmed by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Revised by the Board: 6 June 2012
Revised by the Board: 21 November 2012

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BIDDING REQUIREMENTS

All contracts for and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more shall be based, when feasible, on at least 3 competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately posted on the website, in newspapers when appropriate and invitations sent to local businesses. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the SAU 101 office at the time specified and all bidders and other persons shall be invited to be present.

The board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district.

Legal References:

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

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

Mr. Robert Ouellette, Chairperson
Mrs. Tracey Kolb
Mrs. Jennifer McCawley
Mrs. Sandra Johnson
Ms. Tani Moody

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Revised by the Board: 6 June 2012
Revised by the Board: 6 August 2013
Revised by the Board: 18 March 2015
Revised by the Board: 5 June 2018

Page 1 of 1

TRANSFER OF FUNDS APPROPRIATIONS

the event it becomes necessary to expend an amount greater than what was appropriated for a specific purpose, the Board is authorized to transfer funds from an unexpended balance of one appropriation to a different appropriation that is in deficit. All transfers of appropriations will be made consistent with the provisions of RSA 32:10. All transfers of appropriation by administration as outlined below will be reported in writing to the Board.

Administrators and supervisors that the Superintendent has assigned budget area responsibility may authorize transfer funds between non-salary and non-benefit accounts in amounts not to exceed \$500.00.

The Business Administrator may authorize transfers of up to \$2,000.00 between any budgetary accounts.

Transfers between accounts within the same budget function that exceed 2,000.00 but do not exceed \$5000.00 require Superintendent's approval.

Any transfer in excess of \$5000.00 shall first require Board approval and authorization. Any transfer between functions in excess of \$2000.00 shall first require Board approval and authorization. All transfers that impact wage accounts (Object 100 series) must be approved by the Board in advance of the transfer, regardless of the amount.

In no circumstance shall the total amount spent exceed the total amount appropriated at the school district meeting.

The Superintendent or his/her designee is authorized to develop administrative rules, forms or regulation to accompany this policy.

Last Updated: August 16, 2017

Legal References:

RSA 32:10, Transfer of Appropriations

RSA 282-A:71, III Unemployment Compensation

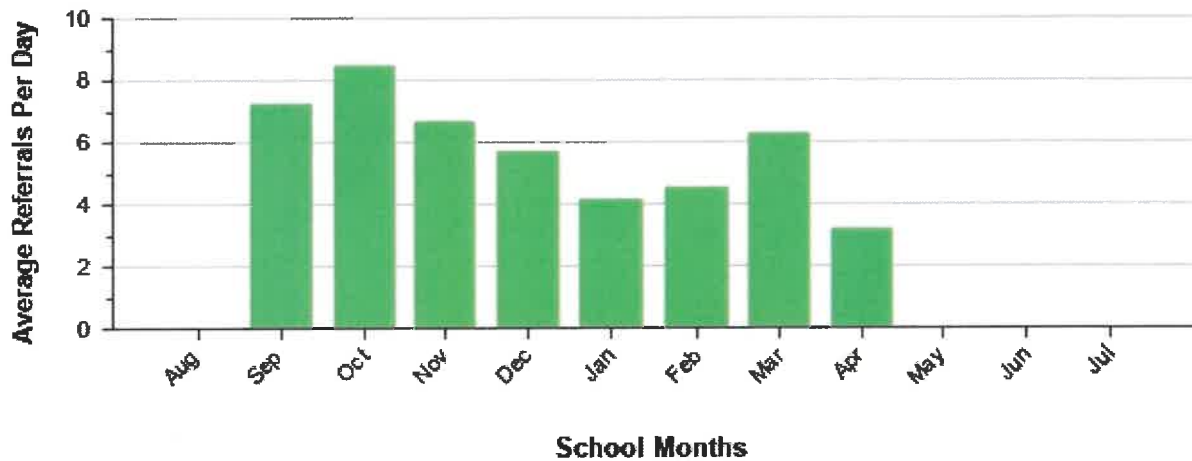
Revised: April 2016

Revised: July 1998, November 1999, March 2004, September 2009, September 2013, Revised September 2017

