

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

**Date: Tuesday, May 16, 2023 at
6:00pm**

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **PRESENTATIONS, PUBLIC HEARINGS (Action May Be Required)**

First Grade
3. **AGENDA REVIEW**
Sandrea's Email
4. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
5. **CONSENT AGENDA (Action Required)**
 - a. AP Manifest - Batch #38908, \$631.16; Batch #38909, \$2,706.95; Batch #38945, \$850.00; Batch #38899, \$191,877.38; Batch #38892, \$135.32; Batch #38898, \$1,108.95; Batch #38889, \$5,235.33; Batch #38871, \$513.64
 - b. Payroll Manifest - Batch #38925, \$949.54; Batch #38949, \$73,561.78; Batch #38902, \$219,100.85
 - c. Enrollment
6. **MEETING MINUTES (Action Required)**
 - a. Non Public WSB Minutes 5.2.23 (draft)
 - b. Public WSB Minutes 5.2.23 (draft)
7. **REPORTS**
 - a. Discipline Report
8. **OLD BUSINESS**
 - a. Facilities Update
 - i. Mechanical and Plumbing
 - ii. Grounds Maintenance
 - iii. Gym Floor
9. **NEW BUSINESS**
 - a. Office Summer Hours
 - b. IT Director Job Description
 - c. Approval of 6th grade field trip
10. **POLICIES (Action Required)**
 1. DJ- Purchasing (2nd reading)
 2. DJ-R- Purchasing Procedure (2nd reading)
 3. DK- Payment Procedures (2nd reading)
 4. IMAH- Daily Physical Activity (2nd reading)
11. **NOMINATIONS/HIRES/RESIGNATIONS (Action Required)**
Norma DeRicco
Tyla Guy

Agenda Worksheet

12. CORRESPONDENCE

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

14. ADJOURNMENT: _____ PM

Upcoming: The next Wakefield School Board meeting will be held June 6, 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 # 59592

Check Batch: 38908
 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
38908	90237	05/01/2023	8926	IRVING ENERGY	0.00	191.23
	90238	05/01/2023	1706	CHARTER COMMUNICATIONS	0.00	439.93
Totals:						\$631.16

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Robert DeCaffmacher
Robert DeCaffmacher, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Brennan Peaslee
Brennan Peaslee, School Board Member

Bob Ouellette
Bob Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 38909
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
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 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
38909	90239	05/02/2023	8927	IRVING ENERGY-PROPANE	0.00	2,706.95
Totals:						\$2,706.95

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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

Mary Collins
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Sandrea Taliaferro, School Board Member

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Brennan Peaslee, School Board Member

Bob Ouellette
Bob Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

6

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 59661

Check Batch: 38945
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 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
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 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
38945	90240	05/09/2023	1706	CHARTER COMMUNICATIONS	0.00	850.00
Totals:					0.00	\$850.00

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

Mary Collins
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Brennan Peaslee
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Bob Ouellette
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Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

8

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Check Batch: 38899
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
38899	22256	04/28/2023	1987	A&B LOCKSMITH	0.00	360.00
	22257	04/28/2023	8011	AARON NASON	0.00	718.00
	22258	04/28/2023	1080	ADT COMMERCIAL LLC	0.00	137.19
	22259	04/28/2023	9300	ANGELA BOSTON	0.00	51.98
	22260	04/28/2023	9608	BMO HARRIS BANK N. A.	0.00	8,735.59
	22261	04/28/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	553.50
	22262	04/28/2023	1190	CLEAN-O-RAMA	0.00	1,034.25
	22263	04/28/2023	9375	DRUMMOND WOODSUM &	0.00	1,397.76
	22264	04/28/2023	378	EASTER SEALS NEW HAMPSHIRE	0.00	8,952.16
	22265	04/28/2023	9090	ELAINE M. MILLEN	0.00	9,000.00
	22266	04/28/2023	2018	FOLLETT SCHOOL SOLUTION INC (content)	0.00	113.95
	22267	04/28/2023	9542	GARY NOYES	0.00	65.00
	22268	04/28/2023	8904	GRAND CANYON UNIVERSITY	0.00	3,665.00
	22269	04/28/2023	585	HEALTH TRUST	0.00	5,662.87
	22270	04/28/2023	2161	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	5,375.00
	22271	04/28/2023	998	LAKES REGION SEPTIC SERVICE	0.00	190.00
	22272	04/28/2023	9612	LEGENDRE, DAINE	0.00	1,960.00
	22273	04/28/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	66.22
	22274	04/28/2023	9610	MOELLER, TRESSA RYAN	0.00	90.00
	22275	04/28/2023	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	6,332.71
	22276	04/28/2023	2288	MSB SCHOOL SERVICES	0.00	71.59
	22277	04/28/2023	2128	NAPA AUTO PARTS	0.00	163.74
	22278	04/28/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	24,492.30
	22279	04/28/2023	9519	NEW HAMPSHIRE PRINT & MAIL	0.00	443.14
	22280	04/28/2023	2012	NORMAN LAFRENIER	0.00	65.00
	22281	04/28/2023	9290	PAGE STREET LEASING, LLC	0.00	75.00
	22282	04/28/2023	260	PARKER EDUCATION	0.00	5,234.26
	22283	04/28/2023	9222	PEARSON CLINICAL	0.00	154.10

