

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

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

Tour w/Eric Haley 5:30-6:00

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
3. **PRESENTATIONS, PUBLIC HEARINGS (Action May Be Required)**
 - a. Curriculum Presentation- Ivy Levitt-Carlson
4. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
5. **CONSENT AGENDA (Action Required)**
 - a. AP Manifest - Batch #38600, \$285.83; Batch #38974, \$81,843.84; Batch #38985, \$9,815.00; Batch #39012, \$3,540.23; Batch #39054, \$221,966.96; Batch #39044, \$1,693.23; Batch #39066, \$135.06; Batch #39073, \$1,538.28
 - b. Payroll Manifest - Batch #38996, \$1,582.20; Batch #38980, \$189,163.67; Batch #39060, \$196,091.70; Batch #39074, \$949.54; Batch #39068, \$1,158.66; Batch #39071, \$811.40
 - c. Nominations/Hires/Resignations
6. **MEETING MINUTES (Action Required)**
 - a. WSB Non Public Minutes 5.16.23 (draft)
 - b. WSB Public Minutes 5.16.23 (draft)
7. **REPORTS:**
 - i. Superintendent's Report
 - School Year 22/23 Reflection (no backup, statement to be read)
 - ii. School Administration Report
8. **NEW BUSINESS**
 - Mechanical and Plumbing Bid- Pioneer Mechanical
9. **POLICIES (Action Required)**
 - a. DJB- Purchasing Procedures- (2nd Reading)
 - b. DJ-R- Purchasing Procedures (2nd Reading)
 - c. EGAD- Copyright Compliance (1st Reading)
 - d. EGAD-R- Copyright Compliance (1st Reading)
10. **SUB COMMITTEE UPDATES**
 - a. Facilities Update- Gym Floor
 - b. Technology Minutes
 - c. CIP Committee Minutes
11. **OTHER BUSINESS**
 - a. Committee Lists
 - b. School Board Meeting Calendar
12. **CORRESPONDENCE**
13. **NON-PUBLIC:** RSA 91-A:3 II (a)
Sam Carberry- Transportation

Agenda Worksheet

14. ADJOURNMENT: _____ PM

Upcoming: The next Wakefield School Board meeting will be held June 20, 2023

Statutory Reasons cited as foundation for the Nonpublic Sessions.

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

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

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

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

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

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

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

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

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

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 59804

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

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
38600	22327	03/03/2023	9608	BMO HARRIS BANK N. A.	0.00	285.83
Totals:					0.00	\$285.83

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Robert DeColfackner, School Board Vice-Chairman

Sandrea 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

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Check Batch: 38974
 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
38974	22293	05/12/2023	1987	A&B LOCKSMITH	0.00	493.70
	22294	05/12/2023	9611	Baseball Savings (The Golf Warehouse LLC	0.00	190.40
	22295	05/12/2023	9617	BEAUDET, MIRIAM	0.00	150.00
	22296	05/12/2023	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	630.70
	22297	05/12/2023	2769	CAMP CALUMET	0.00	10,970.00
	22298	05/12/2023	1190	CLEAN-O-RAMA	0.00	1,045.50
	22299	05/12/2023	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	1,445.99
	22300	05/12/2023	342	CROWELL'S TOWING & REPAIR	0.00	236.75
	22301	05/12/2023	9523	DeColfmacker, Meaghan	0.00	189.00
	22302	05/12/2023	363	DIPRIZIO GMC TRUCKS INC.	0.00	5,660.93
	22303	05/12/2023	1018	DONNA MARTINEAU	0.00	105.00
	22304	05/12/2023	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	12,022.05
	22305	05/12/2023	1402	FRESH PICKS CAFE, LLC	0.00	11,388.94
	22306	05/12/2023	9442	GAFNEY LIBRARY	0.00	3,000.00
	22307	05/12/2023	9477	HOWARD SYSTEMS	0.00	8,250.00
	22308	05/12/2023	1178	J & S TECH ELECTRIC	0.00	3,205.75
	22309	05/12/2023	9619	KENNEY, CAROLINE	0.00	500.00
	22310	05/12/2023	9610	MOELLER, TRESSA RYAN	0.00	90.00
	22311	05/12/2023	2288	MSB SCHOOL SERVICES	0.00	20.99
	22312	05/12/2023	2128	NAPA AUTO PARTS	0.00	108.99
	22313	05/12/2023	1995	NH DEPT. OF SAFETY	0.00	900.00
	22314	05/12/2023	9616	Perham, Nathan	0.00	105.00
	22315	05/12/2023	506	PIONEER MECHANICAL	0.00	576.00
	22316	05/12/2023	1209	SALMON PRESS, INC	0.00	180.00
	22317	05/12/2023	715	SCOREBOARD ENTERPRISES, INC.	0.00	11,357.00
	22318	05/12/2023	9530	SOLIANI	0.00	6,037.50
	22319	05/12/2023	1119	STAPLES CREDIT PLAN	0.00	239.90
	22320	05/12/2023	9191	TORRES, LUIS	0.00	293.44

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	22321	05/12/2023	9618	TREASURER, STATE OF NH MEDICIAD	0.00	602.10
	22322	05/12/2023	9615	Vacek, Beth	0.00	105.00
	22323	05/12/2023	2957	VOYA CLAIMS FUNDING	0.00	1,545.94
	22324	05/12/2023	9614	Weiss, David A.	0.00	105.00
	22325	05/12/2023	9467	WHITE, KRISTEN	0.00	92.27
Totals:					0.00	\$81,843.84

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Robert DeColman
Robert DeColman, School Board Vice-Chairman

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

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Check Batch: 38985
 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
38985	22326	05/15/2023	1245	DATTCO	0.00	9,815.00
Totals:						\$9,815.00

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

Mary Collins
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Robert DeCormack
Robert DeCormack, School Board Vice-Chairman

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Sandrea 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

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 59759

Check Batch: 39012
 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
39012	90241	05/22/2023	669	EVERSOURCE	0.00	3,540.23
Totals:					0.00	\$3,540.23

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

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Bob Ouellette
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Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

