

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

Date: Tuesday, June 20, 2023 at
6:00pm

Transportation Meeting 5:15pm

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
3. **PRESENTATIONS, PUBLIC HEARINGS**
4. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
5. **CONSENT AGENDA**
 - a. AP Manifest – Batch #39118, \$173.31; Batch #39138, \$36,287.10; Batch #39158, \$1,134.49
 - b. Payroll Manifest -Batch #39122, \$78,872.88, Batch #39144, \$303,134.48; Batch #39173, \$3,156.23; Batch #39074, \$949.54
 - c. Enrollment
6. **MEETING MINUTES**
 - a. WSB Non Public Minutes 6.6.23
 - b. WSB Public Minutes 6.20.23
7. **REPORTS:**
 - a. Student Services
8. **OLD BUSINESS**
 - a. Sandrea's Emails
 - b. Gym Floor Update
 - c. Summer hiring practices
9. **NEW BUSINESS**
 - a. Board Workshop
 - b. Graduations- 8th Grade and Kindergarten
 - c. Warrant Articles
 - d. Relf Fogg
10. **POLICIES (indicates first or second reading)**
 - a. DJ- Purchasing (2nd Reading)
 - b. DJ-R Purchasing Procedure (2nd Reading)
 - c. EGAD- Copyright Compliance (2nd Reading)
 - d. EGAD-R- Copyright Compliance (2nd Reading)
11. **NOMINATIONS/HIRES/RESIGNATIONS**

Sarah Howard
Jeff Plourde
12. **NON-PUBLIC:** RSA 91-A:3 II (a) and (c), if required.
13. **ADJOURNMENT:** _____ **PM** \

Agenda Worksheet

Upcoming: The next Wakefield School Board meeting will be held July 18, 2023

Statutory Reasons cited as foundation for the Nonpublic Sessions.

91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

91-A:3, II (b): The hiring of any person as a public employee.

91-A:3, II (c): Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

91-A:3, II (d): Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

91-A:3, II, (e): Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

91-A:3, II (i): Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

91-A:3, II (j): Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

91-A:3, II (k): Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

91-A:3, II (1): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 60010

Check Batch: 39118
 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
39118	90246	06/05/2023	2110	PITNEY BOWES PURCHASE POWER	0.00	173.31
Totals:					0.00	\$173.31

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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 DeColomache
Robert DeColomache, 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

5

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60057

Check Batch: 39138
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
39138	22374	06/09/2023	1987	A&B LOCKSMITH	0.00	195.00
	22375	06/09/2023	2081	APPLE COMPUTER INC.	0.00	129.95
	22376	06/09/2023	9624	BENJIMAN COCHRANE	0.00	105.00
	22377	06/09/2023	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	599.95
	22378	06/09/2023	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	8,197.20
	22379	06/09/2023	9522	FRANK MARKIEWICZ	0.00	669.00
	22380	06/09/2023	1266	HILLSIDE LANDSCAPING INC.	0.00	684.00
	22381	06/09/2023	9148	JOHN LOCONTE	0.00	105.00
	22382	06/09/2023	23	JP PEST SERVICES INC.	0.00	624.00
	22383	06/09/2023	1236	LAKESHORE LEARNING MATERIALS	0.00	520.87
	22384	06/09/2023	9622	LEXIA LEARNING SYSTEMS LLC	0.00	1,760.00
	22385	06/09/2023	9626	MCGAW, TEGAN	0.00	36.03
	22386	06/09/2023	9610	MOELLER, TRESSA RYAN	0.00	270.00
	22387	06/09/2023	2288	MSB SCHOOL SERVICES	0.00	3.00
	22388	06/09/2023	260	PARKER EDUCATION	0.00	8,165.68
	22389	06/09/2023	1811	RAINBOW RESOURCE CENTER	0.00	91.43
	22390	06/09/2023	9530	SOLANT	0.00	6,512.50
	22391	06/09/2023	9521	STAPLES BUSINESS ADVANTAGE	0.00	2,631.38
	22392	06/09/2023	1119	STAPLES CREDIT PLAN	0.00	112.95
	22393	06/09/2023	9191	TORRES, LUIS	0.00	660.24
	22394	06/09/2023	804	TREASURER, STATE OF NH	0.00	3,601.01
	22395	06/09/2023	2957	VOYA CLAIMS FUNDING	0.00	485.24
	22396	06/09/2023	2164	W.B. MASON COMPANY	0.00	127.67
Totals:					0.00	\$36,287.10

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60057

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 DeColfmacher
Robert DeColfmacher, School Board Vice-Chairman

Sandra Italiaferro, School Board Member

Brennan Peaslee
Brennan Peaslee, School Board Member

Bob Ouellette
Bob Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Keblor
Anne Keblor, CEO

6

23 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 60125

Check Batch: 39158
 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
39158	90247	06/12/2023	8926	IRVING ENERGY	0.00	1,134.49
Totals:					0.00	\$1,134.49

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS						
				<u>Mary Collins</u> Mary Collins, School Board Chairman		
				<u>Robert DeColfinacker</u> Robert DeColfinacker, School Board Vice-Chairman		
				<u>Sandra Taliaferro</u> Sandra Taliaferro, School Board Member		
				<u>Brennan Peaslee</u> Brennan Peaslee, School Board Member		
				<u>Bob Ouellette</u> Bob Ouellette, School Board Member		
				<u>Carlene Stewart</u> Carlene Stewart, Treasurer		
				<u>Anne Kebler</u> Anne Kebler, CEO		

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	18
K	44	43	43	42	42	42	42	43	43	42
1	37	37	37	36	37	37	37	36	36	36
2	47	45	43	43	43	43	43	43	43	43
3	62	62	62	63	64	64	61	61	61	60
4	57	56	55	55	55	55	54	54	54	54
5	51	51	52	52	51	51	51	49	49	49
6	44	44	42	42	42	43	43	43	43	43
7	52	52	53	53	53	53	53	53	53	53
8	53	52	52	52	52	51	52	52	52	52
Total	463	459	456	455	456	458	455	453	453	450