Discipline Report
April 18, 2023

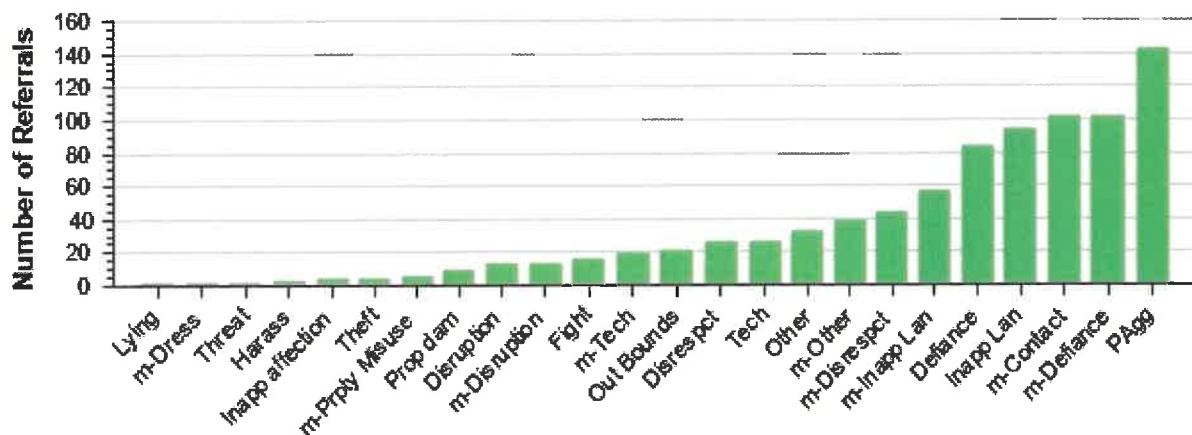
September 2022 - April 2023

Average Referrals Per Day Per Month
All, 2022-23

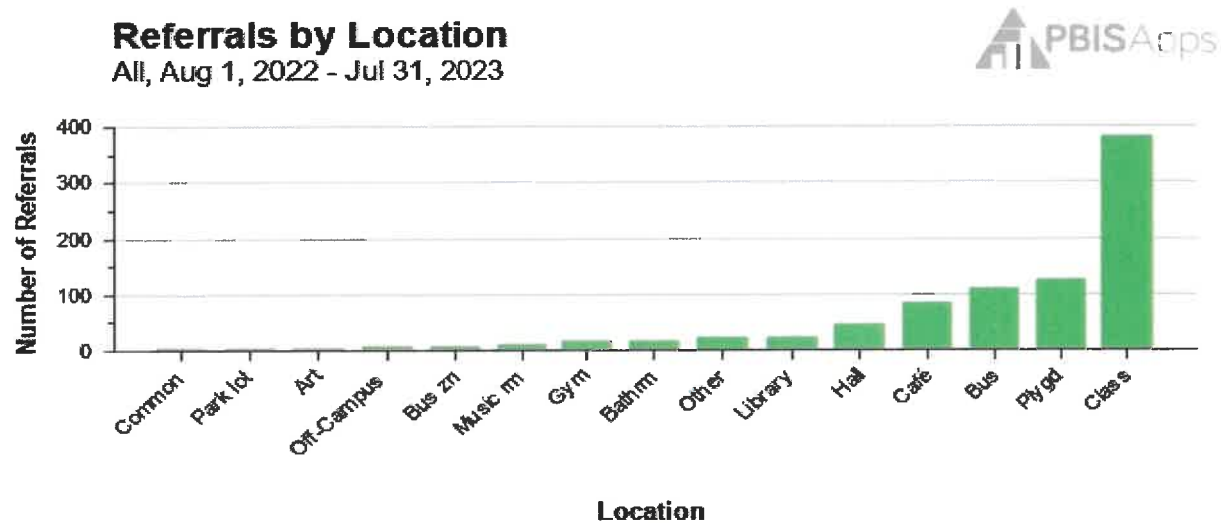


September 2022 - April 2023

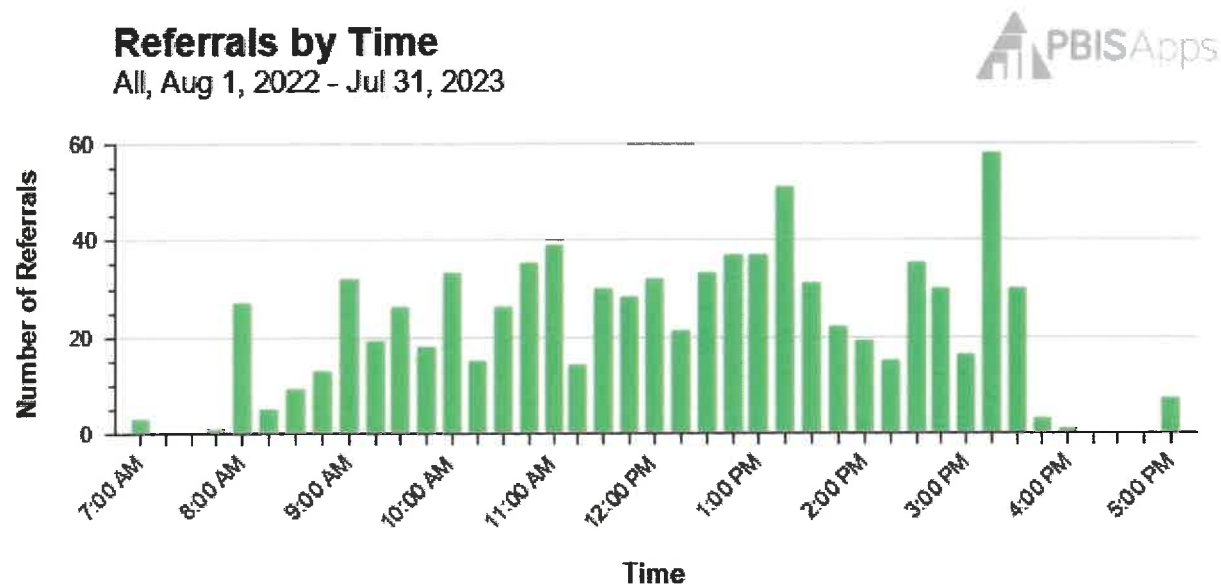
Referrals by Behavior
All, Aug 1, 2022 - Jul 31, 2023