AP CHECK REGISTER

Check Batch: 39054
 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
39054	22328	05/26/2023	1250	ACADEMIC THERAPY PUBLICATIONS	0.00	3,126.50
	22329	05/26/2023	9568	ACP FACILITY SERVICES	0.00	7,973.33
	22330	05/26/2023	1080	ADT COMMERCIAL LLC	0.00	137.19
	22331	05/26/2023	9009	ALLISON NEAL, NEW ENGLAND TUTORS, LLC	0.00	225.00
	22332	05/26/2023	9358	ALWARD, KIMBERLY	0.00	1,556.28
	22333	05/26/2023	8900	ANDERSON'S ALPHABET U	0.00	257.79
	22334	05/26/2023	2081	APPLE COMPUTER INC.	0.00	1,256.00
	22335	05/26/2023	9608	BMO HARRIS BANK N. A.	0.00	3,201.03
	22336	05/26/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	389.00
	22337	05/26/2023	9620	Charland, James	0.00	105.00
	22338	05/26/2023	1190	CLEAN-O-RAMA	0.00	1,466.75
	22339	05/26/2023	342	CROWELL'S TOWING & REPAIR	0.00	1,767.58
	22340	05/26/2023	9186	DIANE O'NEIL	0.00	299.00
	22341	05/26/2023	9375	DRUMMOND WOODSUM &	0.00	1,495.11
	22342	05/26/2023	378	EASTER SEALS NEW HAMPSHIRE	0.00	6,771.81
	22343	05/26/2023	1840	ELAYNE ELLIS	0.00	299.00
	22344	05/26/2023	9621	FLO'S NORTH AUTO BATH	0.00	18.00
	22345	05/26/2023	9522	FRANK MARKIEWICZ	0.00	89.08
	22346	05/26/2023	434	GOVERNOR WENTWORTH REGIONAL	0.00	34,649.91
	22347	05/26/2023	585	HEALTH TRUST	0.00	5,585.75
	22348	05/26/2023	2161	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	2,800.00
	22349	05/26/2023	1950	ILENE B. SPITZER, M.D.	0.00	3,475.00
	22350	05/26/2023	2881	KEBLER, ANNE	0.00	238.17
	22351	05/26/2023	9567	Leavitt-Carlson, Ivy	0.00	159.54
	22352	05/26/2023	9612	LEGENDRE, DAINE	0.00	560.00
	22353	05/26/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	120.28
	22354	05/26/2023	9412	MICHELE LAMBERT	0.00	35.19
	22355	05/26/2023	9610	MOELLER, TRESSA RYAN	0.00	90.00

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	22356	05/26/2023	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	5,088.37
	22357	05/26/2023	2288	MSB SCHOOL SERVICES	0.00	45.70
	22358	05/26/2023	2128	NAPA AUTO PARTS	0.00	160.00
	22359	05/26/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	5,148.55
	22360	05/26/2023	596	NH SCHOOL HEALTH CARE COALITION	0.00	81,752.50
	22361	05/26/2023	9290	PAGE STREET LEASING, LLC	0.00	75.00
	22362	05/26/2023	915	PENNY HUCKINS	0.00	299.00
	22363	05/26/2023	9616	Perham, Nathan	0.00	105.00
	22364	05/26/2023	9609	ROY, ASHIA	0.00	75.00
	22365	05/26/2023	1315	FARMINGTON SCHOOL DISTRICT	0.00	6,177.50
	22366	05/26/2023	1259	SCHOLASTIC INC	0.00	120.96
	22367	05/26/2023	9530	SOLIAN	0.00	7,262.50
	22368	05/26/2023	9585	ST CHARLES SCHOOL	0.00	15,566.24
	22369	05/26/2023	762	STRAFFORD LEARNING CENTER	0.00	19,580.51
	22370	05/26/2023	9191	TORRES, LUIS	0.00	660.24
	22371	05/26/2023	9368	VERIZON	0.00	40.83
	22372	05/26/2023	2957	VOYA CLAIMS FUNDING	0.00	1,188.58
	22373	05/26/2023	9467	WHITE, KRISTEN	0.00	473.19
Totals:					0.00	\$221,966.96

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

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46 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 39044
 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
39044	90242	05/25/2023	8927	IRVING ENERGY-PROPANE	0.00	1,693.23
Totals:					0.00	\$1,693.23

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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

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Robert DeCormack, School Board Vice-Chairman

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Bob Ouellette
Bob Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 59926

Check Batch: 39066
 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
39066	90243	05/30/2023	958	CONSOLIDATED COMMUNICATIONS	0.00	135.06
Totals:					0.00	\$135.06

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

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

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Brennan Peaslee, School Board Member

Bob Ouellette
Bob Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 39073
 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
39073	90244	05/31/2023	1706	CHARTER COMMUNICATIONS	0.00	439.83
	90245	05/31/2023	834	WASTE MGMT OF NH-ROCHESTER	0.00	1,098.45
Totals:					0.00	\$1,538.28

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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, School Board Member

Bob Ouellette
Bob Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

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2 Checks Listed.

Certified Staff Nomination			
Name	Title	Effective Date	Salary

Staff New Hire FYI			
Name	Title	Effective Date	Salary
Alex Matos	Custodian	5/30/2023	\$16.88 hourly
Eric Haley	IT Director	7/1/2023	\$78,000 Salary
Amy Blackwood	ABA Tutor	7/1/2023	\$21.18 Hourly

Resignations			
Name	Title	Effective Date	Salary
Melissa Catauro	Case Manager	6/30/2023	\$41,541.00

Retirements			
Name	Title	Effective Date	Salary

Wakefield School District School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Brad Davis
Date: (Submitting) 5/18/23

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: 5/30/23 Starting Pay 16.88\$

Employee's Name: Alexander Matos
Existing Employee (Yes or NO):
If existing, current position: _____
Position being hired for: Custodian
Replaces (Name): Contract Services
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:

Highly recommended by his references.
Interviewed well. positive, outgoing attitude.
should be a great fit to our team
- BD

Superintendent Comments:

To be filled in by the Superintendent

Account Number: 100-2610-5110-1-10-00000
Donna L. Kibler 5/22/2023
Signature of Superintendent Date

Hourly Rate: 16.88
Step: 7

Wakefield School District
School Administrative Unit #101

Intent to Hire - Other Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Anne Kebler
Date: (Submitting) 6/1/2023

Documents Required when submitting this form:

Completed Application	<input checked="" type="checkbox"/>
Resume (Para's and ABA Tutors)	<input checked="" type="checkbox"/>
Certs or Transcripts (Para's/ABA Tutors)	<input checked="" type="checkbox"/>
Reference Sheet	<input checked="" type="checkbox"/>

I wish to hire the following employee:

Start date: 7/1/2023

Employee's Name: Eric Haley
Existing Employee (Yes or No): No
If existing, current position: _____
Position being hired for: IT Director
Replaces (Name): _____
Is this a NEW or EXISTING position? New

Hours Per Day: 8
Days Per Week: 5
Day Per Year: 260

Non-Certified: _____ ID# _____ Expiration Date: _____
Certified: _____ ID# _____ Expiration Date: _____

Hiring Manager Comments:

Superintendent Comments:

To be filled in by the Superintendent

Account Number: _____
\$15,600 from ESSER _____

Hourly Rate: \$78,000

Signature of Superintendent Anne L Kebler

Date 06/01/23

Wakefield School District
School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Anne Kebler
Date: (Submitting) 6/1/2023

Documents Required when submitting this form:

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

I wish to hire the following employee:

Start Date: 7/1/2023

Employee's Name: Amy Blackwood

Existing Employee (Yes or No): No

If existing, current position: _____

Position being hired for: ABA Tutor

Replaces (Name): _____

Is this a NEW or EXISTING position? Existing

Hours Per Day: 8

Days Per Week: 5

Day Per Year: 190

Non-Certified: _____

ID# _____

Expiration Date: _____

Certified: _____

ID# _____

Expiration Date: _____

Hiring Manager Comments:

Superintendent Comments:

To be filled in by the Superintendent

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

Hourly Rate: \$21.18

Step: _____

Signature of Superintendent Anne L Kebler

Date 06/01/23

Melissa Catauro
53 Colbath Road, Center Barnstead, NH 03225
603-556-1371 - catauro21@gmail.com

May 31, 2023

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

To Whom it May Concern,

I am writing to notify you that I will be resigning from my position as Special Education Case Manager at Paul School at the end of the 2022/23 school year, and therefore will not be returning for the 2023/24 school year.

