

## **Agenda Worksheet**

School Administrative Unit #101  
Wakefield School District Board Meeting:  
Paul School Library  
60 Taylor Way, Sanbornville, NH 03872

Date: Tuesday, August 22 at 6:00pm

**1. CALL TO ORDER**- Chair, followed by FLAG SALUTE

**2. AGENDA REVIEW**

**3. PRESENTATIONS, PUBLIC HEARINGS**

**5. PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.

**6. CONSENT AGENDA**

- a. **AP Manifest**- Batch #40720, \$440.21; Batch #40693, \$140.26; Batch #40647, \$845.28; Batch #40695, \$2,150.11; Batch #40728, \$1,731.14; Batch #40729, \$100,356.83; Batch #40752, \$17,267.20; Batch #40734, \$6,842.59
- b. **Payroll Manifest**- Batch #40730, \$140,078.84; Batch #40771, \$57,970.12; Batch #40754, \$130.00

**7. MEETING MINUTES**

- a. WSB Non Public Minutes 8.8.23 (draft)
- b. WSB Public Minutes 8.8.23 (draft)

**8. REPORTS**

- a. Facilities

**9. OLD BUSINESS**

- a. School BBQ
- b. Board Goals

**10. NEW BUSINESS**

- a. First week of school schedule
- b. Fresh Picks
- c. Storage Items
- d. Staff Handbook

**11. COMMITTEE UPDATES**

- a. CIP

**12. NOMINATIONS/HIRES/RESIGNATIONS**

- a. Robert O'Neill- Resignation
- b. Alison Kahn- Guidance Counselor
- c. Aisilyn Guivens- Library/Media Specialist

**13. NON-PUBLIC:** RSA 91-A;3 II, if required

#### **14. FOLLOW- UP**

- a. Workshop with Matt
- b. School Hours Morning Program

#### **15. ADJOURNMENT:**

**PM**

**Upcoming: The next Wakefield School Board meeting will be held September 5, 2023**

### **Agenda Worksheet**

Statutory Reasons cited as foundation for the Nonpublic Sessions.

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

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

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

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

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

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

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

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

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

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 60738

Check Batch: 40720  
 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
40720	90260	08/02/2023	1706	CHARTER COMMUNICATIONS	0.00	440.21
Totals:					0.00	\$440.21

# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

1 Check Listed.

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 60683

Check Batch: 40693  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
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 Bank Account Code: (N/A)  
 Check Authorization Code: AP  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
40693	90259	07/28/2023	958	CONSOLIDATED COMMUNICATIONS	0.00	140.26
Totals:					0.00	\$140.26

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# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

1 Check Listed.

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 60661

Check Batch: 40647  
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 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
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 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
40647	90258	07/27/2023	834	WASTE MGMT OF NH-ROCHESTER	0.00	845.28
Totals:					0.00	\$845.28

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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  
Mary Collins, School Board Chairman

Bob Ouellette  
Bob Ouellette, School Board Vice Chairman

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Sandra Taliaferro, School Board Member

Brennan Peaslee  
Brennan Peaslee, School Board Member

Robert DeCaffmacher  
Robert DeCaffmacher, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Kebler  
Anne Kebler, CEO

1 Check Listed.



# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60686

Check Batch: 40695  
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 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
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 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
40695	22527	06/30/2023	9375	DRUMMOND WOODSUM &	0.00	2,150.11
Totals:					0.00	\$2,150.11

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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

Bob Ouellette  
Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro, School Board Member

Brennan Peaslee  
Brennan Peaslee, School Board Member

Robert DeCalmacker  
Robert DeCalmacker, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Kebler  
Anne Kebler, CEO

1 Check Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Check Batch: 40728  
Check Header: (N / A)  
Check Numbers: (First) - (Last)  
Check Dates: (Earliest) - (Latest)  
Cash Account Numbers: (First) - (Last)  
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Check Authorization Code: AP  
Minimum Check Amount: \$0.00  
Sorted By:  
Include Payable Information: No  
Include Payable Dist Information: No  
Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
40728	22528	06/30/2023	1259	SCHOLASTIC INC	0.00	1,731.14
Totals:					0.00	\$1,731.14

# 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

Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro, School Board Member

Brennan Peaslee  
Brennan Peaslee, School Board Member

Robert DeCollinader  
Robert DeCollinader, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Kebler  
Anne Kebler, CEO

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1 Check Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60776