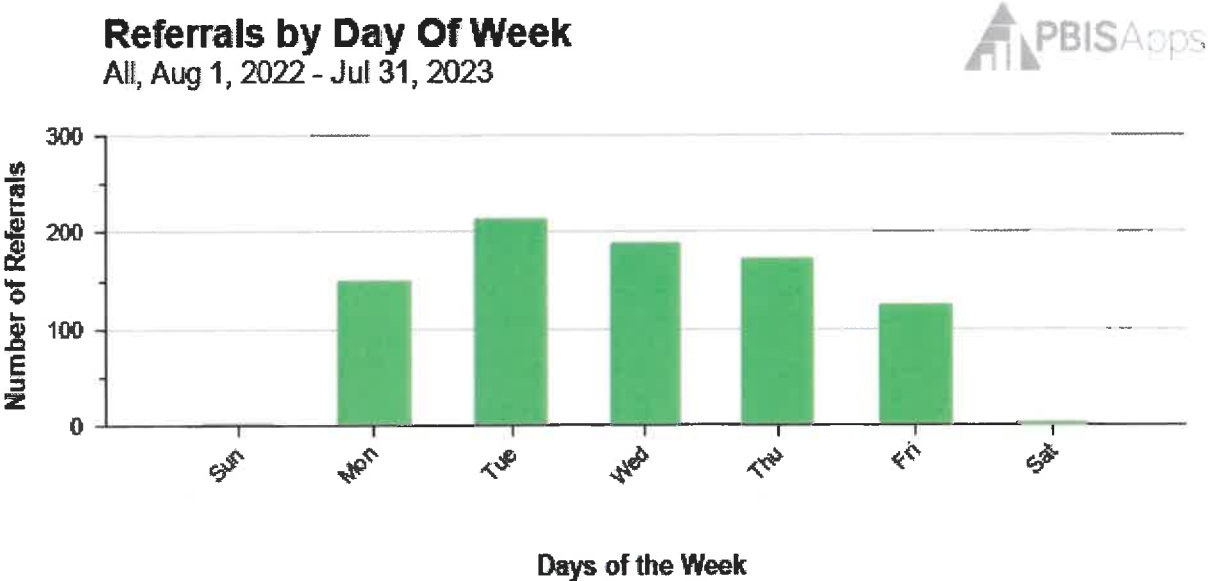
September 2022 - April 2023



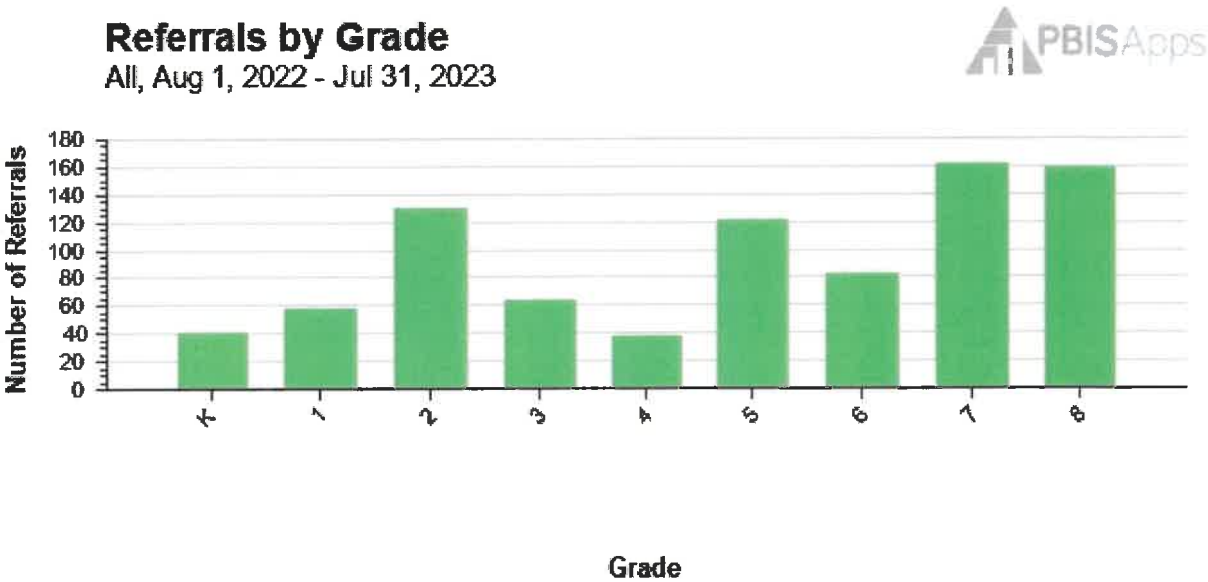
September 2022 - April 2023



September 2022 - April 2023

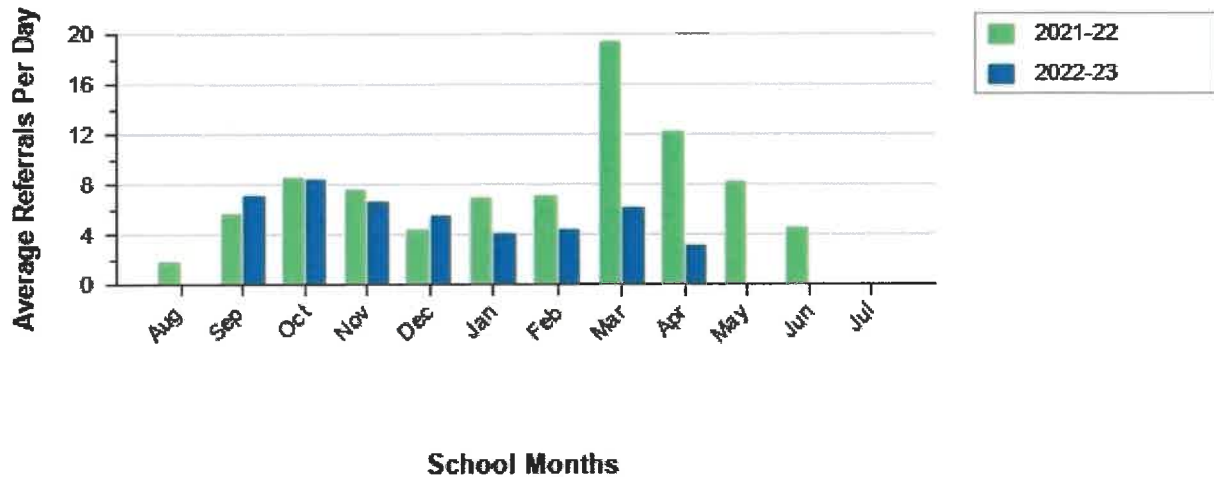


September 2022 - April 2023

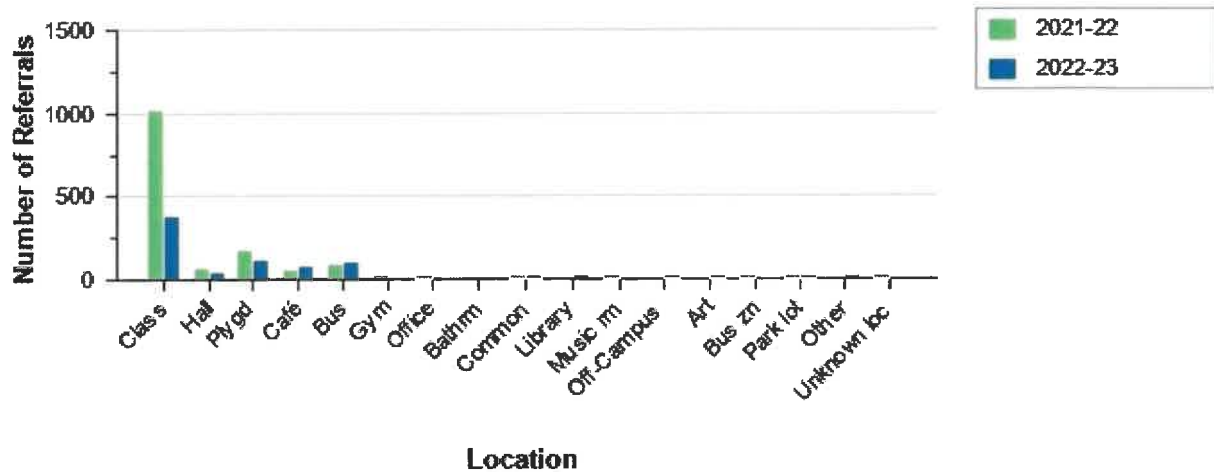


Multi-Year Behavior Report
April 18, 2023

Average Referrals Per Day Per Month - Multi-Year
All, 2021-22 - 2022-23

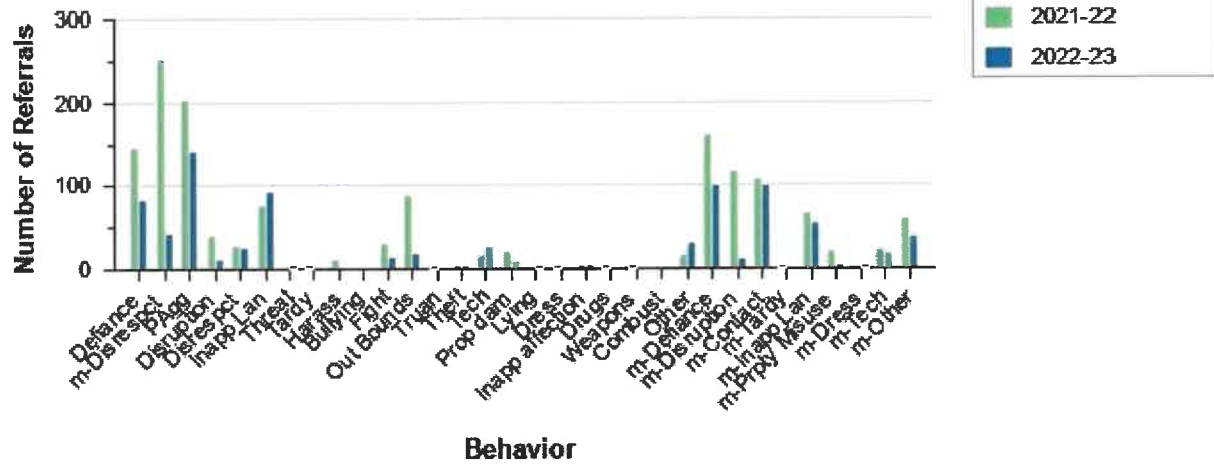


Referrals by Location - Multi-Year
All, 2021-22 - 2022-23



Referrals by Behavior - Multi-Year

All, 2021-22 - 2022-23



WAKEFIELD SCHOOL DISTRICT
Stipend Proposal Form



Staff member name: Mary Wing Soares Date: 4/4/2023

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

A group of students would like to start a writing club. This idea came up after the lockdown as a way to help kiddos cope with the stress or thoughts they may be having