WAKEFIELD SCHOOL DISTRICT

AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	22284	04/28/2023	1209	SALMON PRESS, INC	0.00	90.00
	22285	04/28/2023	9530	SOLIAINT	0.00	10,475.00
	22286	04/28/2023	762	STRAFFORD LEARNING CENTER	0.00	89,070.74
	22287	04/28/2023	9191	TORRES, LUIS	0.00	733.60
	22288	04/28/2023	804	TREASURER, STATE OF NH	0.00	4,873.47
	22289	04/28/2023	9368	VERIZON	0.00	7.29
	22290	04/28/2023	2957	VOYA CLAIMS FUNDING	0.00	672.96
	22291	04/28/2023	9525	Voyager Sopris Learning, Inc.	0.00	595.00
	22292	04/28/2023	9467	WHITE, KRISTEN	0.00	199.01
Totals:					0.00	\$191,877.38

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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

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Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

37 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 38892
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
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 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
38892	90235	04/26/2023	958	CONSOLIDATED COMMUNICATIONS	0.00	135.32
Totals:					0.00	\$135.32

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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13

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 38898
 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
38898	90236	04/28/2023	834	WASTE MGMT OF NH-ROCHESTER	0.00	1,108.95
Totals:					0.00	\$1,108.95

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WAKEFIELD SCHOOL DISTRICT

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5

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 38889
 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
38889	90233	04/25/2023	8926	IRVING ENERGY	0.00	1,109.53
	90234	04/25/2023	669	EVERSOURCE	0.00	4,125.80
Totals:						\$5,235.33

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WAKEFIELD SCHOOL DISTRICT

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17

2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 59443

Check Batch: 38871
 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
38871	90232	04/21/2023	8927	IRVING ENERGY-PROPANE	0.00	513.64
Totals:					0.00	\$513.64

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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Brennan Peaslee, School Board Member

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Bob Ouellette, School Board Member

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Anne Kebler
Anne Kebler, CEO

19

1 Check 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	19	
K	44	43	43	42	42	42	42	43	43	
1	37	37	37	36	37	37	37	36	36	
2	47	45	43	43	43	43	43	43	43	
3	62	62	62	63	64	64	61	61	61	
4	57	56	55	55	55	55	54	54	54	
5	51	51	52	52	51	51	51	49	49	
6	44	44	42	42	42	43	43	43	43	
7	52	52	53	53	53	53	53	53	53	
8	53	52	52	52	52	51	52	52	52	
Total	463	459	456	455	456	458	455	453	453	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	154	
Kingswood	12	12	12	12	12	11	11	11	11	
Bud Carlson	5	5	7	8	8	8	7	7	6	
Brewster	1	1	1	1	1	1	1	1	1	
Total	174	174	174	173	171	170	170	172	172	0

Wakefield School District/SAU 101

Paul School

Superintendent: Anne Kebler

Principal: Kristen White Assistant Principal: Ivy Leavitt-Carlson

May Enrollment Report

2022-2023

Grade	Class	Inv. Total	Class	Inv. Total	Class	Inv. Total
Little Paws	19	10	Boston PM	9		
K	43		Libby	21	Lugo	22
1	36	11	Jakubec	12	Courts	13
2	43	13	Kelly	13	Krafton	17
3	61	21	Reynolds	21	Purvis	19
4	54	20	Levesque	20	Osmer	14
5	49	18	Hurley	15	Seigler	16
6	43	21	Boucher	22		
7	53	18	Nason (Science)	18	Bultman (Math)	17
8	52	18	Hurley (LA)	18	Wolforth(Math)	16
Overall Total:		453				

5/8/23



Wakefield School Board Public Minutes

May 2, 2023

Held in the Paul School Library

Draft

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

Mrs. Collins called the meeting to order at 6:05.

Others Present:

Everett Howard, Elizabeth Howard, Katie Howard, Aaron Howard, Brandon Bredeen, Chris McKay, Ryan Manning, Relf Fogg, and Mary Soares from Clearview TV.

Agenda Review

The Board agreed to have the presentation put first on the agenda. Mr. DeColfmacker requested that Parks and Rec Approval be placed under Old Business.

Public Hearing, Presentations

Howard Systems

Mrs. Collins told the Board that they received no backup information from Howard Systems and asked if they wished to proceed. The Board agreed to hear Howard Systems.

Mr. Everette Howard said they were the oldest integration company in New England and does everything inhouse. They have had the same customers for twenty years. When they took over at Paul School there were many things that needed to be addressed and accomplished. He said we're not only doing the network but also the access control, security, cameras, phone system etc.