I appreciate the opportunities that the school has provided me, as well as the professional guidance and support that have allowed me to grow within my role as a special education case manager. Although I will sincerely miss my students, families, colleagues, and the school community, I feel that it is time to pursue a position closer to home.

I wish the Paul School faculty and students the best of luck for the future, and I'll be happy to do whatever I can to help with a smooth transition.

Sincerely,

Melissa Catauro



Wakefield School Board Public Minutes

May 16, 2023

Held in the Paul School Library

Draft

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

Others Present:

Kimberly Burns, Ryleigh Burns, Robert Glenn, Robert Glenn, Jackie Jakubec, Samantha Carberry, Relf Fogg, and Mary Soares from Clearview TV.

Mrs. Collins called the meeting to order at 6:02.

Approval of 6th Grade Class Trip

The sixth grade will be going to Province Lake Golf Course which is partly in Maine so requires permission from the Board. The students will be learning about water quality, watershed and how runoff impacts the water quality.

The sixth grade will also be attending Camp Calumet, an overnight environmental camp. They will be taking a 2.5 hour hike, a 2.5 hour pontoon boat trip taking water samples around Ossipee Lake. They will enjoy canoe rides and campfires. Mr. Perkins, Mrs. Furlong, Mrs. Capen, and an extra person for a medical need will be chaperoning the trip. Mrs. Kebler will stop by one day.

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve sixth grade class trip to Province Lake on the 18th. (Vote 5-0)

Mrs. Soares said the Lions Club is sponsoring a bed race on Pride Day and they are challenging the School Board to come up with a team. The twenty dollar entry fee will go to the eighth grade class trip.

Agenda Review

Sandra's Email

Add Curriculum under Reports

Mr. DeColfmacker said he had met with Mr. Robinson and Ms. Hall yesterday. Mr. Robinson said he had been working with Mrs. Kebler and he would like to do a trial run of a couple of days of using the gym this summer and work on a plan and get it implemented for the next school year, vacation weeks and summer. Mr. Robinson is very happy with the relationship the Rec has with the school. It would be great to be able to use the gym on rainy days as they put close to sixty kids in the rec center on rainy days. Mr. DeColfmacker said it was a very productive meeting.

Mrs. Kebler said that the basement of the school is an amazing clean space suitable for storage. The new Facilities Director is more than willing to use that space this summer for storage. Because there had been some concern in the past about water they will be purchasing shelves. Mrs. Kebler said this space could be used for year round storage.

Public Hearing, Presentations

First Grade

Mrs. Jakubec introduced Ryleigh, Piper and Robbie. These students from all three first grades read a book and decided to write letters. Mrs. Jakubec's class wrote a letter to Longmeadow Hardware. Mrs. Courts class wrote a letter to the art teacher and Miss Leonard's class wrote one to the School Board members explaining that they had read a book called the Buddy Bench and it inspired the students to create a Buddy Bench here to spread kindness and make friends. The students discussed ideas on how to create a Buddy Bench.

They have come up with ideas for the bench and with the help of the community they will create this bench. Piper said that this is a cool thing to do and if someone doesn't have a friend they can sit on the bench. One student said when she doesn't have anyone to play with at recess she can sit on the bench and one student said our school should have one and no one will be sad. Ryleigh read her letter and Robbie read his. Mrs. Jakubec said the response from parents has been overwhelming. Any help anyone wants to give would be great. Mrs. Kebler said the first grade teachers are thinking outside the box working and teaching together.

Mrs. Collins read the following:

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES CHAPTER ED 303.01

POLICY BBAB, BEA, BCA, BDB, BEDD

As chair I am responsible for the orderly conduct of Board meetings and enforcing the Boards policies relating to the conduct of the meetings. Following policy and Roberts Rules, as they pertain to us, this is how the meetings will be run from this point on.

The reason being We have become the brunt of a lot of negative comments by staff, parents and the community. The infighting, digs and inappropriate comments need to stop. Talking over people, talking out of turn and talking to the person sitting next to you, when the mic picks up everything you say, also needs to stop. We need to be more professional. Please raise your hand to speak and do not speak until you are recognized by the chair and allow others to speak before you speak again.

During public comment do not engage with the audience unless called on by the chair, do not have conversations with the public during the meeting.

We will stick to agenda items, and if we have late items, we will decide as a board if we want to add it to the agenda for discussion. If anyone wishes to speak on an item not on the agenda a majority of the board must agree with that request. A quorum of the board is three board members. That is all we need to conduct a legal meeting.

We must work respectfully with all board members to achieve the educational goals of the school district. Following the policies will facilitate a productive meeting and we will meet our obligation to fulfill our duties as a board.

Mrs. Taliaferro asked who asked her to read this. Mrs. Collins replied this was discussed with the attorney when meeting for something else. Different policies came up that we weren't following. She said she has had pictures sent to her showing Board members on their phones during meetings.

Sandra's email

Mrs. Taliaferro said she didn't know why her email wasn't in the packet. It should have been there to set the record straight. It was on the advice of the attorney. Mrs. Taliaferro sent out an email to all Board members and went into detail as to why she wanted it on the agenda. The NHSBA attorney told her she shouldn't have gone into detail. The School Board attorney said in order to correct the record you put the emails on the agenda and that would satisfy the issue and make it public record. Mrs. Taliaferro asked that it be put on the next agenda and would like to discuss it. Mrs. Peaslee said it's been discussed a couple of times and doesn't change anything but it does have to be a matter of public record. Mrs. Collins said this will be on the next agenda with the emails. Mrs. Collins suggested it be placed under Consent Agenda. Mrs. Taliaferro would rather be able to discuss it.

Public Comment 6:40

Mr. Fogg was concerned with doing things without Board discussion. He said the chair went down to the police department and filed a complaint about his behavior at a Board meeting without discussion by the Board. He said limiting comments to three minutes is contrary to the law. He stated Disorderly Conduct 644: 2 ll (b) Directs at another person in a public place obscene, derisive, or offensive words which are likely to provoke a violent reaction on the part of an ordinary person and (d) Engages in conduct in a public place which substantially interferes with a criminal investigation, a firefighting operation to which RSA 154:17 is applicable, the provision of emergency medical treatment, or the provision of other emergency services when traffic or pedestrian management is required.