Please break down the hours below or attach:

Activity Description	Hours
<u>we will meet for 8 weeks beginning 4/10/23 and will work on our writing skills, but also discuss why this could be a benefit to our mental health</u>	<u>8</u>
Total hours	

Approximately how many students are involved?

5-15 - This is a new club

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

\$800.00

Staff member signature: Mary Wing Soares

	Committee member	Committee member	Committee member
Name:			
Signature:			



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

April 3, 2023

TO: Superintendents

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2024

The New Hampshire Department of Education (NHED) has developed the attached "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all agencies and organizations that receive federal funds through the NHED. The federally funded programs which flow money through the NHED require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The submission of general assurances is required in part by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHED has consolidated the general assurances into one document which also now includes requirements and definitions in an effort to provide more guidance relative to implementation of the underlying assurances. NHED requests an annual submission for all of your Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that the NHED Commissioner

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of Education certify to the Secretary of Education the status of all LEAs. In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy establishes which of these two entities may apply for federal funds. As such, both the Superintendent and the local School Board Chairperson are required to sign the certifications of the attached document.

I am requesting that you and the local School Board complete the certifications at the end of the enclosed general assurance document; initial each page in the spaces provided and return it in full to the attention of the Bureau of Federal Compliance. The Bureau of Federal Compliance office will notify the directors of all NHED programs approving federal funds to LEA's when they have received your assurances. The directors of the various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHED programs.

Compliance with these general assurances will be subject to review by NHED staff during on-site federal compliance monitoring. Annual audits by CPA's in accordance with the Single Audit Act may also include compliance checks.

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return to the NHED Bureau of Federal Compliance office no later than **June 30, 2023**.

If you should have any questions regarding these general assurances, please contact Lindsey Labonville, Administrator of the Bureau of Federal Compliance at Lindsey.L.Labonville@doe.nh.gov or at 603-731-4621.

New Hampshire Department of Education

FY2024

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHED) must submit a signed copy of this document to the NHED Bureau of Federal Compliance prior to any formula grant application being deemed to be “substantially approvable” or any discretionary grant receiving “final approval”. Once a formula grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHED (34 CFR 708).

Any funds obligated by the subrecipient prior to the application being in substantially approvable form will not be reimbursable even upon final approval of the application by the NHED.

While there have been no significant changes notable in the last year, this FY2024 general assurances document contains a few minor differences from the FY2023 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements and deadlines to which you are agreeing.

Following your review and acceptance of these General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated.

Please note that the practice of the School Board authorizing the Superintendent to sign on behalf of the School Board Chair is not acceptable to the NHED in this case and will be considered non-responsive.

Once the document is fully executed, email a copy of the entire document to:

**New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov**

Should you have any questions please contact Lindsey Labonville at 603-731-4621, or Katelyn Komisarek at 603-856-4075.

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. The subrecipient will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
 - (a) Per 2 CFR 200.330 the non-Federal entity is required to submit reports at least annually on the status of real property in which the Federal Government retains an interest.
- 4) The subrecipient will comply with the requirements of the assistance awarding agency (2 CFR 200.1 Definitions '*Federal Awarding Agency*') with regard to the drafting, review and approval of construction plans and specifications.
- 5) The subrecipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
- 6) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 7) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 8) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;

- (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 - 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - 11) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
 - 12) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
 - 13) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - 14) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
 - 15) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
 - 16) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

- 17) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 18) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 19) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 20) The subrecipient will comply with the Stevens Amendment.
- 21) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 22) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."
- 23) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 24) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.

- 25) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 26) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 27) The subrecipient will submit a fully executed and accurate Single-Audit Certification (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2023. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website
- 28) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 29) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 30) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 31) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 32) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 33) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 34) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 35) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 36) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

- 37) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 38) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).

B. Explanation of Grants Management Requirements

The following section elaborate on certain requirements included in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

1. Financial Management Systems

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- e) Generate comparisons of expenditures with budget amounts for each federal award.

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988		N/A
Procurement Policy & Procedure	2 CFR 200.317-327		

Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)		N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)		
District Travel Policy	2 CFR 200.475(b)		N/A
Policy/Procedure Name	In Accordance With	Policy	Procedure
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy & Procedure	2 CFR 200.430		
Records Retention Policy & Procedure	2 CFR 200.334		
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA 8546		N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)		N/A
Gun Free School Act	Gun Free School Act of 1994		N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305		

3. Internal Controls

The subrecipient must:

- Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the guidance outlined in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- Take reasonable measures to safeguard and protect personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.334.