Part of their service include parts like the alarm system that needed fixing. He went on to say some of the systems will be in need of replacement soon because they can't be updated. He said instead of having to pay someone separately we incorporate everything all into one. We stepped in after the last IT company had used up all their hours knowing this would be a long term contract for us. There were many additional services that we did not bill the school for. We are in it for the long term. We have been investing in long term solutions for the school. We fixed the locks on all the new doors along with the installation of sixteen additional WIFI's at no

additional cost. This is some of what we have invested in the school. Mr. Aaron Howard talked about the many changes the school has made including Infinite Campus and the Lunch System and that through Howard Systems the school has a team working on these things each day. Mr. Everett Howard said we also have everything in a secure location. We have an onsite as well as an off site location. They also take care of the firewall and all licensing. This is all included in their budget. We fixed all the fiber connections. We were also able to allow staff, who were very involved in IT, to focus on their own daily tasks.

They also provide services to Town Hall and the Police Department. Mr. Everett Howard said that the school has a benefit by having a staff on hand that are very talented in many facets. He said they have invested a lot of money into these projects because we are looking at them as long term. He said they had invested a lot of money in the school that they have to recoup somehow. He also told the Board that they are planning to upgrade the bell system to sync with the clocks, install additional WIFI units outside and at the SAU, mass notification system, Meraki has to be removed, and this is all costs figured into their budget. Mr. Ouellette asked, besides the phone system, what other things are getting to the end of their life? Mr. Aaron Howard said the Meraki. There are currently two WIFI systems. The previous system had very expensive licensing which ends this year. We brought in a more cost affected solution.

Mr. Breeden said that the bell system is antiquated along with the speakers in every classroom. Mr. Everett said there are power supplies in the ceiling that never should have been put up there. Cameras will need replacing. Right now, they are changing our cable. Mr. Taliaferro asked if they update the stuff they've done. Mr. Everett Howard said yes, Mr. Williams, Ms. McNevech, now Mr. Adams and plan to work with the new Facilities Manager are updated. Mrs. Taliaferro asked if they had proposals for what they will be doing and Mr. Everett Howard said they included those in their budget. He said this year was a deficit for them, a loss to them in the first year.

Board Reorganization

Committees

Budget Committee

Mrs. Collins made a motion, seconded by Mr. DeColfmacker to appoint Mr. Ouellette as the Budget Committee Rep and Mrs. Peaslee as the Alternate. (Vote 5-0)

CIP

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to appoint Mrs. Collins to the CIP. (Vote 5-0)

Curriculum

Mrs. Collins made a motion, seconded by Mrs. Peaslee, to appoint Mrs. Taliaferro to the Curriculum Committee. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to appoint Mrs. Collins to the Curriculum Committee. (Vote 5-0)

Facility

Mrs. Collins made a motion, seconded by Mrs. Peaslee, to appoint Mrs. Taliaferro and Mr. DeColfmacker to the Facilities Committee. (Vote 5-0)

NHSBA Delegate

Tabled

Paraprofessional Negotiations

Mrs. Collins made a motion, seconded by Mr. DeColfmacker, to appoint Mrs. Taliaferro and Mr. Ouellette to the Para Negotiating Committee. (Vote 5-0)

Policy

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to appoint Mrs. Collins to the Policy Committee. (Vote 5-0)

Professional Development

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to appoint Mrs. Collins to the Professional Development Committee. (Vote 5-0)

Rines Rd.

Mrs. Collins made a motion, seconded by Mr. Ouellette, to appoint Mr. DeColfmacker to the Rines Road Committee. (Vote 5-0)

Strategic Planning

Mrs. Collins made a motion, seconded by Mrs. Peaslee, to appoint Mr. DeColfmacker to the Strategic Planning Committee. (Vote 5-0)

Town Safety/Joint Loss

Mrs. Collins made a motion, seconded by Mrs. Peaslee, to appoint Mr. DeColfmacker to the Town Safety/Joint Loss Committee. (Vote 5-0)

Mrs. Collins made a motion, seconded by Mrs. Taliaferro, to appoint Mrs. Peaslee to the Town Safety/Joint Loss Committee. (Vote 5-0)

Technology

Tabled

Transportation

Mrs. Collins made a motion, seconded by Mrs. Taliaferro, to appoint Mrs. Taliaferro to the Transportation Committee. (Vote 5-0)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to appoint Mrs. Peaslee to the Transportation Committee. Mrs. Peaslee declined and after a discussion Mrs. Collins rescinded her motion and Mr. Ouellette rescinded his second.