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	154
Kingswood	12	12	12	12	12	11	11	11	11	11
Bud Carlson	5	5	7	8	8	8	7	7	6	6
Brewster	1	1	1	1	1	1	1	1	1	1
Total	174	174	174	173	171	170	170	172	172	172

Wakefield School District/SAU 101

Paul School

Superintendent: Anne Kebler

Principal: Kristen White Assistant Principal: Ivy Leavitt-Carlson

June Enrollment Report

2022-2023

Grade	Class	Inv. Total	Class	Inv. Total	Class	Inv. Total
Little Paws	18	10	Boston PM	8		
K	42		Libby	20	Lugo	22
1	36	11	Jakubec	12	Courts	13
2	43	13	Kelly	13	Krafton	17
3	60	20	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:	450					5/31/23

Wakefield School Board Public Minutes

June 6, 2023

Held in Paul School Library

Draft



Mrs. Collins called the meeting to order at 5:30. The Facilities Director and the IT

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

Agenda Review

Mrs. Taliaferro asked that her email be on the next agenda and included in the packet. The Administration Report will come after the presentation as Mrs. White will be chaperoning the eighth grade trip tomorrow. FYI Amy Blackwood has been hired as a ABA Tutor. Eric Haley has been hired as the new IT Director. The IT job description will come to the next Board meeting. She said there were very few job descriptions that have been approved by the Board. That will be a summer project. Mrs. Kebler said they would be bringing back the old tech teacher using ESSER Funds and adding a sixth IA.

Public Hearing, Presentations

Curriculum Presentation – Ivy Levitt-Carlson

Mrs. Levitt-Carlson asked those seated around the table what they want for the students of Paul School? Mr. DeColfmacker answered that they be prepared for high school. Mrs. Peaslee would like to see a foreign language again as our students are at a disadvantage. Mr. Ouellette also said that students be prepared for high school. Mrs. White said to find the love of learning as it's a lifelong journey. Ms. Colby would also like them to learn and practice social skills. Mrs. Collins wants them to enjoy a great learning experience that prepares them for high school. Mr. Kebler hopes that they will be successful and engaged. Mrs. Taliaferro wants them ready for high school and to experience success.

Mrs. Levitt-Carlson told a story about students applying themselves and becoming fully invested in something they really want and the school is working in that direction. They have been talking about and rolling out to staff all year how they can get kids to feel that learning is personally relevant to each of them and that they are hungry for the knowledge. She said they used the 2011 Massachusetts Standards. The standards show what students should know at the end of each grade level.

They are looking at 40+ standards for each grade level just for English Language Arts alone. There are also standards for the other core subjects and they want to make sure each student learns what they need to in each grade level having depth as well as coverage and really understand the standards. They now have a shared drive where everyone's work is stored so teacher turnover will not cause the information to be lost. This process is time consuming and they are going slow making sure they know where they want to go and how they want to get there. This will help to build something meaningful that will result in something that will last and be in the right direction.

Mr. Fogg asked if policy IHAK will be included in the development of the curriculum. Mrs. Levitt-Carlson responded that will happen when they look at social studies. Social studies and science tie in directly with ELA and can tie in directly with math. She said they are looking for overlap in the subjects that will allow more of the important content work.

She explained what they did on their first professional development day with the whole faculty. They looked at the first ten standards for ELA and decoded what they mean. They took the complex language and put it into user friendly language so the intent of the standard was clear. Standards will be bundled. She stated that they were working toward building a document that everyone can understand and see where we're going. We want to make sure a student is prepared for their next grade. Grade level teams developed "I can" statements and they looked at these statements to make sure we had vertical alignment as well as horizontal alignment that can build on each other. She said she also provided the standards for 9th and 10th grade so that eighth grade teachers can look ahead to see what the expectations will be for their students.

They also identified five keywords to use as a universal language throughout the building. Those words are Assessment, Standards, Instructional Resources, Curriculum and Instructional Practices. The Curriculum Committee is setting the framework to be able to have meaningful experiences and have the tools to be able to make their own choices and the passion for learning. Mrs. Collins, who is on the committee said she was very impressed with the work that has been done.

School Administration Report

Mrs. White said they had a reception for the PTA, volunteers and substitutes on June first. It was a very nice event. She thanked the Board for the gifts and food.

We are looking forward to having some of our student artwork hung at the Gafney Library this coming month. It has been a great collaboration between Peter Abate the Library Administrative Assistant, Beryl Donovan the Library Director, and the Art Teacher Caroline Dexter. Artwork will hang from June 4th to July 3rd. A total of 47 pieces of artwork were hand-picked throughout the school year to show how much creativity, talent and growth is happening in art class.

Invitations went home to students whose artwork was chosen as well. There will be a press release by the Library for information to the community as well. A reception will be held on Thursday, June 15th, 2023 at the Gafney Library in downtown Sanbornville from 4pm-6pm for our finalists and anyone to attend. (PLEASE NOTE, there has been a CHANGE OF DATE from Saturday, June 10th to June 15th for the reception)"Any questions please reach out to caoline.dexter@saul01.org . Thank you for your support, we look forward to sharing our student artwork with our community.

Paul School Music Department News- Julie Sullivan- The Paul School band had their first performance on Thursday, May 18th to a packed audience. The 20 member band of students in grades 4-8 were met with amazing success. I am so proud of all the hard work of our young musicians. I am looking forward to continuing to build the band program here at the Paul School. Each year we will send Band students to the Spaulding High School Band program. This year we are sending 1 percussion student. Next year we will continue to perform and hope to have a stronger band each year. Congratulations to the students for a successful year.

Our Elementary students in grades 1-3 put on a Spring performance for families and friends on Wednesday, May 24th. The event was well attended by the community and the students worked hard and sang their hearts out. We look forward to sharing more music with our families and friends again next year.

Kindergarten Registration - Kindergarten registration took place on May 4th and 5th. Thank you to our amazing staff who've made this event a success. Thank you to our current Kindergarten families for your flexibility. We look forward to welcoming our Paul School Class of 2032 this August.