4. Allowable Costs

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are;

- in payment of obligations incurred during the approved project period;
- in conformance with the approved project;
- in compliance with all applicable statutes and regulatory provisions;
- costs that are allocable to a particular cost objective;
- spent only for reasonable and necessary costs of the program; and
- not used for general expenses required to carry out other responsibilities of the subrecipient.

5. Audits

This part is applicable for all non-federal entities as defined in 2 CFR 200, Subpart F.

- a) In the event that the subrecipient expends \$750,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHED. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities;

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509), and ensure it is properly performed and submitted no later than nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) Upon request by the NHED Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHED template provided by the BFC for audit findings related to NHED funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide an explanation for findings not resolved or only partially resolved to the BFC for findings related to all NHED funded programs. The BFC will review the subrecipient's submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

6. Reports to be Submitted

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at:
[https://harvester.census.gov/facides/\(S\(mqamohbpjf0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjf0hmyh1r45p1po1))/account/login.aspx)

Copies of other reports or management decision letter(s) shall be submitted by or on behalf of the

subrecipient directly to:

- a) **New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street**

Concord, NH 03301 Or via email to: federalcompliance@doe.nh.gov

- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the NHED pursuant to this agreement shall be submitted in a timely manner.

Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2023**. A copy of the forms will be provided to each subrecipient by the NHED via email.

7. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined in 2 CFR 180.120, 180.125 and 180.200, no contract shall be made to parties identified on the General Services Administration's *Excluded Parties List System* as excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences – for example, disallowance of cost, termination of project, or debarment.

To assure that this requirement is met, there are four options for obtaining satisfaction that subrecipients and contractors are not suspended, debarred, or disqualified. They are:

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

8. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 the subrecipient certifies that it will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace.
 - The recipient's policy of maintaining a drug-free workplace.
 - Any available drug counseling, rehabilitation, and employee assistance programs.
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - Abide by the terms of the statement.
 - Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service
U.S. Department of Education
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]
Washington, D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
 - Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
 - Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or

other appropriate agency.

- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

9. General Education Provisions Act (GEPA) Requirements - Section 427 (Federal Requirement) Equity for Students, Teachers, and Other Program Beneficiaries

The purpose of Section 427 of GEPA is to ensure equal access to education and to promote educational excellence by ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in proposed projects, and to promote the ability of such students, teachers, and beneficiaries to meet high standards. Further, when designing their projects, grant applicants must address the special needs and equity concerns that might affect the ability of students, teachers, and other program beneficiaries to participate fully in the proposed project.

Program staff within the NHED must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).*

The statute highlights **six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, and age.** Based on local circumstances, the applicant can determine whether these or other barriers may prevent participants from access and participation in the federally assisted project, and how the applicant would overcome these barriers.

These descriptions may be provided in a single narrative or, if appropriate, may be described in connection with other related topics in the application. Subrecipients should be asked to state in the table of contents where this requirement is met.

NHED program staff members are responsible for screening each application to ensure that the requirements of this section are met before making an award. If this condition is not met, after the application has been selected for funding the program staff should contact the subrecipient to find out why this information is missing. Documentation must be in the project file indicating that this review was completed before the award was made. If an oversight occurred, the program staff may give the applicant another opportunity to satisfy this requirement, but must receive the missing information before making the award, 34 CFR 75.231.

All applicants for new awards must satisfy this provision to receive funding. Those seeking *continuation* awards do not need to submit information beyond the descriptions included in their original applications.

10. Gun Possession (Local Education Agencies (LEAs) only)

As required by Title XIV, Part F, and Section 14601 (Gun-Free Schools Act of 1994) of the Improving America's Schools Act:

The LEA assures that it shall comply with the provisions of RSA 193:13 III.

RSA 193:13, III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

The LEA assures that it has adopted a policy, which allows the Superintendent or Chief Administrative officer to modify the expulsion requirement on a case by case basis. RSA 193:13, IV.

The LEA assures that it shall report to the NHED in July of each year, a description of the circumstances surrounding any expulsions imposed under RSA 193:13, III and IV including, but not limited to:

- a) The name of the school concerned;
- b) The grade of the student disciplined;
- c) The type of firearm involved;
- d) Whether or not the expulsion was modified, and
- e) If the student was identified as Educationally Disabled.

The LEA assures that it has in effect a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Ed 317.03 Standard for Expulsion by Local School Board.

- a) A school board which expels a pupil under RSA 193:13, II or III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, II.
- b) School boards shall make certain that the pupil has received notice of the requirements of RSA 193-D and RSA 193:13 through announced, posted, or printed school rules.
- c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
 - 1) Whether a firearm is legally licensed under RSA 159; or
 - 2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
 - 1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
 - 2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 193:13, III and therefore is subject to expulsion.

11. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR 82.105 and 82.110, the applicant certifies that:

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its

instructions.

- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

New Hampshire RSA 15:5 - **Prohibited Activities.**

- I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.
- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

12. Subrecipient Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, subrecipient monitoring procedures may include, but not be limited to, on-site or remote visits by NHED staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHED. In the event the NHED determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHED staff to the subrecipient regarding such audit.