He said he brought it to the Boards attention and nothing is getting done about it. He also said that Mrs. Collins threatened to punch him in the jaw when he was a board member. He shared with the Board his interpretation of Bullying. He said excluding Board members from reorganization was more censorship than leadership. He said we have witnessed in the community others belittle and berate other members of the community.

Mrs. Collins said she wanted to state for the record that she did not go to the police station and file a report nor did she threaten to punch Mr. Fogg in the jaw when he was on the Board.

Mrs. Soares said Howard Systems is very responsive. She feels IT will be an overwhelming task for a single person. She believes the district should keep Howard Systems.

Ms. Carberry offered what she called evidence that there was a report made and that Mrs. Collins had made it. Mrs. Collins said she did not go to the police station and make a report. Ms. Carberry asked if Mrs. Collins had read that you are not supposed to be using cell phones during a meeting and does that include Mrs. Kebler and the scribe? Mrs. Collins said that wasn't said but has been a rule since day one. She said sometimes Board members have to be in contact with their children in case of an emergency. Ms. Carberry said she brought it up because Mrs. Colbath called time using her phone and she wasn't on the phone with her kids, she was timing. Mrs. Colbath replied that's part of her job.

Mrs. Taliaferro asked what the issue was concerning the emailed complaint sent to Mrs. Kebler. Mr. DeColfmacker said it was you and Mrs. Peaslee talking back and forth and showing your phone to one another, We were in the middle of a Board meeting and Mrs. Peaslee is showing a picture of lettuce in the refrigerator and my wife and others on Clearview heard the conversation over the mic. People were saying they're not paying attention to the Board meeting. They're joking back and forth about personal things. That's an example of what happened last month. Mrs. Collins said it's not just last month. We want to get away from the negative comments and focus on the school. Mrs. Kebler said the email she received said, does the Board realize that the Town of Wakefield is watching them? Mr. Ouellette commented that we have a job to do and let's do that job.

Consent Agenda

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

Meeting Minutes

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to approve the non public minutes of 5-2-23. (Vote 5-0)

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the public minutes of 5-2-23 with corrections. (Vote 5-0)

Reports

Discipline Report

Mrs. White said that the numbers for April probably includes reports that were backlogged; that's why the numbers were high. April also had a vacation. She said there are more instances of

reportable behavior on the playground as the weather gets better. She and the Assistant Principal are spending more time outside during recesses.

Curriculum

Mrs. Collins said they had a curriculum meeting last week and the staff is working on definitions. On May 19th there is a Professional Development Day and the committee will finish up the definitions. At the first Board meeting in June, they will be making a presentation to the Board on what they have accomplished. They will also share their plans for the summer and how they have updated the standards.

Old Business

Facilities Update

Mechanical and Plumbing

Mrs. Kebler said they received one bid for mechanical and plumbing. It did not satisfy the requirement for the bid so it was not accepted. They put the RFP back out and have received one bid from the current provider that will be opened tomorrow. She'll have a recommendation for the Board at the next meeting.

Grounds Maintenance

Howe Two has agreed to extend their contract for one year. Mr. Markiewicz is writing an addendum to the contract.

Gym Floor

Mr. Markiewicz is working with the School Board Attorney. The insurance company has done a third party investigation. The attorney recommended that Mr. Markiewicz work directly with their insurance company to get the report. It may be the sub flooring that's defective. The bid included a million dollar liability. Mr. Ouellette asked if our insurance company would go after them and Mrs. Kebler said no. The Facilities Manager will be coming to meetings to give his report beginning in June. Mr. Ouellette asked that the safety issue described by Parks and Rec and others, like the tripping issues and that we spent a great deal of money to correct the things that were wrong with the original floor and that this floor is actually worse than what we had. He asked that this be part of the official record.

New Business

Office Summer Hours

Mr. DeColfmaeker made a motion, seconded by Mr. Ouellette to approve the request for summer hours for the SAU office from 7:30 to 4:00 Monday through Thursday and 7:30 to 2:00 on Friday. (5-0)

IT Director Job Description

Mrs. Kebler said she is still committed to hiring an IT Director. One of her frustrations is that it's mid may and she still can't communicate using Infinite Campus.

Mr. DeColfmacker made a motion, seconded by Mrs. Collins to approve the IT Director job description.

Mr. DeColfmacker would like to add under job skills: Being able to train staff and be patient with staff. Mrs. Taliaferro didn't see the list from Howard Systems of items that still need to be done or the iatrical pieces that are part of the job. Mrs. Kebler said she would be happy to incorporate the items in the description. She asked that Mrs. Taliaferro send her the list she compiled. Mrs. Peaslee said those items should be under: Knowledge of. Mr. Ouellette said items that would need upgrading or replacing. Mr. DeColfmacker added items that should go under the CIP. Mrs. Peaslee said attendance at Board meetings and Budget meetings should be added. Mrs. Peaslee would also like attending subcommittee meetings rotating with Facilities and Transportation. Mrs. Kebler feels that perhaps the Tech Committee should be a Board Committee. Mrs. Kebler said she is trying to build a team that can help move the school forward.

Mr. DeColfmacker withdrew his motion. Mrs. Collins withdrew her second.

The job description will be on the next agenda.

Mrs. Kebler said the new BA started today. They had a meeting about grants and she knows the lingo.

Policies (all 2nd reading)

DJ – Purchasing

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to approve policy DJ with one change. (Vote 5-0)

Mr. Fogg asked if contracted services are included in this policy. Mrs. Kebler explained that sole services don't have to go out to bid unless there will be a change. This is contingent upon acceptance of the DOE. Correction on the bottom of the page: see policy DJR instead of DJB.

DJ-R – Purchasing Procedure

Mrs. Collins said Mr. Markiewicz is the person that had put these policies together. Mrs. Kebler said we have to revise these policies based on the federal audit last spring.

Mrs. Peaslee made a motion to approve policy DJ and get rid of policy DJB.

Mrs. Collins said we are only able to discuss the policies that are on the agenda. Mrs. DeColfmacker said to bring DJB to the Policy Committee and then to the next Board meeting. Mrs. Taliaferro questioned the amount of \$10,000 required to go out to bid, it has been \$5,000. Mrs. Kebler will check with Mr. Markiewicz to see if the state \$10,000 was a recommendation from the audit and if purchases and items that go out to bid are the same required amount.

DK – Payment Procedure

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to reaffirm policy DK. (Vote 5-0)

IMAH – Daily Physical Activity

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to approve policy IMAH. (Vote 5-0)

The 15 degree temperature will be in the handbook and Mrs. Peaslee suggested it also be on the website.