NHSAS, New Hampshire State Assessment System testing is going well. We have finished grades 3, 5, 6, 7 and 8. Students in grades 4 and 5 will complete their mathematics portion this week and all make ups will be completed by the end of the day on Friday June 9th. We are extremely proud of the hard work our students are putting in. Our staff has been extremely supportive and flexible with ensuring spaces are available for students. The NHSAS testing window closes on June 16th, individual results will be sent home once they are available. In grades K-2, students are completing STAR testing, a benchmark test to determine their progress throughout the school year. We are proud of the hard work and the seriousness of our test takers and appreciate that students are putting forth their best effort.

Paul School Baseball and Softball - The Paul School Baseball and Softball teams wrapped up their seasons with their final games against Kingswood and on Tuesday May 30th the season wrapped up with a celebration of their success with a competitive game between the two teams, Our students represented our school with pride, they grew as a team and have made many

memories that will last a lifetime. We appreciate the fans coming out and supporting our teams and look forward to more school sports next school year! We would like to thank our Athletic Director and Physical Education teacher, Mr. Brandon Balser for the countless hours he dedicated to ensuring that our athletes had their best experiences possible. Your guidance and support made this year exceptional for our programs

Summer Enrichment is being coordinated! by Penny Huckins. Letters and forms regarding Summer Enrichment for students were sent home for students who would benefit from supplemental instruction in both mathematics and reading. Students who currently receive Special Education services, Related Services, Title One supplemental instruction, teacher recommended students and Panther Program students were invited to attend. This year's Summer Enrichment will begin on Wednesday July 5th through Thursday, July 27, 2023. Days will be Tuesday, Wednesday and Thursday. The day will begin at 9:00 A.M. and students will be dismissed at 12:00 P.M. The Partner Program days will be Monday, Tuesday, Wednesday and Thursdays from 8:00 A.M. until 12:00 P.M. These students will attend an additional week and will end on Thursday, August 3, 2023. Transportation, breakfast and lunch will be provided to students.

Title I has had a successful year of reading growth across the grade level span. We are so proud of all our students and their achievements, In June, we will be hosting a drive thru book night for all Title I families to pick up books for children to read over the summer.

On our Professional Development Day on May 19th, staff worked collaboratively on creating class rosters for the 2023-2024 school year, requisition review for Summer ordering and planned the end of the year Step Up Day activities. In the afternoon we all gathered in the gymnasium to finalize our common definitions for the curriculum work we have been focusing on as well as calibrating 'I can' statements to ensure they build upon each other and show growth consistently. Mrs. Taliaferro questioned grades closing on the 9th and school ending on the 20th. Mrs. White said they have field days, class trips, letter writing to incoming students, and end of the year wrapping up. Some students are taking STAR testing. She said there are still academics going on.

Mrs. Collins told the Board how much fun she and the students had in Mrs. Levesque's class.

Public Comment 6:38

Ms. Carberry asked why Mrs. Taliaferro's email wasn't on the agenda. Mr. Taliaferro said she agreed to have it on the next agenda and in the packet. Mr. Fogg asked to be on the Rines Road Committee. He asked if someone who was at a prior meeting would get his answer about why the Conservation Commissions help was rejected. He also had a criticism about the Chair. He also asked if there was a policy that pays volunteers.

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 non public minutes of 5-16-23. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to approve the public minutes of 5-16-23. (Vote 5-0)

Reports

Superintendent's Report

At the close of every school year, I always value the opportunity to think about my work, the connections I have made with our school community, and the joy I receive from interacting with our parents, teachers and students. As I look forward to my 12th year, here in the Wakefield School District, I reflect on my time as the Director of Special Services, and now as your Superintendent of Schools. This year, I find myself reflecting on, "what is it that keeps me so committed to the Paul School?" Undoubtedly, it is the experience I have had over the years of a school that has been dedicated to providing a quality education for our children; a great school that promotes a positive environment for teaching and learning.

Recently I had a colleague say to me "Let's make the Paul School great again"! I have complete confidence that this can and will happen! There is something very special about schools that are configured around a Pre K- 8 model. Having lived my career in Pre K-8 schools, I have seen the endless possibilities to forming a school that values families and community; one that develops student leadership; encourages student voice; and builds a community that fosters kindness, respect and a love for learning!

The systemic goals I set for myself this year were quite ambitious, and although several have not been fully operationalized, we have been able to analyze our strengths, identified areas in need of improvement, and have begun the development of systems to put in place and build a much stronger foundation. It is systemic change that will allow us to grow and move forward. We will be making the changes necessary to "make the Paul School great again".

We are building a strong team of supports for the next school year with an approach that provides the necessary team members to be members of our school community and not contracted services. With the addition of an IT Director, Transportation Director, and grant funded Technology teacher as well as a new Facilities Director, we feel strongly that we will be able to meet our staff and student needs throughout their school days.

Our District Leadership Team has worked hard this year to identify the key areas of improvement. With that we have established a goal setting process that connects our entire school community to work collaboratively to achieve these goals.

For the 2023-24 school year, the district has identified the following school wide goals:

Improve instructional strategies that foster a lesson design model that engages students in their learning; project-based learning; independent reading practices; and the writing process of instruction across disciplines. increasing student engagement through choice, relevance, personalization, and continuous feedback, will be monitored district wide.

The development of proactive behavioral classroom practices: embedded in the daily classroom programming, teachers will develop behavioral expectations through restorative practices, and strategies fostered through a responsive classroom approach.

School culture/environment: School leaders and teachers will foster a collaborative schoolwide approach to celebrate student success, engage with the community on a regular basis as partners in the learning process at the Paul School through school wide activities.