13. More Restrictive Conditions

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be "high risk" shall be subject to the imposition of more restrictive conditions as determined by the NHED.

14. Obligations by Subrecipients

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel was performed, and/or when facilities are used (see 34 CFR 76.707).

15. Personnel Costs – Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430, and will be based on payrolls documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge

of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

- a) Reflect an after-the-fact distribution of the actual activity of each employee
- b) Account for the total activity for which each employee is compensated
- c) Prepared at least monthly and must coincide with one or more pay period
- d) Signed and dated by the employee

16. Protected Prayer in Public Elementary and Secondary Schools

As required in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, LEAs must certify annually that they have no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools.

17. Purchasing/Procurement

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and 2 CFR 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

1. Informal procurement methods
 - a. Micro-purchases
 - b. Small purchases
2. Formal procurement methods
 - a. Sealed bids
 - b. Proposals
3. Noncompetitive procurement

18. Retention and Access to Records

Requirements related to retention and access to project/grant records, are determined by federal rules and regulations. Federal regulation 2 CFR 200.334, addresses the retention requirements for records that applies to all financial and programmatic records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal or Project award. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Access to records of the subrecipient and the expiration of the right of access is found at 2 CFR 200.337 (a) and (c), which states:

- a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHED] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.

- d) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

19. The Stevens Amendment

All federally funded projects must comply with the Stevens Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

20. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the State have a procedure to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required or chooses to enroll. In New Hampshire, that assurance is statutory and found at RSA 193-D:8.

The relevant portions of the federal and state law appear below.

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.
- b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

C. Definitions (2 CFR 200.1)

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.
- 2) **Management decision** - *Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) **Pass-through entity** - *Pass-through entity (PTE)* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

- 4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.
- 5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- 6) **Subrecipient** - *Subrecipient* mean an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

CERTIFICATION

Instructions: The Superintendent, or other Qualifying Administrator, if the School District or School Administrative Unit (SAU) does not have a Superintendent, (*See* RSA 194-C:5, II) **must** consult with the School Board for the School District/SAU by informing said School Board about the District's/SAU's participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Superintendent or other Qualifying Administrator and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHED. **No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

Superintendent or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 17 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on _____, _____, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU Number: _____ District or SAU Name: _____

District UEI : _____ UEI(Sam.gov) Expiration: _____

Typed Name of Superintendent
or other Qualifying Administrator

Signature

Date

School Board Certification:

I, the undersigned official representing the School Board, acknowledge that the Superintendent, or other Qualifying Administrator, as identified above, has consulted with all members of the School Board, in furtherance of the School Board's obligations, including those enumerated in RSA 189:1-a, and pursuant to the School Board's oversight of federal funds the District will be receiving and of the General Assurances, Requirements and Definitions for Participation in Federal Programs in said programs.

Typed Name of School Board
Chair (on behalf of the School Board)

Signature

Date

Please email a fully executed copy of the entire document to:

**New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov**

TUITION EXPENSES FOR WAKEFIELD RESIDENTS

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

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

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

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

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

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

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

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

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

2. Secondary students and parents who choose to enroll in public schools or public academies other than Spaulding High School are requested to confirm their school of choice no later than October 1st. This is a letter to the Wakefield School District expressing interest in attending another high school. Letters should be sent to the Superintendent at the SAU office. ~~All applicants will be placed into a lottery. The lottery is a random drawing of numbers. Each student entered into the pool will be given a number. Said student and family will know the outcome of the lottery by number only at the time of the drawing. Students chosen will be contacted by phone call within 24 hours of the lottery and in writing within 72 hours. This correspondence will come from the Superintendent.~~
3. The first names ~~drawn~~ **submitted** that meet the maximum number of students that can attend public high schools other than Spaulding for that given year will be considered for Board approval. All **8th grade students interested in attending a high school other than Spaulding, must submit a letter of intent to the SAU Office. This is a first come first serve process, therefore the SAU will begin accepting letters on the first Thursday of the school year and the letter must be received by 4:00 PM on the following Thursday. The letter must be date and time stamped by an employee of the SAU staff as this will determine the order in which the intents were received. students (Grades 8-11), who wish to go into the high school lottery, must make a request to enter the lottery by October 1st. Preference will go to the 8th grade students in the lottery, any remaining lottery spots will be assigned to students in grades 9-11 based on the order in which they were selected. There will only be one lottery per year, Spots that are not filled by the October filing date, will remain open and not be filled. The Board will conduct the lottery at their second meeting in October. The Board will conduct their approval on their second meeting in September.**
4. Students returning to an approved out of district high school need to confirm their acceptance and attendance of said school by October 1st for each following school year.
5. When tuition rates are tentatively set at public schools and public academies in which Wakefield students have chosen to enroll, the Superintendent advises the students and parents of the approximate rates, the portion of the rates which the District will assume (based on the Spaulding High School approximate rate), and the portion of the rates which the student and parent may have to assume.
6. When the actual Spaulding High School tuition rate is finalized, the student and parents will be notified accordingly. Their portion of the tuition is due in full, payable to the Wakefield School District, prior to November 15.
7. Secondary students who wish to enroll in a public school or public academy at a time after the first day of classes may do so at any time, based on the date of entry and the Spaulding High School rate, and approval by the Wakefield School Board.
8. The Wakefield School District pays the tuition directly to the receiving school.