Nominations/Hires/Resignations

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to accept Norma DiRicco as the new Paul School Principal. (Vote 5-0)

FYI, Tyler Guy was hired as a custodian. (Vote 5-0) The custodial services will end in thirty days.

Correspondence

None

Non Public Session

Mr. Ouellette made a motion, seconded by Mrs. Collins, to enter non public under RSA 91-A 3:II (b) and (c) at 7:40. 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 8:52. (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

June Administration Report

- We are looking forward to having some of our student artwork hang 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 was 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 artists 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 caroline.dexter@saul01.org . Thank you for your support, we look forward to sharing our student artwork with our community.
 - Student artwork that will be displayed: Linnan Zhuang, Izzy Corriea, Piper Van Dine, Preston Thorne, Payton Sastre, Jinteng Zhuang, Trinity Hayward, Derik Mangiafico, Farrah Legere, Sean Welch, Scarlett Davies, Piper Drena, Analia Lavertue, Holden Mangano, Tenlee Williams, Audrina Crowell, Aislynn Welch, Sayuri Matos Refugio, Shay Blacky, Trinity Rowe, Aislynn Boles, McAuley Alie, Kaylee Durant, Mya Harley, Drexel Main, Kylee Joy, Mayanna Ellingwood, Linnan Zhuang, John Stephens, Kalee Fowler, Carmindy Simmons, Skyla Ellingwood, Shannon Dexter, Milo Rainone, Aubree Behrens, Adrian Adjutant, Truman Pedersen, Grace Krafton, Rebeka Sanborn, Isla Wolfe, Aaron Shea, Brady Goodell, Carly Weeks, Sayuri Matos Refugio
- 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 was an 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 following students for a successful year: Jameson King, David Nason, Truman Pederson, Caleb Hartford, Izabella Merrill, Allyson McKenna, Garrett Hurley, Haven Pelletier, Roland Grillo, Allison Deshong, Samuel Drum, Jayce Stevens, Conway Greek, Matilda Hudson, Tanya Ellingwood, Marcus Nason, AuBree Behrens, Austin's Crowell, Paige Crowell, Karlee Barton, Ayden Mayotte.
- 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 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, Btandon Balser for the countless hours he dedicated to ensuring that our athletes had the 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 Partner Program students were invited to attend. This year's Summer Enrichment will begin on Wednesday July 5th through Thursday, July 27th, 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 3rd, 2023. Transportation, breakfast and lunch will be provided to students.
- Title 1 has had a successful year of reading growth across the grade level spans. 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 1 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.

Important Dates:

- Thursday June 1- Grade 1 Field Trip to Seacoast Science Center
- Thursday June 1- Volunteer, Substitute, PTA Reception- 3:30 PM Paul School Library
- Monday June 5 - Mentor/Mentee Meeting- 3:30 PM- Paul School Library
- Monday June 5 - Writer's Club- 3:15 - 4 PM- Room 414
- Tuesday June 6 - Climate and Culture Committee Meeting- 7:45 AM- Room 401
- Tuesday June 6 - Little Paws Field Day
- Tuesday June 6 - School Board Meeting- Paul School Library - 6 PM
- Wednesday June 7- Grade 8 Boston Trip Day 1
- Wednesday June 7 - Grade 5 Field Trip to Strawberry Banke
- Thursday June 8 - Grade 8 Boston Trip Day 2
- Thursday June 8 - Paul School Alumni 2023 Spaulding graduates walk the halls- 11AM
- Thursday June 8 - Curriculum Committee Meeting - 6PM- Zoom
- Friday June 9 - Little Paws and Kindergarten Field Trip to York's Wild Animal Kingdom
- Friday June 9 - Grades Close for quarter 4.
- Saturday June 10 - 8th Grade Semi Formal - 5 PM- Paul School Gymnasium
- Monday June 12 - Grade 5 Field Trip Squam Lake
- Monday June 12 - PBIS Universal Team Meeting - 3:30 PM Room 414
- Monday June 12 - Writer's Club- 3:15 - 4 PM- Paul School Library
- Tuesday June 13 - Grade 8 Step Up Day to Spaulding High School- 7:45-11:30
- Tuesday June 13 - Staff Meeting - Paul School Gymnasium - 3:30 PM
- Tuesday June 13 - PTA Meeting - Paul School Library- 5:30 PM
- Wednesday June 14 - Grade 8 Field Trip Canobie Lake Park
- Thursday June 15- Field Day
- Thursday June 15 - Little Paws Celebration
- Thursday June 15 - Art Show Reception- 4PM- Gafney Library
- Friday June 16 - Rain Date- Field Day
- Friday June 16 - End of Year Award Ceremony Grades K- 2- Paul School Gymnasium
- Friday June 16 - Grade 8 Graduation Ceremony- 6 PM- Paul School Gymnasium
- Monday June 19 - Kindergarten Graduation- 9 AM- Turntable Park

- Monday June 19 - Paul School Step Up Day
- Tuesday June 20- Last Day of School- Dismissal at 12:30 PM

RFP Mechanical and Plumbing Maintenance Checklist

REQUIREMENTS	Company Name			
Signature page	Pioneer Mechanical			
1. Provide general information about your company including financial statements or annual reports. Brief description of company structure, ownership, and parent company information.	✓			
2. Provide explanation and list of you company's services	✓			
3. How long has your company been in business?	✓			
4. Provide a list of similar projects from your company. (This list can returned upon request.)	✓			
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.	✓			
6. Use the attached spreadsheet and/or list and/or diagrams, called "A and B" to document the total price to provide the services. All proposal pricing should include all time, materials, labor, shipping, ect. 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.	✓			
7. All pages initialed and returned	✓			

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

Wakefield School District
SAU #101
76 Taylor Way
Sanbornville, NH 03872

PROJECT NAME: Contract for Mechanical and Plumbing Maintenance for WSD

DUE DATE: May 16, 2023

Contact: Brad Davis
Phone: (603) 973-3919

ISSUED: MAY 9, 2023

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.

Contract for Mechanical and Plumbing Maintenance
Wakefield School District

Please complete the following:

Terms Net 30 E.I.N. _____ D & B No. _____

Company Name Pioneer Mechanical Inc.

Signature _____

Printed Name David Takis Title President

Phone # 603 520-1837 Fax # _____

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

Maximum price \$ 8400.00

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.

May 9, 2023

Bidder Initials DT

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

Owner: The School Board of Wakefield School District

Project: Mechanical and Plumbing Maintenance

Overview: The Wakefield School District invites proposals for the mechanical and plumbing maintenance needed for School District Operations commencing on July 1st 2023 and terminating on June 30th 2026

Project Contact: Brad Davis
Facilities Manager, SAU #101
76 Taylor Way
Sanbornville, NH 03872
603-973-3919

Due Date: Until 3:00 p.m. local time, on the 16th day of May 2023, the Wakefield School District will receive the original proposal as herein set forth in a sealed envelope marked "Mechanical and Plumbing Maintenance Wakefield School District RFP" at the office of:

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

Attn.: Brad Davis

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.