Wellness

Mrs. Taliaferro made a motion, seconded by Mr. DeColfmacker to appoint Mrs. Peaslee to the Wellness Committee. (Vote 5-0)

Mrs. Taliaferro said it would have been nice to wait for the vote of the Chair and Vice Chair until Mrs. Peaslee could have been here and believes it's a good idea to re-address it. Mrs. Collins said

it's not on the agenda to address it and questioned the request for back up that wasn't presented to the Board from Mrs. Taliaferro at the last meeting. Mrs. Taliaferro said was checking to see if she did anything wrong. Mrs. Collins said she could put the discussion on the next agenda if she wished. Mrs. Peaslee said in the minutes it did say board reorganization and that's what she had requested. She asked the Board to wait if it wasn't a legal matter. She doesn't feel that it was transparent to do half of the reorganization when she was here and half when she wasn't here. It should have all been done at the same time rather than splitting the reorganization. Mrs. Peaslee asked to have this reflected in the minutes. Mrs. Taliaferro said it was written correctly in the minutes. Mrs. Collins said reorganization and committees are actually two separate policies. She said the NHSBA sent her an email saying we need to follow policy. Mrs. Peaslee said the policy also says that we are to do committees at that meeting. She said Mrs. Collins split the policy in half. Mrs. Collins disagreed with what Mrs. Peaslee said the policy says.

Public Comment 6:59

Mr. Manning thanked the Board for answering his questions in an email. He said he wanted the facts included in the answers. He was concerned with the loss of instructional time for an extracurricular activity like band. He asked what if a baseball team wanted to practice during instructional time? He said if you let one you have to let all. He views the district kind of like a sinking ship. He feels that band should take place during IA's. His 8th grade daughter has told him that she doesn't feel she's ready for high school. He said we are behind academically and that's a concern. He suggested getting a curriculum in place because we don't have one. He asked about joining another SAU. Three minutes was called. Mrs. Collins told Mr. Manning he is on the agenda and we will be answering those questions. Mr. Fogg apologized for his behavior at the last meeting. Mr. Fogg said that Mrs. Collins stated that no one was ever given permission to do anything on the Rines Road property. He said that is a false statement as the Board gave the Water Precinct written permission to drill for wells and build an access road. He said the official record is inaccurate and falsified and this is one of the issues that should be investigated by the Board. When you have employees berating Board members that should be addressed.

Consent Agenda

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

Meeting Minutes

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the non public minutes of 4-18-23. (Vote 4-0-1)

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the public minutes of 4-18-23 with a correction. (Vote 4-0-1)

Reports

Superintendent's Report

Mrs. Kebler said very important tasks this spring will be to hire our new Principal, and Director of Student Services. She said below is a draft of the process we will be following for our Principal search. The approach to our principal search is somewhat different this year and is still in draft form. Dates are tentative based on whether our interviewing committee is available on all of these dates.

Superintendent Screening Anne

May 2, 2023 interview Committee mtg

2 interviews - Library 3:45 pm and 4:45 pm

2 Interviews - Library 3:45 pm and 4:45 pm

Debrief - narrow to 2 finalists May 8, 2023

May 10, 2023 Finalists meet with school (see below)

May 11th, 2023 Final Meeting to review data selected and choose a candidate

The addition to our process is a half day where the two finalists will meet with a group of classroom students, a group of our parent community representatives and our staff. This has been outlined in terms of a scheduled plan but is also still in draft form. After the visits the two finalists will meet with the school board for a ½ session each as an informal opportunity for the school board to ask any questions they may have. A rating scale will be used at all sessions which will be used to assist us in the final decision making.

She said, "I am pleased to say that all but 2 certified teachers are returning for the 23-24 school year. Both were related to childcare. We are still struggling with maintaining a stable staffing of our para educators and ABA Tutors; however, we continue to advertise and interview those candidates that meet the criteria.

School Administration Report

On April 3rd our Mentors and Mentees met to discuss keeping the momentum going between now and the end of the year, SAS assessments and modulars, opportunities for mentors/mentees to observe each other, and summer school expectations. We look forward to one more mentoring meeting between now and the end of the school year where we will celebrate their hard work as well as seek feedback around the program and share ideas of how we can better support our staff. Our second practice lockdown took place on April 4th. Staff and students did a great job of securing their locations. seating themselves in a hard comer and remaining quiet through the duration of the drill. Thank you to the Wakefield Police Department for their support in helping us with these drills.

On April 12th, we had members of the Spaulding class of 2023, who had attended the Paul School, complete their Community Day activities here at the Paul School. These students represented the strong values of our school community, they were helpful, kind and were willing to do whatever we needed them to do. We enjoyed having them here to inspire our students. We loved hearing stories of their time at the Paul School and the lessons they learned throughout

their time here and how they used these lessons along the way. Congratulations to the class of 2023!

On April 13th, the curriculum committee reviewed our staff work on definitions and looked at how we planned to examine standards in our next staff meeting. We also examined documents allowing grade spans to compare standards.

On April 14th, Staff participated in a professional development half day in which we continued our work to come to a common understanding around curriculum, instructional resources, instructional practices, standards, and assessment. This work is setting the stage for our next professional day on May 19th.