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

Adapted from Barrington School District Policy JFABA

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

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

AGENDA PREPARATION AND DISSEMINATION

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

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

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

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

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

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

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

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

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

Certified Staff Nomination			
Name	Title	Effective Date	Salary
Lisa Dubois	Director Of Special Education	7/1/2023	\$77,250.00
Ivy Leavitt-Carlson	Assistant Principal	7/1/2023	\$77,250.00

Staff New Hire FYI			
Name	Title	Effective Date	Salary
Candace Shumaker	ABA Tutor	4/24/2023	Hourly Rate \$15.03
Mary DeMasi	In School Suspension Para	4/24/2023	Hourly Rate \$17.95

Resignations			
Name	Title	Effective Date	Salary
Kristen White	Principal	7/1/2023	\$95,000.00
Mary Soares	Library Tech	7/1/2023	\$25,063.00

Retirements			
Name	Title	Effective Date	Salary

April 7, 2023

Kristen M. White
14 Butterfly Lane
Rochester, NH 03868

School Administrative Unit #101
76 Taylor Way
Wakefield, NH 03872

Dear Superintendent Kebler and Members of the Wakefield School Board,

I am writing this letter to inform you that I will be resigning from my current position as Principal of the Paul School in the Wakefield School District. My last day of work will be June 30, 2023.

Over the past two years it has been my honor and privilege to be part of the Paul School community. We have had many successes that speak to the commitment of the staff, students and families of Wakefield. I am thankful for the relationships I have fostered and I will carry the lessons I have learned and keep you all close to my heart.

Please accept this letter as my official notice of resignation. I will ensure that all of my responsibilities are completed and that I do everything I can to ensure that the school is set up for success for the upcoming school year. The Paul School will forever hold a special place in my heart, this community is special and their commitment to the students of the Paul School are to be commended.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Kristen M. White', written over the word 'Sincerely,'.

Kristen M. White

Mary Wing Soares
35 Wayside Road
Sanbornville, NH 03053
603-247-1679

April 10, 2023

Dear Mrs. White,

It has truly been a pleasure working with you these past two years. You have breathed life back into this school with your positive attitude, your kindness and your leadership. From the inside looking out, the path the school is taking is straight and directed for the first time in a while. Thank you for that.

It is with mixed feelings that I must resign as library tech assistant effective at the end of the school year. I will be retiring at the end of the year, again, and for the last time!

I have been pulled between my desire to help fill some gaps that were here, due to staff shortages, and the joy that my time with my grandson brings to me. As he comes to his second birthday this summer I am once again reminded how quickly this time goes. I don't want to miss any more of it.

I would like to continue in the role of social media/website manager if at all possible, and I would like to be able to advise those who want to do the talent show and work on the yearbook. I will understand if this is not allowed, however, I'm hopeful we can work something out.

I have been an educator for over 35 years. I've been involved with many principals, assistant principals and superintendents. You are the best! As of this writing, you, too, are moving on. All the best to you.

Thank you for this experience.

Sincerely,

Mary Wing Soares, M.Ed

Wakefield School District School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Lisa Dubois
Date: (Submitting) 4/10/2023

Documents Required when submitting this form:

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

I wish to hire the following employee:

Start Date:

Employee's Name: Candace Shumaker

Existing Employee (Yes or No): NO

Hours Per Day: 8

If existing, current position: _____

Days Per Week: 5

Position being hired for: ABA Tutor

Day Per Year: 185

Replaces (Name): Jaden McKellar

Is this a NEW or EXISTING position? EXISTING

Non-Certified: N/A

ID# _____

Expiration Date: _____

Certified: N/A

ID# _____

Expiration Date: _____

Hiring Manager Comments:

Candace has experience working with children through being a nanny. She is
willing to learn and is eager to be a part of a school community.

Superintendent Comments:

Candace will receive training from
New England Center for Children for ABA work

To be filled in by the Superintendent

Account Number: 100-1200-51230-1-01-00000

Hourly Rate: \$14.28 + 75cent differential
Step(6) total \$15.03

Anne L. Webb 4/12/2023
Signature of Superintendent Date

RECEIVED

APR 11 2023

WAKEFIELD SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Mary DeMasi
Position being hired for: ISS Paraprofessional
Existing Employee? Yes ☒ No ☐
Replacing: Danielle McKellar

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 # N/A Expiration Date: _____

Baccalaureate Degree from: N/A

Degree _____ Year _____

Graduate Degree from: N/A

Degree _____ Year _____

Hours Per Day: 7 Days Per Week: 5 Days Per Year: _____

Time Card: Yes No

Collective Bargaining: ☐ WTA ☐ WPA ☐ No Affiliation

Hiring Manager Comments:

Mary comes to us with many years of experience working with students and helping them address behaviors and find success. Mary comes highly recommended due to her ability to foster relationships, be a team player and her wealth of experience. We are excited to see her impact in our school.

Submitted by: [Signature] Date: 4/10/23

To be filled in by Superintendent

Account Number: _____

Hourly Rate: \$17.95 Salary: Track/Step: Certified / 6 yrs

Signature of Superintendent: Anne L. Kefauver Date: 4/11/2023