NON-APPROPRIATION: In the event that sufficient funds are not appropriated for school mechanical and plumbing maintenance services in the next succeeding fiscal year, the District may terminate this agreement by written notice within thirty (30) days of adoption of the District budget for the fiscal year in question, and the agreement shall be terminated effective immediately.

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**

I. GENERAL INFORMATION

1. Wakefield School District is soliciting proposals for the Mechanical and Plumbing Maintenance for Wakefield School District as needed for the Paul School located at 60 & 76 Taylor Way, Sanbornville, NH 03872.
2. The School District intends to enter into an agreement effective **May/June of 2023** 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 and B 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 Mechanical and Plumbing Maintenance 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 of available personnel, plant and equipment, description of work which will be done

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

simultaneously with the School District project; financial statements; on-site tour and evaluation by School District personnel; 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.

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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 B 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 including financial statements or annual reports. Brief description of company structure, ownership, and parent company information.
2. Provide explanation and list of your company's services.
3. How long has your company been in business?
4. Provide a list of similar projects from your company. (This list can be returned upon request.)
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.
6. Use the attached spreadsheet and/or list and/or diagrams, called "A and B" to document the total price to provide the services. All proposal 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.

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

**MECHANICAL AND PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT "A"
WAKEFIELD SCHOOL DISTRICT**

1. All units covered under Mechanical Preventative Maintenance Schedule (MPMS) will receive operating inspections as specified. Contractor must follow scope of service in this detail. Any deviation must be pre-approved by the Wakefield Facilities Manager or his/her designee prior to work being performed.
2. Labor for leak checks and troubleshooting will be provided in the contract.
3. Preferential service will be provided 24/365
4. All boilers, air handlers, split systems and, unit ventilator packages will have service within two hours of trouble call.
5. Provide a complete detailed service report quarterly, referencing contract unit, for each unit listed.
6. Service provider must submit a written cost quote and service date for necessary repairs above and beyond the scope of MPMS agreement. Before performing the work, Service provider must receive written or verbal approval.
7. It is the responsibility of the service provder to maintain the units at their highest efficiency.
8. All work under this proposal will carry thirty-day warranty on labor and the manufacture's warranty on material.
9. A phone number must be provided for 24/365 service and the same technician is preferred on all service calls.

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

**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT A**

July	August	September	October	November	December	January	February	March	April	May	June	AIR HANDLER PM, HV1, HV2, RTU, GYM
			X									Belt change
X			X			X			X			Check belt tension (adjust/change when necessary)
			X						X			Check operation of all dampers, valves, fan operations & alarms
X			X			X			X			Check filter bed rack to assure spacers are in place (replace if necessary)
X			X			X			X			Check gaskets on door & assure door seals properly
X												Chemical cleaning of all coils to improve system efficiency
			X									Clean out interior of unit
X			X			X			X			Clean test & lubricate all dampers
X			X			X			X			Document motor operating voltage & amperage
			X						X			Grease bearings (when greasing remove relief port where applicable)
			X						X			Grease fan and motor bearings (when greasing remove relief port where applicable)
X			X			X			X			Inspect filters and change if necessary (mark with dates when changing filters)
			X						X			Inspect and straighten fins for optimal air flow

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

**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT A**

July	August	September	October	November	December	January	February	March	April	May	June	AIR COOLED CONDENSING PM, FCU1 FCU2
X			X						X			Visual Inspection unit for leaks
			X						X			Check and tighten all electrical connections, relays, and operating/safety controls
X			X						X			Check belt tension (adjust/change when necessary)
X			X						X			Brush all air cooled condensers to improve system efficiency
									X			Chemical cleaning of all air cooled condensers to improve efficiency
X			X						X			Check compressor/s for operation
X			X						X			Check crank case heaters
X			X						X			Check internal/external interlocks
X			X						X			Check oil level in compressor
X			X						X			Inspect coils for blockage
X			X						X			Lubricate all bearings per manufacturers specifications
									X			Belt change
X			X						X			Wipe compressor free of debris

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

**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT A**

July	August	September	October	November	December	January	February	March	April	May	June	HEATING PM, FCU1, FCU1, UV1, UV2
			X									Belt change
X			X			X			X			Check belt tension (adjust/change when necessary)
			X						X			Check operation of all dampers, valves, fan operations & alarms
X			X			X			X			Check filter bed rack to assure spacers are in place (replace if necessary)
X			X			X			X			Check gaskets on door & assure door seals properly
X												Chemical cleaning of all coils to improve system efficiency
			X									Clean out interior of unit
X			X			X			X			Clean test & lubricate all dampers
X			X			X			X			Document motor operating voltage & amperage
			X						X			Grease bearings (when greasing remove relief port where applicable)
			X						X			Grease fan and motor bearings (when greasing remove relief port where applicable)
X			X			X			X			Inspect filters and change if necessary (mark with dates when changing filters)
			X						X			Inspect and straighten fins for optimal air flow

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

**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT A**

July	August	September	October	November	December	January	February	March	April	May	June	HEATING BOILER PM, UNIT #1, UNIT #2, BASEMENT
			X									Open front and rear doors. Clean Vacuum fireside surfaces as required.
			X									Inspect all refractory. Patch and wash coat as required.
			X									Inspect all gasketing on front and rear doors and replace as necessary.
X			X									Seal and close front and rear doors properly
			X									Remove low and auxiliary low cut off controls, clean and inspect. Then reinstall using new gaskets.
												Remove plugs in control piping, inspect, clean and re-install.
			X									Removal all hand hole and man hole plates. Flush boiler with water to remove loose scale and sediment.
			X									Replace all hand hole and man hole plates with new gaskets.
			X									Open feedwater tank manway, inspect and clean as required. Replace manway plate with new gasket.
			X									Clean burner and burner pilot (when applicable)
			X									Check electrode and adjust or replace.

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

X	Check air damper and blower assembly
X	Clean motor starter contacts and check operation
X	Make necessary adjustments to burner for proper combustion and record all results in service report.
X	Perform all flame safeguard and safety trip checks and record results in service reports.
X	Check hand hole plates and man hole plates for leaks at normal operating temperatures and pressures.

MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE ATTACHMENT A

July	August	September	October	November	December	January	February	March	April	May	June	CEILING AND HALLWAY CABINET HEATERS
			X									Open unit. Clean Vacuum as required.
			X									Inspect all for leaks. Repair as necessary
			X									Clean or replace filter as required.
			X									Make thermostat operation. Repair as necessary
			X									Assess field-serviceable bearing. Lubricate if necessary.