On April 20th we held a practice fire drill. We were able to evacuate the building and have everyone present and accounted for in less than 8 minutes. Students did an excellent job of staying quiet throughout the duration of the drill. Our Tier 2 team has continued to work to strengthen our Check In Check Out program and will be examining our data and considering how to improve upon this program for next year. Push in support for third grade students have continued to allow students to explore concepts of respect and kindness and emphasized our Be Statements.

On April 21st we honored our Outstanding Students of the Month. Our outstanding staff member for April was Shane Krafton. Community Day - Earth Day - On April 21st, students and staff participated in an Earth Day themed Community Day. Many classes spent their time cleaning up around the school. Buddy classes worked together to have a positive impact on our school community and foster positive relationships that will continue to build a better school community. Students also created Earth Day themed crafts and watched videos about the environment.

Each year, students in grades 3 through 8 participate in the New Hampshire Statewide Assessment System (NH SAS), taking tests in Reading/English Language Arts, and Mathematics; grades 5 and 8 also take a State Science test. Each test is 50 minutes and is administered electronically. Students who have the most significant cognitive disabilities are eligible to take the Dynamic Learning Maps (DLM) Assessment, as designed in their active individualized education program (IEP). Testing schedules were sent home before April Vacation, and teachers have been busy using the modular assessments to help students prepare for these tests. Along with student work, classroom assignments, projects, essays, and local assessments, state assessment results serve as one tool for measuring the degree to which students are on track to graduate from high school; results are also used to inform future instruction in the classroom. Parents/guardians may access training tests for the NH SAS by going to the portal.

Student SAS results are generally available within 10 days upon the student completing the test. The Paul School will send a student's Individual Score Report home as soon as possible after receiving results and certainly before the end of the school year. DLM scores will be released to Districts in early July. Schools will then send home to each family the individual Score Report for each student who took the DLM assessment as soon as possible upon receiving the results. Families were able to exempt their students from this year's state assessment (permitted in RSA 193-C:6) and opt-out paperwork was due on April 21st. If one chooses to exempt the student from the assessment, no scores or summary of individual student performance based on the statewide assessment will be provided to the family.

Old Business

Follow Up

Mrs. Kebler told the Board that Mr. Markiewicz is working with the attorney concerning the gym floor. Over vacation an expert did some tests on the sub-floor. The report goes to the insurance company and it's up to them whether they share the information with the Board. Mr. Upton also looked at the floor today. There is a section on the bid that speaks to the kind of insurance that the flooring company must have.

Mrs. Kebler said that the district did not receive any bids for grounds; landscaping and winter maintenance. The walkthrough requirement will be deleted from the requests for bids and reposted. All local companies they are aware of have been contacted. Anyone can suggest a company that may be interested. The Board talked about separating the winter and landscaping sections into two separate bids. Mr. Adams will talk with our present company to see if they would be willing to extend their contract for a while until we get another company.

Bus Driver Manual

Mrs. Peaslee went over some corrections that need to be made to the handbook. She said the special Ed section in particular needs to be revamped. She handed over her notes to Mrs. Kebler. She would like to see the revised manual on the agenda in July. Mrs. Collins said all handbooks should be presented and approved before the beginning of school.

Parks and Rec Board Approval

The Board, by consensus, agreed to Mr. DeColfmacker having a conversation with Parks and Rec Director Wayne Robinson about them utilizing the Gym during the summer. Mrs. Kebler said she and Mrs. Robinson have been having an ongoing collaboration for some time. They have started a conversation about storing items in other places other than the gym. Mrs. Kebler and Mr. DeColfmacker will meet with Mr. Robinson.

New Business

WSD Scholarship

Only one application was received. The Board agreed that the essay submitted was beautifully written.

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to accept applicant number one. (Vote 5-0)

Policies

BEDB – Agenda Preparation and Dissemination (2nd Reading)

The third paragraph was changed to: The inclusion of items suggested by any staff members, students, or citizens shall be added at the discretion of the board chairperson/superintendent. The chair will put the item on the next available agenda. The Board chose to leave “are encouraged to” in the last paragraph instead of changing the wording to “must”.

Mr. Fogg asked if a member of the public had not been put on the agenda by the chair where is the recourse. Mrs. Peaslee said contact the other Board members if it feels personal. Mr. Ouellette said it is not the other Board members responsibility to put things on the agenda. Mrs. Collins asked that we stick to the policy and any changes we’d like to make to the policy. Mrs. Collins said there is also a policy that states anyone who wants to be put on the agenda should provide backup information and it was not provided. Mrs. Peaslee asked that any policy that has to do with the agenda be referenced in policy BEDB. The Policy Committee will see about consolidating all policies having to do with agendas. Mrs. Collins said she and Mrs. Roy will be getting together next Wednesday and will develop a plan on how they will tackle the policy book. Mr. DeColfmacker would like the final approved agenda policy to be in the packet for every meeting going forward. The goals will also be in every packet.