Check Batch: 40729  
Check Header: (N / A)  
Check Numbers: (First) - (Last)  
Check Dates: (Earliest) - (Latest)  
Cash Account Numbers: (First) - (Last)  
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Check Authorization Code: AP  
Minimum Check Amount: \$0.00  
Sorted By:  
Include Payable Information: No  
Include Payable Dist Information: No  
Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
40729	22529	08/04/2023	1080	ADT COMMERCIAL LLC	0.00	1,731.89
	22530	08/04/2023	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	745.12
	22531	08/04/2023	9503	C&S COMMERCIAL FOOD EQUIPMENT SERVICES,	0.00	196.00
	22532	08/04/2023	1190	CLEAN-O-RAMA	0.00	4,738.04
	22533	08/04/2023	9635	CONSORTIUM FOR SCHOOL NETWORKING	0.00	261.00
	22534	08/04/2023	9534	CUSTOM COMPUTER SPECIALIST	0.00	3,115.01
	22535	08/04/2023	9630	DELL INC	0.00	8,508.90
	22536	08/04/2023	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	5,644.48
	22537	08/04/2023	9522	FRANK MARKIEWICZ	0.00	121.01
	22538	08/04/2023	1402	FRESH PICKS CAFE, LLC	0.00	43,877.14
	22539	08/04/2023	9612	LEGENDRE, DAINE	0.00	1,960.00
	22540	08/04/2023	9632	MASTERLIBRARY.COM, LLC	0.00	2,000.00
	22541	08/04/2023	9610	MOELLER, TRESSA RYAN	0.00	110.00
	22542	08/04/2023	2671	NH PUBLIC RISK MANAGEMENT EXCHANGE	0.00	16,261.26
	22543	08/04/2023	605	NHSBA	0.00	3,798.20
	22544	08/04/2023	8895	ROCHESTER 100 INC	0.00	362.50
	22545	08/04/2023	1209	SALMON PRESS, INC	0.00	180.00
	22546	08/04/2023	446	SUPERIOR FIRE PROTECTION, INC.	0.00	758.00
	22547	08/04/2023	1675	THE HOME DEPOT CREDIT SERVICES	0.00	1,444.16
	22548	08/04/2023	9191	TORRES, LUIS	0.00	660.24
	22549	08/04/2023	9293	UNION LEADER	0.00	62.20
	22550	08/04/2023	9368	VERIZON	0.00	40.83
	22551	08/04/2023	2957	VOYA CLAIMS FUNDING	0.00	2,807.95
	22552	08/04/2023	2164	W.B. MASON COMPANY	0.00	972.90
Totals:					0.00	\$100,356.83

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				<i>Mary Collins</i> Mary Collins, School Board Chairman		
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				<i>Brennan Peaslee</i> Brennan Peaslee, School Board Member		
				<i>Robert DeColimack</i> Robert DeColimack, School Board Member		
				<i>Carlene Stewart</i> Carlene Stewart, Treasurer		
				<i>Anne Kehler</i> Anne Kehler, CEO		

14

24 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60826

Check Batch: 40752  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
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 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
40752	22553	08/09/2023	341	CRITERIA III LTD	0.00	17,267.20
Totals:					0.00	\$17,267.20

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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

*Bob Ouellette*  
Bob Ouellette, School Board Vice Chairman

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

*Robert DeCollmacker*  
Robert DeCollmacker, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

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1 Check Listed.



# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 60786

Check Batch: 40734  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
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 Bank Account Code: (N/A)  
 Check Authorization Code: AP  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
40734	90261	08/07/2023	9608	BMO HARRIS BANK N.A.	0.00	6,842.59
Totals:					0.00	\$6,842.59

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# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

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

*Mary Collins*  
Mary Collins, School Board Chairman

*Bob Ouellette*  
Bob Ouellette, School Board Vice Chairman

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

*Robert DeColfmaeker*  
Robert DeColfmaeker, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

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1 Check Listed.

# Wakefield School Board Public Minutes



August 8, 2023  
Held in Paul School Library  
Draft

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Superintendent	✓
Bob Ouellette, Vice Chair	✓	Shari Colby, Business Administrator	
Robert DeColfmacker	✓	Sarah Howard, Director Student Services	
Sandrea Taliaferro	✓	Norma DiRocco, Principal	✓
Brennan Peaslee		Ivy Levitt-Carlson, Assistant Principal	

**Others present:** Heather Dube, Sam Carberry, Ryan Manning, Relf Fogg and Mary Soares from Clearview TV

The meeting was called to order by Mrs. Collins at 6:00. She led the salute to the flag for those present.

## Agenda Review

Add a conversation around PandaDocs for hiring.

## Presentations/Public Hearings

### Reports

#### Transportation

Mrs. Dube told the Board that the new bus is here and registered with the Town. Summer School went well. The Board has the Drivers Handbook in their packet. We are in the process of doing routes and getting ready for the start of school. Bus inspections have begun. Parents have been sent forms and she is continuing to receive them. She has received about two hundred between high school and the Paul School. Mrs. Kebler said she would send out a reminder tomorrow. Mr. Ouellette asked if any buses needed maintenance, Mrs. Dube said we are fixing some rust ourselves and sending some down to Rochester for inspections. Mrs. Kebler said they are now going to Rochester Truck for bus maintenance. The turnaround is better and it's saving us some money.