July	August	September	October	November	December	January	February	March	April	May	June	EXHAUST FANS, GYM, STAGE
			X									Belt change
X			X			X			X			Check belt tension (adjust/change when necessary)
			X						X			Check operation & alarms if applicable
X			X			X			X			Check gaskets on door & assure door seals properly

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

			X							Clean out interior of unit
X			X			X			X	Document motor operating voltage & amperage
			X						X	Grease fan and motor bearings (when greasing remove relief port where applicable)

**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT A**

July	August	September	October	November	December	January	February	March	April	May	June	MODULAR HEATING/COOLING UNIT #1,#2,#3,#4
			X									Open doors. Clean as required.
			X									Inspect system for leaks as required.
			X									Inspect all gasketing on front and rear doors and replace as necessary.
			X									Clean burner and burner pilot (when applicable)
			X									Check electrode and adjust or replace.
			X									Check air damper and blower assembly
			X									Clean starter contacts and check operation
			X									Make necessary adjustments to burner for proper combustion and record all results in service report.
			X									Perform all flame safeguard and safety trip checks and record results in service reports.
			X						X			Check and tighten all electrical connections, relays, and operating/safety controls
X			X						X			Check belt tension (adjust/change when necessary)

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

X			X					X		Brush all air cooled condensers to improve system efficiency
								X		Chemical cleaning of all air cooled condensers to improve efficiency
X			X					X		Check compressor/s for operation
X			X					X		Check internal/external interlocks
X			X					X		Check oil level in compressor
X			X					X		Inspect coils for blockage
X			X					X		Lubricate all bearings per manufacturers specifications
								X		Belt change
X			X					X		Wipe compressor free of debris

**ATTACHMENT "B"
PER EVENT COST- BID SHEET**

Bidders should familiarize themselves with the local conditions affecting the cost of the work and the site of the work. Bidders are required to perform, provide and furnish all of the labor, materials, necessary tools, fees, permits and equipment including transportation services necessary to complete the work outlined at the unit prices indicated below.

1. Service Work Hourly Rate:	
Regular Working Hours: (8AM-5PM)	\$ <u>120.00</u>
Overtime Working Hours:	
(5PM - 8AM M-F)	
(5PM - Fri. Midnight Sat.)	\$ <u>Regular time</u>
Sunday Hours:	
(12 Midnight Sat. 8 AM Mon.)	\$ <u>1.5</u>
Holiday:	
(5PM prior night - 8AM following day)	\$ <u>1.5</u>
2. Emergency Work Rate:	
Regular Working Hours: (8AM - 5PM)	\$ <u>regular time</u>
Overtime Working Hours:	

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

(5PM – 8AM M-F)	\$ <u>Regular time</u>
(5PM – Fri. Midnight Sat.)	\$ <u>Regular time</u>
Sunday Hours:	
(12 Midnight Sat. – 8AM Mon.)	\$ <u>1.5</u>
Holiday:	
(5PM prior night – 8AM following day)	\$ <u>1.5</u>
3. Material Mark-up from wholesale rates (%)	<u>25.</u> %
4. Response Times:	Hours/Days
Standard Response	<u>immediate</u>
Emergency Response	<u>immediate</u>
5. Sub-Contractor	
Rates	\$ <u>No SUBS</u>
Mark-Up%	

END OF DOCUMENT

PURCHASING PROCEDURES

Procedures for purchasing will be developed by the Superintendent or his/her designee.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Legal References:

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

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

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
Revised by the Board: 6 June 2012
Reaffirmed by the Board:

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
- \$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 \$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.

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
Sandra Taliaferro
Bob Ouellette
Brennan Peaslee

Adopted by the Board: 16 August 1995
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Approved by the Board:

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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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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**

Technology Task Force Meeting
Minutes 5/18/2023 7:15am

Library Media Center

In attendance: Ivy Leavitt-Carlson , Kristen White , Brad Davis, Shannon Siegler, Howard Systems, (Brandan, Everett) Mary W. Soares, Cara McNevich, Anne Kebler (remote)

Follow up:

- ☐ End of year- staff machines for those not staying HAVE to come through someone who can check them in, either Mary or Cara. Over the years machines not checked in are lost or misplaced. This will minimize the cost associated with the loss.
- Mary and Cara have created a spreadsheet for each class to facilitate moving the machines to the next grade level by having the classroom teacher write the recommended teacher on the form while checking to be sure that the device that is returned is the one the student was issued in September.
- Jen Hayward to add to the end of the year checkout list for staff to check in with Mary or Cara with their device. A copy of the staff inventory will be shared with Ivy and Kristen for checkout as well.
- ☐ Summer work (Director of IT)- organize and clean up google admin. Move students up, update each device with the correct tag and student attached to each device. Organized in carts with sufficient chargers for each class. It is recommended that the teachers utilizing carts have two extra chargers for students who did not plug their machines in properly. These will be checked out to the teacher with an asset tag.

Counselors spoke to Spaulding and they asked for 8th grade students to have access to their emails until September. This is so they can send the 8th graders a survey during the summer. Their email will stay the same, but will be grouped as 'year of graduation'. Mary questions the need for this since the students had to have a Spaulding email account in order to sign up for classes earlier this year. Mary will clarify with guidance to assure there is a need for this.

- ☐ Following up for staff training and support for ½ day in August - Pebble go, and items of the like that teachers are using but do not feel proficient as they would like to be.
 - Ideally there will be a breakout room during staff days at the beginning of the year. (A Rise day at the beginning of the year with in house 'experts' doing training)
- ☐ Howard systems had a plan to put in a mass notification system in the school over the summer which would alert the school to intruders and send a notice directly to the police station. This would now be the Director of IT job.
- ☐ The training in the fall would not include Infinite Campus as that is a separate system that needs to be taught. Howard Systems had a plan how to do the set up to help Jen Hayward over the summer so that it is not overwhelming in the fall.
 - People within the building should be 'coaches' but will need additional training that was not provided as planned last year. Howard Systems believes they would be able to handle the coaching. The Infinite campus is terrific, both Kristen and Brad agree, from a parent standpoint, because there is so much information a parent can glean from it. The staff need additional training to utilize all the bells and whistles of the

system. It was pointed out to Howard Systems that their contract is over June 30th.

Training needs to be grade level specific.

New

- Director of Technology job description is currently being updated by board, however, Anne stated that the application process is complete (date has passed for the resumes to be in), there were three applicants, two of whom had no school experience and the third will be interviewed on Friday afternoon because they have the required education and experience.

Questions the tech committee has:

- Will that person be asked to complete services as needed to be completed and all services will be in house without any outside sourcing?
- Anne stated the person she has in mind for the position has all the skills needed to cover all the needs of the district,
 - including server experience,
 - security,
 - web design,
 - networking,
 - phone service,
 - software licensing,
 - access controls,
 - fire alarm system,
 - door hardware,
 - wifi fiber cable install, testing and termination, and will be able to hit the ground running. This has all been covered by Howard Systems currently in the school.