Nominations/Hires/Resignations

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Jessie Mau Woody. (Vote 5-0)

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Kathleen Tyler. (Vote 5-0)

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Bethany Whittum

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Lisa Dubois. (Vote 4-1)

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Tara Dexter, (Vote 5-0)

Mrs. Taliaferro asked if the Nominations/Hires/Resignations could be under the Consent Agenda. Mrs. Peaslee said the minutes could also be under the consent agenda along with reports. Mrs. Peaslee said minutes should be separate for corrections.

Nominations/Hires/Resignations and Reports will now be under the Consent Agenda by Board consensus.

Correspondence

Ryan Manning

Mrs. Collins said some of the questions Mr. Manning sent are not the Board's job as the Board members are not in the school. She said that Mr. Manning must go through the chain of command and each question addresses a different subject. She and Mrs. Kebler emailed their answers to Mr. Manning. Mrs. Collins read them aloud. Mrs. Peaslee said the Board has not discussed some of the items. Some are big picture items and some should be addressed by the principal or staff other than the Board. Mrs. Collins read the questions and answers. They are available on the SAU 101 website in the 5-2-23 packet.

Mr. Manning said he had anticipated that the whole Board would sit down and discuss his questions. Mrs. Peaslee said we can only have a discussion during a meeting. Mr. Manning said there was more he wanted to include and he could email this to the Board. Mr. DeColfmacker told Mr. Manning that it needs to go through the proper channels before coming directly to the School Board. Mr. Manning feels it's easier for the Board to sit down or form a committee as a centralized group rather than he going to different people. Mr. DeColfmacker said the Board does not meet outside of a meeting and can't communicate between one another as that creates a quorum. Mr. DeColfmacker suggested he join a committee. Mrs. Taliaferro asked that the Committees be posted in the front lobby.

Non Public Session

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to enter non public under RSA 91-A 3:11 (c) at 8:10. Roll call: Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye, Peaslee aye Vote: (5-0)

The Board re-entered public session at 8:50.

Adjournment

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to adjourn the meeting at 8:55. (Vote 5-0) Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye, Peaslee aye.

Respectfully submitted for approval at the next School Board meeting,

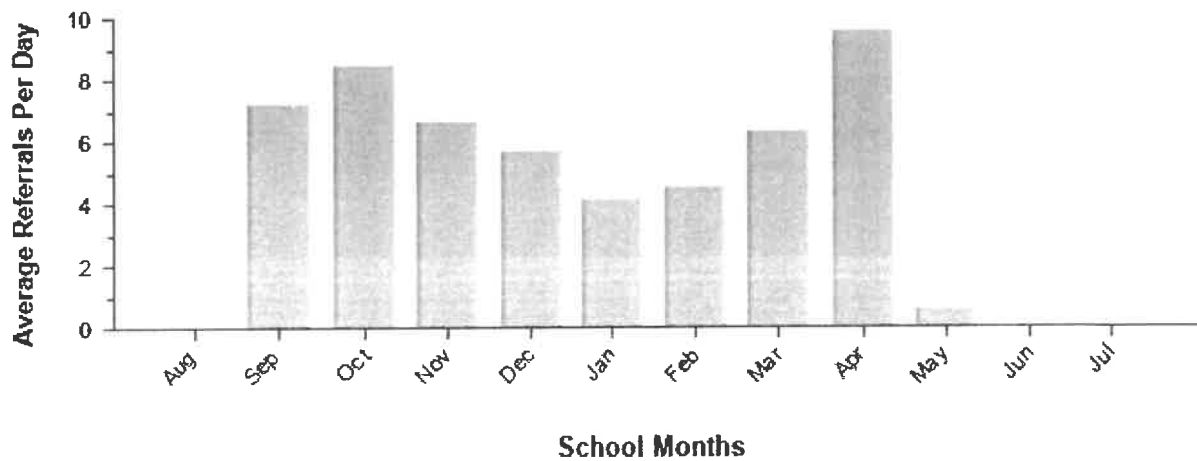
Priscilla Colbath
School Board Secretary