Our staff will identify their personalized goals for the 2023-24 school year this month, aligning their professional learning with the school wide goals. This will ensure the opportunity to develop professional learning this summer, and throughout the school year, that will truly accommodate staff needs, while meeting the overall school and student needs. Growth and improvement will be monitored collaboratively throughout the year by staff and leadership. This personalized learning approach embedded within the school days, much like meeting the needs of all students, will build a successful teaching/learning culture that will drive student achievement. We are exploring strategies to give teachers an opportunity to participate in developing their leadership skills around the work of the school. The opportunities may include:

1. Facilitate the mentoring program for new teachers and or any teacher interested in the support needed for improving their craft, through coaching, under the direction of a consultant working with our school.
2. Provide support in managing the front office, allowing the administration to meet with students/families, visit classrooms, and allowing our school leadership to have the time needed to do the most important aspect of our work, that is monitoring where we are headed and having important discussions of current best practices, and truly knowing where all students are headed.
3. Coach their teams in proactive behavioral classroom practices.
4. Work with administration to celebrate students with opportunities to share all of who we are with our school community.

This will be a grant funded system through Title II funds which are specific to teacher improvement. Although there may be barriers to this process due to staffing challenges, we will explore strategies such collaborative teaching. We are also exploring creative ways to provide teachers with more time to work and learn together and know each and every student in our building.

The challenges in our school, at times, have led to frustrations and negativity. We will not be absorbed by negativity! Moving forward, we will celebrate the tremendous dedication of our staff, celebrate our students, welcome our community and move forward with the students of the Paul School in mind. Every student in this school has their own strengths. I encourage our staff to celebrate all students' contributions to the good of the school. It is said that a school is a reflection of the larger community. It is my hope that by spreading the positives in our school, we can help Wakefield join us in finding all the positives in our community. There are many! When I speak of the school community, parents and our school board are important stakeholders to our school wide goals. By working together to form positive relationships and problem solving, we will be great!

I ask the school board to work with us to move forward in a positive direction and leave the history behind. **Policy BA: Board Operational Goals** states "The board will conduct an annual self-evaluation in January. Co-extensive with the board's self-evaluation, the board will establish annual goals and objectives in July. **Policy BA-R1 "Evaluation of School Board"** and **"Policy BA-R2 "Individual Board Member Self Evaluation"** provide guidance as to how to both do a school board evaluation and self-evaluation. Given this board has had the same membership for a year in May, I urge you to participate in this evaluation process, and plan to do goal setting during the summer months. I have a facilitator who can assist with the development of goals and believe this can be grant funded. I am excited at the prospect of board goals that embrace our schoolwide goals and begin to work together as a team.

To our parents, we will be sending out a Parent survey within the next two weeks. Your feedback is extremely important to the change that needs to happen to drive our success. Please take the time to meaningfully tell us what you need - your children are our most precious commodity and we realize that you know your wishes and needs for our school, please share those dreams with us. You will find it posted on our school website, Paul School Facebook Page and we will email the survey to each family.

We will spend most of the summer building a strong leadership team, and I am excited at the opportunities we have in front of us. I look forward to working as a school community which includes all stakeholders to move forward positively! Thank you to all members of our school community, I can't wait to celebrate our students next year with all of you!

We truly "can move mountains", if we keep it simple but focused; work together rather than alone; and engage students and parents as partners in understanding our success

New Business

Mechanical and Plumbing Bid – Pioneer Mechanical

Mrs. Kebler will make sure the contract states that the amount per year for the three year contract is \$8,400 per year.

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to approve the contract with corrections for Pioneer Mechanical. (Vote 5-0)

Policies

DJB – Purchasing Procedures (2nd reading)

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker to remove policy DJB. (Vote 5-0) This is being removed because it is already in policy DJ-R.

DJ-R – Purchasing Procedures (2nd reading)

Mrs. Peaslee question the numbers being the same as the last time they read this policy. Mrs. Collins said the \$5,000 bidding amount actually refers to a different policy. There was some discussion about amounts. The Board felt this should be returned to the Policy Committee and the any purchase over \$5,000 would go out to bid. They also want all related policies to be included in the packet.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to table policy DJ-R. (Vote 5-0)

EGAD – Copyright Compliance (1st reading)

Mrs. Taliaferro mentioned the copyright line in the policy as she hears talk about making copies from books. Mr. Fogg asked if the Board will have the actual cost of photocopying prior to the approval of this policy. Mr. DeColfmacker said that would be difficult. Mrs. Colbath offered to provide case law on this subject. Mr. Fogg wants the cost defined. Mr. DeColfmacker said, we will look into it and define the policy based on case law or whatever we feel is credible and quantifiable. The sentence that states a student or teacher will be charged the actual cost of a photocopy will be eliminated from the policy.

EGAD-R – Copyright Compliance (1st reading)

Sub-Committee Updates

Facilities Update – Gym Floor

Ms. Colby said we are moving forward. The financial part may be done this year but scheduling could be a challenge. Mr. Ouellette asked if we are going to have options for a new floor. That is unknown right now. There is insurance for Carl's Flooring and a warranty for the subfloor. Carl's Flooring has been here seen the floor and agrees it needs to be fixed. Mrs. Kebler said her concern is that the floor is becoming less safe because of more ripples. Mr. Ouellette reiterated that it's becoming a safety issue.

The bleacher company and the moving company were penciled in for summer work but no dates were locked in because it was and is unknown when it can be fixed. Mr. Ouellet said he wants to go on record saying that if this doesn't happen this summer and we have to go through another year and the floor gets worse we may not be able to use the gym. The Board wants the Gym Floor Update on each meeting agenda going forward. There is no signed contract with the flooring company. There is very little in the Facilities Managers folder that gives us any answers. The Board discussed how contracts will be handled moving forward. Mr. DeColfmacker asked to have a signed contract needs to be in hand before work can commence added to the DJ-R Purchasing Procedures Policy. Mr. DeColfmacker said perhaps we need to have third party inspections on items like this. Mrs. Taliaferro asked if our Building Inspector could do this? Do we need a permit to do this kind of work?

Technology Minutes

FYI

CIP Committee Minutes

FYI

Other Business

Committee Lists

The survey going out to parents will include a section to fill out if any wish to serve on a committee. Members will be added as they go along. Facilities Committee will take place the first meeting of the month and Transportation Committee the second meeting.