Anne stated that the IT director will not have to service out anything as they have experience in all the aspects of services the district requires and in their role they do not service out.

- Anne stated that she would like the district to change the ALMA system for the next school year. Mary stated that with all the changes that are happening this year, (new principal, new Facilities manager, new Director of Student Services, IT director) this was not the time to change the student information system from Infinite Campus. Teachers are beginning to feel comfortable with the system and have a handle on it. Anne said the person being interviewed has experience in ALMA but not Infinite Campus.
- Where will they have a space? Anne stated they will have a desk in the SAU but the expectation is that they will be in the building all day so staff can get tech help. Over the summer it will be decided where they will be located.
- Would this person start before the school year ends? The plan is to have this person begin July 1st. The district will be applying for E-rate to help the district - this was something that was in the works with Howard Systems and the candidate, according to Anne, will be working on that.
- Howard Systems not renewed- last day is June 30th based on contract.
- Hardware upcoming requests from staff
 1. Install smart board in PreK- we can take the one from 2nd grade or we can purchase another board.
 2. The two smart boards that are on carts are currently being used in in PreK and Special Education (only if it is not needed in the gym)
 3. Anne would like a list of things that need to be purchased and installed over the summer including a board for PreK and 7/8 Science to be bought and installed. Ordering the same that we have in the building. This would include removal of old board in the 7/8 science room.

4. Currently there is a need for two new boards (one put into Pre-k and one in the 7/8 science room. The committee has to come up, additionally, with a replacement schedule for the boards just as we do with the computers. The new IT director can take care of getting specs for ordering. Anne stated ESSR funds will be used for the purchase. There is tech money (a tech trust fund) that could be used to replace these items, however, it hasn't been used because of the ESSR fund option. Joe was in charge of it prior, Anne stated and that she would look into what the number is, but since ESSR is there that would be used first.
 5. There is an updated replacement schedule that was given to the board earlier in the year and went to the budget committee, however, Anne believes there are things that need to be added to the report. She did not know specifically what is needed to be added, originally Howard was just asked for a chromebook replacement plan and teacher computers switched from Mac to PC.
- Mary, Cara and other teachers are part of the group that will update the tech plan, however the time that was set up to do this was canceled due to weather and there hasn't been another time set aside to complete it. Anne stated she expects that there will be time this summer and people can be paid a stipend to complete it. No stipend was offered this year to complete it.
 - Staff interested earlier this year besides Mary and Cara were Aaron Nason, Andrea Levesque, Lindsay Hurley and Michele Hossack.
 - Changing the tech committee to a board committee- Anne believes this should happen because there are decisions that need to be made, expenditures that need to happen and with it being a board committee these decisions could be made. Cara stated the tech committee has accomplished a lot this

year, while training staff, and helping to maintain the systems in place. The concern is that staff will be less involved coming to a board lead meeting especially after 5pm (much beyond contracted hours) and that the technology committee is here to support staff and students needs while using the tech available. This has been a school lead committee for many years now.

- A tech plan needs to be updated/written which Anne believes will happen if this changes from a school level committee to a school board level committee. Although as stated she is willing to pay staff this summer to complete it.
- There are some deficiencies from Howard that Anne pointed out, however, they were not part of the original contract with Howard Systems who have already added (at their expense in believing they would be with the district for a while) more connection points throughout the building. This was above the scope of the original contract. Their plan had been to move forward with other access points (specifically for the SAU) during the summer and in the new fiscal year. This now will no longer happen.

Upcoming-

Next meeting: will be in October after a schedule is set in August during workshop days. Unless something warrants a meeting sooner. In September the new Director of IT will be accepting permission slips to allow students to use the computers, sending out the computers as they are received. Mary and Cara have created spreadsheets to facilitate this should the spreadsheets want to be utilized.

Submitted by:

Mary Wing Soares

CAPITOL IMPROVEMENT PLAN COMMITTEE

Public minutes 5/25/23

Committee members: Brad Davis, Anne Kebler, Mary Collins

Public members: None

The meeting began at 1:00pm in the SAU office. The CIP plan was explained to Brad. The requirements that are needed and the process of how the school plan is brought to the town. The school warrant articles were discussed. There are three school warrant articles that passed and should be completed this year. Building Renovation, (Bathrooms). Renovate all 8 of the main bathrooms located in the school. Water Well Replacement. The well water will be used for the irrigation system for the ball fields. Paving Taylor Way. Anne will set up a meeting with Brock to discuss the paving of Taylor way.

Our next meeting date will be decided after the meeting with Brock.

The meeting was adjourned at 1:49pm.

Respectfully submitted,

Mary Collins

**Wakefield School District
Committees
2023/2024**

Budget Committee	Members
Date/Time: TBD	Bob Ouellette Brennan Peaslee- alternate
CIP	Members
Date/Time: TBD	Mary Collins Anne Kebler Brad Davis
Curriculum	Members
Date/Time: 2nd Thursday of month 6:00 PM	Sandrea Taliaferro Mary Collins Anne Kebler Ivy Levitt-Carlson
Facility	Members
Location- Paul School Library Time- 5:15 PM 1st Tuesday of the month	Sandrea Taliaferro Robert DeColfmacker Brad Davis Anne Kebler Shari Colby
NHSBA Delegate	Members
Date/Time: TBD	
Paraprofessional Negotiations	Members
Date/Time: TBD	Sandrea Taliaferro Bob Ouellette Shari Colby Anne Kebler
Policy	Members
Location- SAU Conference Room Time- 10:30 AM 1st and 3rd Thursday of the month	Mary Collins Anne Kebler Norma DiRocco Shari Colby
Professional Development	Members
Date/Time: TBD Bi-Monthly	Mary Collins Staff TBD

Rines Road	Members
Date/Time: TBD	Robert DeColmacker Anne Kebler
Strategic Planning Committee	Members
Date/Time: TBD	Robert DeColmacker
Town Safety/Joint Loss Committee	Members
Date/Time: TBD	Robert DeColmacker Brennan Peaslee Brad Davis
Technology	Members
Date/Time: 4th Thursday of month 7:30 AM	IT Director Technology Teacher Norma DiRocco Board Member TBD
Transportation	Members
Location- Paul School Library Time- 5:15 PM 2nd Tuesday of the Month	Sandrea Taliaferro Heather Powers Anne Kebler
Wellness	Members
Date/Time: TBD Bi-Monthly	Brennan Peaslee Brooke King Brandon Balser Anne Kebler

Wakefield School Board Meeting Calendar

2023 to 2024

76 Taylor Way
Sanbornville, NH 03872
603-871-8502 ~ www.sau101.org

Regular Board Meetings
Paul School Library or Multi-Purpose Room or via Zoom*
60 Taylor Way, Sanbornville, NH Time: 6:00 PM – 8:00 PM
*Verify location on www.sau101.org > Meeting Notices

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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July 2024						
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