Paul Elementary School
Discipline Report
May 16, 2023

April, 2023

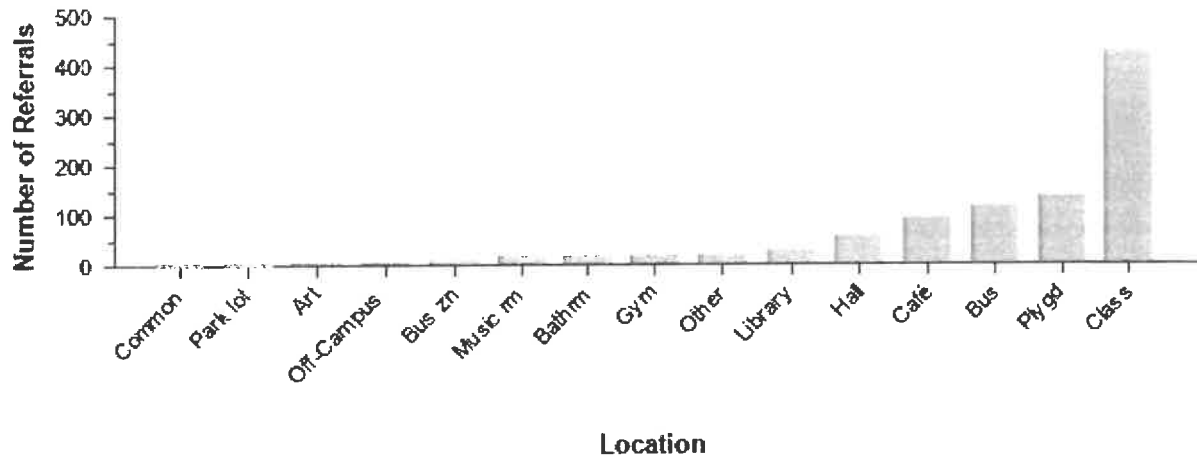
Average Referrals Per Day Per Month

All, 2022-23



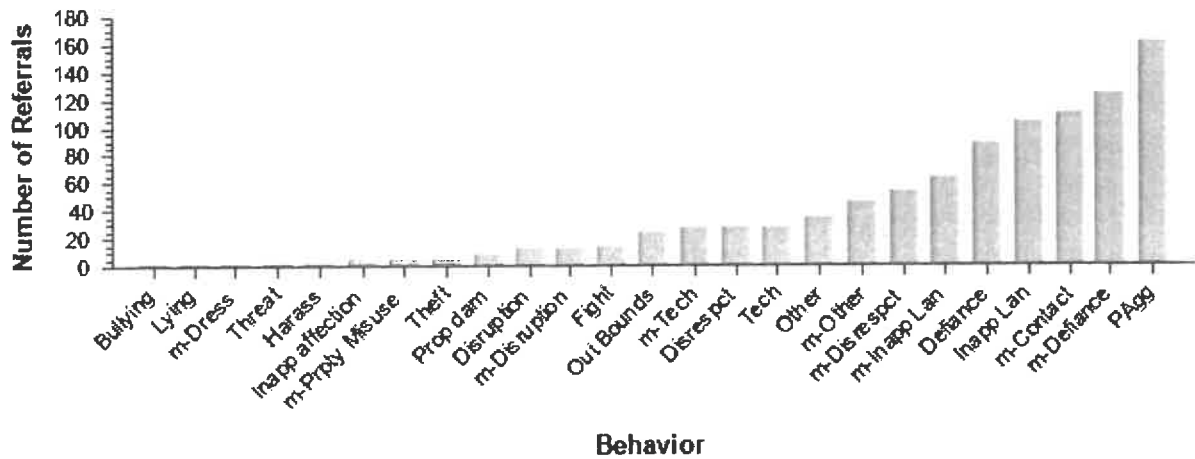
Referrals by Location

All, Aug 1, 2022 - Jul 31, 2023



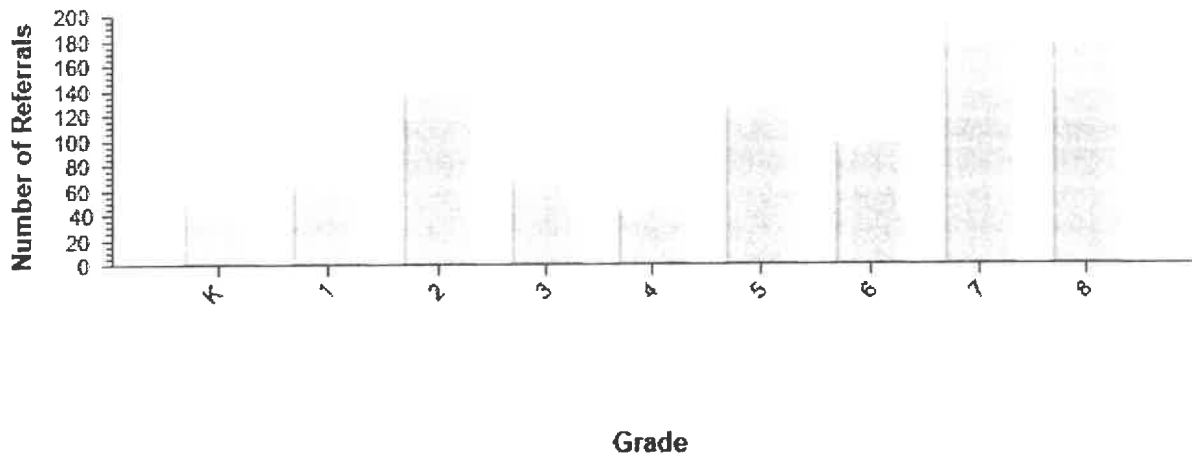
Referrals by Behavior

All, Aug 1, 2022 - Jul 31, 2023



Referrals by Grade

All, Aug 1, 2022 - Jul 31, 2023



SAU 101 - Wakefield School District
Job Description
DIRECTOR OF TECHNOLOGY

Terms of Employment:

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

Education and Experience:

- Formal education in Computer Science or related field preferred.
- Minimum 5 years experience with Microsoft technologies and platforms, and related networking and connectivity solutions, as well as google platform.
- Supervisory experience preferred.
- Experience in an educational environment is preferred.