Mrs. Taliaferro made a motion, seconded by Mrs. Peaslee, to list all the committees parents may join in the front foyer of the school so if a parent wants to join they'll know who to contact. (Vote 5-0)

Mrs. Kebler will email policy BA-R1 and BA-R2 to the Board along with the dates the consultant is available. Board members will each do their own self reflection prior to the next meeting and bring it to the meeting for discussion. AT that time they will also chose a date for their workshop.

School Board Meeting Calendar

The Board agreed to have one meeting in July and August unless others are needed. Mrs. Kebler said they will be doing a lot of hiring and in the past the Board always gave the Superintendent the authority to hire without Board approval. She said if she has someone the first week of July they want to hire and I have to wait until the third week in July to bring it to the Board we could lose that teacher.

Correspondence

None

Mrs. Collins told the Board that the parent who will be coming into non public did not follow the Chain of Command and asked the board if they wanted to waive policy BEDB,

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to waive policy BEDB. (Vote 5-0)

Mrs. Peaslee doesn't feel a parents name should be on the agenda. Mrs. Kebler said the parent asked to be in the public portion of the meeting. Mrs. Peaslee said she feels it is still breaching privacy.

Non Public Session

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to enter non public session under RSA 91-A 3:II (c)&(a) at 8:04. Roll call: Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye, Peaslee aye Vote: (5-0)

The Board re-entered public session at 9:10..

Adjournment

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to adjourn the meeting at 9:10. (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

SAU # 101
Student Service Report
June 20, 2023

Special Education update:

I wanted to take this opportunity to thank the school board, administration, staff, family, and students for my time with the Wakefield School District. I have grown as an educator and person from the experiences I have been a part of and will carry them with me. I wish you all the best as well as for continued positive growth for the school and community.

Wakefield School District Special Education Numbers:

- Little Paws (PreK): 8 identified students and 11 non identified
- Paul School: (K-8): 85 students
- Spaulding High School: (9-12): 21 students
- Kingswood: (9-12): 2 students
- Out of District Placements: 8 students

Total number of students with disabilities: 124

Respectively Submitted

Lisa Dubois, Director of Special Education

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**



Owner: The School Board of Wakefield School District

Project: Paul School Gymnasium Floor and Additions Project

Overview: Wakefield School District invites proposals for the Gymnasium Floor and Additions Project for Paul School

Project Contact: Joe Williams
Facilities Manager, SAU #101
60 Taylor Way
Sanbornville, NH 03872
603-630-2089

Due Date: Until 2:00 p.m. local time, on the 21st day of April, the Wakefield School District will receive the original proposal as herein set forth in a sealed envelope marked "Gymnasium Floor and Additions Project Wakefield School District RFP" at the office of:

School Administrative Unit #101
76 Taylor Way
Sanbornville, N.H. 03872

Attn.: Joe Williams

E-mail, fax, or other forms of the proposal will not be accepted. Proposals received after the closing date and time will not be accepted.

REJECTION/AWARD OF PROPOSALS: The School District reserves the right to accept or reject any or all proposals, to negotiate with any or all Bidders, and to waive any informalities in the Request for Proposals process, and to enter into an agreement with the Bidder whom the School District in its sole discretion determines is in the best interest of the School District even though the Bidder may not submit the lowest bid or proposal. Bidders shall be responsible for any and all expenses that they may incur in preparing their proposals.

WITHDRAWAL OF ANY PROPOSALS is prohibited for a period of one-hundred eighty (180) days after the proposal due date.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

All bidders may schedule a walk through for April 12 or 13 from 8:00am to 1:00pm at the Paul School please call Facility Manager Joe Williams at 603-630-2089 contractors are advised to inspect the job after that meeting.

I. GENERAL INFORMATION

1. Wakefield School District is soliciting proposals for the Gymnasium Floor and Additions Project for Wakefield School District as needed for the Paul School located at 60 Taylor Way, Sanbornville, NH 03872.
2. The School District intends to enter into an agreement effective **April/May of 2022** for this project. The selection of the Bidder is conditioned upon the successful Bidder signing a contract agreeable to the School District. If the successful Bidder does not sign the contract, the School District may withdraw its offer and select another Bidder.
3. The School District prefers to maintain only one (1) contact person throughout the proposal process. Please appoint one (1) representative of your company with the responsibility for communicating with the School District on all matters relative to this Request for Proposal. During this process, all communications must be channeled through the Facilities Manager to ensure proper documentation and dissemination of information.
4. **The Form of Proposal and the signature page must be completed in its entirety; failure to do so may render your proposal incomplete and subject to disqualification. All information available regarding this bid is contained within this RFP.**
5. The items specified on the Attachments "A" in this RFP are intended to provide a foundation for a contractual agreement. Your bid should include items, which, in your professional opinion, are needed for the Gymnasium Floor and Additions Project WSD RFP. Deviations from the established format may result in disqualification of proposal. Your proposal must clearly indicate any deviations.

II. TERMS AND CONDITIONS

1. Wakefield School District reserves the right to solicit additional information from Bidders to determine which Bidder best meets the needs of the School District. Additional information may include (but is not limited to) past performance records; list

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

of available personnel, plant and equipment; description of work which will be done simultaneously with the School District project references, or any other pertinent information. The Wakefield School District also reserves the right to investigate any and all Bidders to determine the Bidder's ability to perform services under the RFP.

2. Successful Bidder agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$1 million per occurrence and \$2 million aggregate; professional liability with limits not less than \$1 million per occurrence and \$2 million aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit not less than \$1 million per occurrence; Employers Liability with a minimum limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of New Hampshire. Successful Bidder agrees to have the Wakefield School District added as an additional insured with respect to comprehensive general liability insurance and provide the School District with 30 days prior written notice of any material changes in the above insurance. Successful Bidder shall provide the School District with a certificate of the above insurance coverage and amounts upon execution of this agreement.
3. Successful Bidder shall indemnify the School District, its school board members, officers, employees, agents and students from and against any costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, which may arise out of Bidder's performance of services, except to the extent caused by the sole fault or negligence of the School District.
4. The School District may at any time terminate the services and/or Contract with the successful Bidder at the School District's convenience and without cause. In case of termination for the School District's convenience, the successful Bidder shall be entitled to receive payment from the School District limited to actual documented expenses as of the date of termination as its sole remedy. In no event will the School District be responsible for lost profits, compensatory or other consequential damages.

STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT

III. FORM OF PROPOSAL

All responses to this RFP shall consist of the signature page as a cover sheet, Attachment "A", and the responses to the following information, which must be numbered exactly as listed. The following requirements constitute the minimum for all bids. Failure to do so may render your proposal incomplete and subject to disqualification.

1. Provide general information about your company. Brief description of company structure, ownership, and parent company information. *Family run business for 17 years of commercial flooring, 90% of work is within school systems throughout New England*
2. Provide explanation and list of your company's services. *Rubber floor, LVT, stair treads, carpeting, self level, floors, Quartz tile, VCT tile ect.*
3. How long has your company been in business?
17 years
4. Provide a list of similar projects from your company. (This list can be returned upon request.) *UMAINE Service Contractor, Rubber floor installs in many areas. Most recent at Law Office, Portland, ME. Last year Cafeteria at Windham Elementary*
5. Submit a minimum of three (3) references of projects of similar size; which is preferred or larger. Please include the contact name, organization, address, phone/fax numbers, and the date of the project. *USM Gorham, ME Patrick Miller - Facility manager 207 956-1
USM Portland, ME William Griffiths - Facility supervisor 207 615 4532
Bill Hansen, Windham district director, 207 415 0402*
6. Use the attached spreadsheet and/or list and/or diagrams, called Attachment "A" to document the total price to provide the services. All proposals pricing should include all time, materials, labor, shipping, etc. Any fees/charges not identified at this point will NOT be allowed for the term of the contract period. Prices will be firm for six (6) months. *attached quote -*

STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT

Wakefield School District
Business Office
76 Taylor Way
Sanbornville, N.H. 03872

PROJECT NAME: Gymnasium Floor and Additions Project

DUE DATE: April 21, 2022

Contact:
Phone:

Joe Williams
(603) 630-2089

ISSUED: MARCH 17, 2022

ALL PAGES OF THIS DOCUMENT MUST BE RETURNED TO ENSURE A VALID BID. BIDS SUBMITTED WITHOUT ALL PAGES CAN BE RENDERED INVALID. SEND ALL CORRESPONDENCE, AND REFERENCE PROJECT NAME, TO THE ADDRESS SHOWN ABOVE ON THE LEFT. WAKEFIELD SCHOOL DISTRICT STANDARD TERMS AND CONDITIONS SHALL APPLY.

Gymnasium Floor and Additions Project
Wakefield School District

Please complete the following:

Terms Net 30 E.I.N. 51-0478857 & B No. _____
Company Name Carl's and son flooring
Signature Adeline
Printed Name Adeline Oliveira Title owner
Phone # 207 415 9599 Fax # _____

Bid Items: Cost to accomplish the Work as described within the specification.

Maximum price \$ 168,159.5

F.O.B. POINT: PRICES QUOTED SHALL BE FOB WAKEFIELD SCHOOL DISTRICT UNLESS OTHERWISE SPECIFIED.
COMPLIANCE: VENDOR MUST COMPLY WITH PROVISIONS OF STATE AND FEDERAL OSHA LAWS, STANDARDS, AND REGULATIONS.
ACCEPTANCE: PLEASE ITEMIZE ALL PRICES, DISCOUNTS AND CHARGES. WE RESERVE THE RIGHT TO ACCEPT ALL OR PART, OR DECLINE THE WHOLE. THERE IS NO OBLIGATION TO BUY.
TAXES: NONE
SPECIFICATIONS: ATTACH COMPLETE SPECIFICATIONS FOR ANY SUBSTITUTION OFFERED.

March 17, 2022

Bidder Initials CO

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

**GYMNASIUM FLOOR AND ADDITIONS PROJECT
ATTACHMENT "A"
WAKEFIELD SCHOOL DISTRICT**

Specifications for Gymnasium Floor and Additions:

Date and Project Timeline:

- Bidders are asked to schedule a time Tuesday April 12 or Wednesday April 13 between the hours of 8-1 Please call 871-8501 Megan Davies will schedule.
- Start date June 27, 2022
- Working in inclement weather, weekends, extended hours for completion of project will maintain quoted price per the contractor.
- Gymnasium Floor and Additions Project must be completed August 12, 2022.

Gymnasium Floor Removal and Install:

- All VCT is to be removed.
- Additions will have Nora Install on Special Pricing.
- Project site (inside and out) must be clean of all debris.
- Gym Floor will include all existing lines to be cut in by certified company.
- All Nora flooring to be installed by certified company.
- Gymnasium Floor to be leveled and ground down where needed.
- Transition strips at all doorways transitions where needed.
- Chaulking of all door jams, door stops, ets. Color to match Nora flooring colors.
- Bleachers are to be moved by Hussey Seating (owner will schedule).
- Nora Flooring to be 2X2 squares with color code to match existing floor just with new colors.
- Colors and type of Nora Flooring: Grano Nora by Interface (type). White Fir # 5301 main part of the field main basketball court (currently the beige area). Myth #5308 Main Basketball Court three second area, and out of bounds area (currently blue area). Agapanthus #5317 Main Basketball Court three point lines, foul line box, out of bounds line (currently white area). Geranium #5332 two side basketball courts (currently the red area). Cassia #5330 volleyball court (currently yellow area).
- All Nora flooring to use Nora flooring adhesive. All flooring must be installed by manufactures specifications.
- Duct work to be covered (owner responsibility).
- All cove base is to be black matching the rest of the building.