Job Skills and Knowledge:

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

Duties and Responsibilities:

- Ensure computer systems, copiers and telecommunication infrastructure are operational and meet district needs.
- Budget and implement upgrades as necessary.
- Work collaboratively with the Superintendent, Director of Student Services, and School Principal to ensure technology planning and resources support educational needs of learners.

Working Environment:

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

Approval Date:

PURCHASING

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

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

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

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

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

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

Statutory Reference/Administrative Rule:

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

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

CFR 200.318 - 200,326

See Also: Purchasing Procedures (DJB)

Administration of Federal Funds (DAF)

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

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

Page 1 of 1

PURCHASING PROCEDURES

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

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

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

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

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

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

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

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

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

Exceptions to Bidding or Written Quotation Requirements:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Statutory Reference:

2 CFR 200.317 - .326

See Also: Policy DJE, Bidding Requirements

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

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

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

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PAYMENT PROCEDURES

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

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

Statutory Reference:

RSA 197:23 (a)

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

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 6 June 2012
Reaffirmed by the Board:

DAILY PHYSICAL ACTIVITY

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

1. Encourage parents/guardians to support their children's participation in enjoyable physical activities and recognize that parents/guardians act as role models for active lifestyles.
2. Support special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activity.
3. Integrate health and physical activity across the school curriculum.
4. Encourage student-initiated activities that promote inclusive physical activity on a school wide basis.
5. Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs.
6. Encourage physical activity recess periods.
7. Commit adequate resources that include program funding, personnel, safe equipment, and facilities;
8. Students are expected to go outside for daily recess, weather permitting, with "real feel" being 15 degrees and above.

Legal References:

RSA189:11-a, Food and Nutrition Programs

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

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

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

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

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

Certified Staff Nomination			
Name	Title	Effective Date	Salary
Norma DiRocco	Principal	7/1/2023	

Staff New Hire FYI			
Name	Title	Effective Date	Salary
Tyla Guy	Custodian	5/22/2023	Hourly Rate \$16.88

Resignations			
Name	Title	Effective Date	Salary

Retirements			
Name	Title	Effective Date	Salary

Wakefield School District School Administrative Unit #101

Intent to Hire - Teacher/Administrator

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Anne Kebler
Date: (Submitting) 5/12/2023

Documents Required when submitting this form:

Completed Application

Resume

Transcripts

State of New Hampshire Educator Certificate

Three Letters of Recommendation

Reference Sheet



I wish to hire the following employee:

Employee's Name: Norma DiRocco

Existing Employee (Yes or No): No

Start Date: 1-Jul-23

If existing, current position: N/A

Position being hired for: Principal

Replaces (Name): Kristen White

Is this a NEW or EXISTING position?

	Degree:	Year:
Baccalaureate Degree from:	<u>PSU, M.Ed</u>	<u>2020</u>
Graduate Degree from:	<u>PSU, BS</u>	<u>2014</u>

Hiring Manager Comments:

Norma went through a rigorous interviewing process where she was rated by
the interviewing committee, staff, parents and students. She was overwhelmingly
rated the highest of all candidates. She presented as a strong leader with
a good sense of community, collaborative leader with high expectations. collaborater

Superintendent Comments:

Norma will be an excellent addition to our district leadership team, and
will help us achieve success at the Paul School.

To be filled in by the Superintendent

Account Number: 100-2410-51110-1-00-00000

Salary Amount: T.B.D.

Anne L Kebler 5/12/2023

Signature of Superintendent

Date

Step: _____

Track: _____

School Board Nomination Date: _____

Wakefield School District
School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT

From: (Name) Brad Davis

Date: (Submitting) 5/11/23

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: ASAP → \$16.88 start pay

Employee's Name: Tyla Guy

Existing Employee (Yes or No)

If existing, current position: _____

Position being hired for: Custodian

Replaces (Name): _____

Is this a NEW or EXISTING position?

Hours Per Day: 8

Days Per Week: 5

Day Per Year: _____

Non-Certified: _____

ID# _____

Expiration Date: _____

Certified: _____

ID# _____

Expiration Date: _____

Hiring Manager Comments:

25+ years of commercial cleaning experience. Local, energetic, positive attitude. Seems like a great fit for our staff. She would like to start ASAP. She's been waiting over a month since the job posting. ✓ Reference check 5/11/23

Superintendent Comments:

To be filled in by the Superintendent

Account Number: 100-2610-5110-1-00-00000

Hourly Rate: \$16.88

Ann L. Kott 5/12/2023
Signature of Superintendent Date

Step: N/A