March 17, 2022

Bidder Initials

C.O

6

27

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

Project Site:

- Dust to be held to a minimum. Project to be clean and free of safety hazards. Summer School will be in session.
- Extra material for repairs in the future to remain on site.
- Any extra glue, chaulking, etc. to be clean from edges, doorway, transition stripes, etc.
- Workmanship should be professional, and courteous at all times (no profanity, smoking, use of illegal substances, consumption of alcohol, etc.).
- Areas being worked in will be free from debris and broom swept condition. If overly dusty due to tear outs vacuuming may be needed.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101
WAKEFIELD SCHOOL DISTRICT**

March 17, 2022

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Bidder Initials 1.0

Carl's & Son Flooring

Carlos Oliveira
PO Box 1351
Naples ME 04055

Phone # 2074159599

carlandsonflooring@gmail.com

Estimate

Date	Estimate #
10/3/2021	467

Name / Address
Joe Williams 76 Taylor Way, Wakefield, NH 03872 Phone 603-871-8502 Fax 602-871-8608

Description	Rate	Total
PAUL SCHOOL GYM: INSTALL GYM FLOOR, INCL SPORT LINES, OUTER OFFICE AREAS, NORA RUBBER, RIP OUT VCT IN FIELD AREA, OUTER AREA INSTALL ON TOP OF VCT, OUTER AREA WOULD BE NORA INSTALL ON ALL SPECIAL PRICING ON COLOR IF FLOOR NEEDS SPECIAL GRINDING AND SELF LEVEL FLOOR FOR PREP WOULD BE ADDITIONAL CHARGE \$29,900**	108,595.00	108,595.00

Estimates are an approximation and they are based on the anticipated details of the work to be done. It is possible for unexpected complications to cause some deviation from the estimate. Thus does not include unforeseen price increases or additional labor and materials which may unexpectedly be required. Rip Out is an additional \$2.00 per yard.

Total

\$108,595.00

Sandra M. Taliaferro

Subject:

FW: Board Packet

I once again please for the third time now, since I asked ori on May 11th. Then for the second time on video at the last school board meeting of May 16th (and it's in the school board minutes of this agenda for June 6th 2023). That I would like to be placed on the agenda, that this email thread be printed and added as the backup to the agenda so we can discuss it, in public, to correct the record.

Thank you
Sandra Taliaferro

Sent from my iPhone

Begin forwarded message:

From: Sandra Taliaferro <sandra.taliaferro@sau101.org>
Date: May 11, 2023 at 4:35:14 PM EDT
To: Anne Kebler <anne.kebler@sau101.org>
Subject: Re: Board Packet

Thank you

Sent from my iPhone

On May 11, 2023, at 10:52 AM, Anne Kebler <anne.kebler@sau101.org> wrote:

I will put it under agenda review.
Anne

Anne L. Kebler
Superintendent
76 Taylor Way
Sanbornville, NH 03872
p~ 603-871-8502
f ~ 603-871-8608

STATEMENT OF CONFIDENTIALITY:

The information transmitted herein is intended only for the person or entity to which it is addressed and may be confidential and/or privileged material. Any unauthorized disclosure, reproduction, use, or dissemination (either in whole or in part) is prohibited. If you are not the intended recipient of this message, please notify the sender immediately and delete this message and any attachments from any computer and/or mobile device.

On Thu, May 11, 2023 at 8:59 AM Sandra Taliaferro
<sandra.taliaferro@sau101.org> wrote:

Please put this email thread into the agenda for us to speak to. Plus it will correct the record for me emailing it to the whole board

Thank you very much
Sandra

Sent from my iPhone

Begin forwarded message:

From: Sandra Taliaferro
<sandra.taliaferro@sau101.org>
Date: April 17, 2023 at 6:17:53 PM EDT
To: Mary Collins <mary.collins@sau101.org>, Anne
Kebler <anne.kebler@sau101.org>
Cc: Ashia Roy <ashia.roy@sau101.org>, Anne Kebler
<anne.kebler@sau101.org>; WSB members <wsb-members@sau101.org>
Subject: Re: Board Packet

Hi one more time, I am sorry but she did request to wait. It's all listed in this very packet, page 22, I have also attached the pic for easy reference. very first paragraph that Brennan asked for a 1 month extension so the whole board could be together. All that was relayed to the board was that Mary was going to call NHSBA and ask if we can wait. Basically to see if it violated any laws

Technically we don't currently have a chair right now since the new election has happened, so this must be a majority vote maybe or up to the superintendent I would assume? Mary specifically asked the question to NHSBA if it was allowed to wait. Mary got the answer that we can wait. We really should wait.

I have read Policy BDA and it says it has to be posted as a organizational meeting and it does state that the superintendent will call the meeting to order and shall preside during and until the election of a chair person. BDB the chair, person, and vice chair person shall be

elected at the annual organization meeting to serve until successor is elected.

It will hold nothing up other than the fact that we won't have a specific chair or vice chair until we are all together for a vote. Anne can run the meetings and still decided what goes on the agenda, so nothing is getting held up. We can still make other motions and vote on those items that are not specific to board duties and still work the agenda. I don't agree that we should make any board specific decisions until we have the entire board present. Based off of the notes from the meeting, that's what the whole board seemed to understand. I'm sure Brennan would like to be included on such a big vote. I mean I'm sure we can bring up the issue again and revote in a month but wouldn't it just make more sense to wait and vote once all together as a group and work together as a group. Like we are supposed to be doing?

Thank you
Sandrea

Sent from my iPhone

On Apr 16, 2023, at 10:13 AM, Mary Collins <mary.collins@sau101.org> wrote:

Sandrea,
Brennan asked that the committees wait until she has returned. Procedure dictates that reorganization occur at the first meeting after the elections. We will not wait to vote. We would never accomplish anything if we had to wait for a full board every meeting. Certain items have already been postponed. We need to move forward as best we can.
Mary C

On Sun, Apr 16, 2023, 9:46 AM Sandrea Taliaferro <sandrea.taliaferro@sau101.org> wrote:

Brennan asked to wait for the reorganization of the board due to her not being at this meeting. I would request the same of the

meeting with Matt Upton. Mary checked with NHSBA and they stated there is no law stating it needs to happen right now or that there is an issue with waiting for the whole board. I would like Anne to run the meetings until all board members are present to vote.

Thank you
Sandrea

Sent from my iPhone

To unsubscribe from this group and stop receiving emails from it, send an email to wsb-members+unsubscribe@sau101.org.

To view this discussion on the web visit

<https://groups.google.com/a/sau101.org/d/msgid/wsb-members/53CF45E1-C20D-4484-A613-1E7D0A542E82%40sau101.org>.

For more options, visit

<https://groups.google.com/a/sau101.org/d/optout>.

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~~} (DJ-R)

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. Any contract that binds the District financially, must come to the SAU and be signed by the Business Administrator and/or the Superintendent.

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
- \$5,000 & above Superintendent

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

- \$0 to \$5,000 ~~\$10,000~~ Best interest of the District
- \$5,001 ~~\$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.

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

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
Approved by the Board:

Exceptions to Bidding or Written Quotation Requirements:

- 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
Robert Decolfmacker, Vice Chairperson
Sandrea Taliaferro
Bob Ouellette
Brennan Peaslee

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
Approved 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
Robert Decolfmacker, Vice Chairperson
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Adopted by the Board: 16 August 1995
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Approved by the Board:

Page 3 of 3

COPYRIGHT COMPLIANCE

The district recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted materials complies with the district's procedures or is permissible under the law should contact the superintendent. The superintendent will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

Reference:

US Code Title XVII, Public Law 94-533, United States Copyright Law of 1976.
Appendix EGAD-R

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

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 6 March 2013

COPYRIGHT COMPLIANCE

Authorized Reproduction and Use of Copyrighted Material in Print

In preparing for instruction, a teacher may make or have made a single copy of a Chapter from a book; an article from a newspaper or periodical; a short story; a short essay or poem; or a chart, graph, diagram, cartoon or picture from a book, periodical, or newspaper. A teacher may make multiple copies not exceeding more than one per pupil for classroom use if the copying meets the test of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity

- a. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems can not exceed 250 words;
- b. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph)
- c. One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. "Special" works can not be reproduced in full; this includes children's books combining poetry, or prose or poetic prose.

2. Spontaneity should be at the "instance and inspiration" of the individual teacher.

3. Cumulative Effect

Teachers are limited to using copied material for only one course in the school in which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied and no more than three works can be copied from a collective work of periodical column during one class term.

Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers can not substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term to term. Copying cannot be directed to a "higher authority", and students can not be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy of an unpublished work which is in its collection; and a published work in order to replace it because it is damaged, lost or stolen, provided the unused replacement can not be obtained at a fair price.

A library may make a single copy of copyrighted materials to a student or staff member. ~~at no more than the actual cost of photocopying.~~ The copy must be limited to one article of periodical issue or a small part of other material, unless the library finds that the copyrighted work can not be obtained elsewhere at a fair price. In the latter circumstances, the entire work may be copied. In any case, the copy shall contain the notice of copyrighted and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

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

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 6 March 2013

COPYRIGHT COMPLIANCE*(continued)*

At the request of a teacher, copies may be made for reverse use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print".

Authorized Reproduction and Use of Copyrighted Music

A teacher may make a single copy of a song, movement, or short section from a printed musical work that is unavailable except in larger work for purposes of preparing for instruction.

A teacher may make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which constitute a performable unit such as a complete section, movement, or song.

In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.

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

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 6 March 2013

Certified Staff Nomination			
Name	Title	Effective Date	Salary
Sarah Howard	Director of Student Services	7/1/2023	\$80,000.00

Staff New Hire FYI			
Name	Title	Effective Date	Salary
Jeff Plourde	Bus Driver	6/7/2023	\$19.00 per hour

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) 6/6/2023

Documents Required when submitting this form:

Completed Application	<input checked="" type="checkbox"/>
Resume	<input checked="" type="checkbox"/>
Transcripts	<input checked="" type="checkbox"/>
State of New Hampshire Educator Certificate	<input checked="" type="checkbox"/>
Three Letters of Recommendation	<input checked="" type="checkbox"/>
Reference Sheet	<input checked="" type="checkbox"/>

I wish to hire the following employee:

Employee's Name: Sarah Howard

Existing Employee (Yes or No): No

Start Date: 1-Jul-23

If existing, current position: _____

Position being hired for: Director of Student Services

Replaces (Name): Lisa DuBois

Is this a NEW or EXISTING position? Existing

	Degree:	Year:
Baccalaureate Degree from:	<u>BS - UNH</u>	<u>2004</u>
Graduate Degree from:	<u>Med - UNH</u>	<u>2008</u>

Hiring Manager Comments:

Sarah is able to get a statement of eligibility for ~~edu~~ licensure as
Administrator

Superintendent Comments:

Sarah has 7 years of experience in administration both as a vice principal and a
principal. She was a Special Ed. Teacher for 8 years and has the credetentials
to be certified as a Director of Student Services. She comes with great references

To be filled in by the Superintendent

Account Number: _____

Salary Amount: \$80,000.00

Anne L. Kebler 6/16/2023
Signature of Superintendent Date

Step: N/A

Track: N/A

School Board Nomination Date: _____

#1520

2702 Earning
Code.WAKEFIELD SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Jeff PlourdePosition being hired for: Van DriverExisting Employee? Yes ☐ No ☒Replacing:

Submit with this form:

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

NH Certification ID # ^{Start} Expiration Date: 6-5-2023Baccalaureate Degree from: Degree Year Graduate Degree from: Degree Year Hours Per Day: Days Per Week: Days Per Year: Time Card: Yes ☐ No ☐Collective Bargaining: ☐ WTA ☐ WPA ☐ No AffiliationHiring Manager Comments:

 Submitted by: Heather PowersDate: 6/6/23

To be filled in by Superintendent

Account Number: 100-2721-51120-1-00-00000Hourly Rate: 19.00 Salary: Track/Step: A9Signature of Superintendent: Rose L. Kibb Date: 6/