### Public Comment

Mrs. Soares read a very nice letter from Jodi Furlong about her time spent at Paul School and how she will miss the kids and staff as she pursues new endeavors closer to her home. Mr. Fogg stated some complaints he had about the Chair and not being put on the agenda.

## Consent Agenda

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the Consent Agenda. (Vote 4-0)**

### **Meeting Minutes**

**Mr. DeColfmacker made a motion, seconded by Mrs. Taliaferro, to approve the non public minutes of 7-25-23. (Vote 4-0)**

**Mr. DeColfmacker made a motion, seconded by Mrs. Taliaferro, to approve the public minutes of 7-25-23. (Vote 4-0)**

### **Old Business**

#### **Job Descriptions**

Mrs. Kebler will bring the job description for the Family Support Liaison (Social Worker) to the next meeting as they are still working on it. They followed the NHSBA recommendations for job descriptions.

**Mr. DeColfmacker made a motion, seconded by Mrs. Taliaferro, to approve the Reading Interventionist Job Description. (Vote 4-0)**

**Mr. DeColfmacker made a motion, seconded by Mrs. Taliaferro, to approve the Math Interventionist Job Description. (Vote 4-0)**

Mrs. Taliaferro asked if teaching about malware, spam, security risks, hackers, scammers etc. could be listed in the job description. Mrs. Kebler said she will send this to the Technology Integration Specialists mentor.

**Mr. DeColfmacker made a motion, seconded by Mrs. Taliaferro, to approve the Technology Integration Specialists Job Description. (who will be the 6<sup>th</sup> IA teacher). (Vote 4-0)**

Mrs. Kebler said they are interviewing a Library Media Specialist tomorrow so we'd have two people that can focus on media. Mrs. Kebler will see that job descriptions will be posted on the website. Mrs. Collins asked who was updating the website now. Mrs. Kebler said Mrs. Soares has offered to do it over the summer and then we have four or five people who will be working on it so it's not just one person.

### **New Business**

#### **School Hours**

Mrs. Taliaferro said the Board needed to talk about the start time for school. Mr. Kebler said Katie Moraski, who used to work at Paul School, is now the Community Liaison for the YMCA. Mrs. Kebler and Mrs. Moraski are working on a morning program that's a YMCA partnership with the school from 7:30 to 8:30. She said the fifteen minute change in the school day will make a huge difference for transportation. She said they had students waiting sometimes to 4:00 waiting for bus pick-up and a lot of money was paid to have people cover and transportation was really rushed. The Leadership Team (Superintendent, Principal, Assistant Principal, Business Administrator, Special Ed Director) discussed this at length and felt it would be a positive step

forward to change the time by fifteen minutes and make the school day 8:45. She asked for the Board's approval.

Mrs. Taliaferro asked how this would be funded and what the cost of the program would be. Mrs. Kebler said they are at the beginning stages. She will be sending out a survey by the end of the week to find out how many families will be participating in the program. Mrs. Moraski currently has a program in Madison and that program runs about \$20,000. It will be funded under ESSER and next year it will be funded by the Title 4 grant or we can move to a pay for it from the budget. She said she doesn't know if this will be implemented on day one. Mrs. Taliaferro doesn't think the school time should be changed. She thought we were fine when we had all seven big bus drivers.

Mrs. Kebler said the buses that pick up from Spaulding get back to Paul School later than Paul School dismissal time. There are three that are late and kids wait quite a long time to get on those buses. She said there used to be a start time similar to what's being proposed. She said it's been received well by anyone they have talked to. Mrs. Taliaferro said she has had eight kids at Paul School and doesn't remember the start time being later. The start time has been 8:30 and children couldn't be let off earlier than 8:15. Mrs. Collins said that's the way it's always been. Mrs. Taliaferro doesn't understand why there isn't enough time now. Mrs. Kebler said there isn't, it feels like a rush.

Mrs. Taliaferro is very hesitant to switch the start time. Mr. DeColfmacker suggested just not have start times in the Drivers Handbook as they will be in the Student Handbook. That way we could approve this handbook tonight. Mr. DeColfmacker said he can see the challenge for the buses getting back from Rochester considering the traffic. Mrs. Collins said hours were changed because of COVID and the lack of drivers. The Board would like feedback from parents about changing times. Mrs. Kebler will send something out to them. Mr. Ouellette asked Mrs. Kebler to look into the Parks and Rec programs.

#### Bus Drivers Manual

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the Bus Drivers Handbook pending school day start and end times. (Vote 4-0)**

#### Student and Family Handbook

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to approve the Student and Family Handbook.**

Mary asked to add for policy reference KE and KEB on page 65 Parents Right to Know that references the Chain of Command for complaints. Mr. DeColfmacker would like to add under District Policies that parents can also go to school or SAU office for policies. Mrs. Taliaferro asked about coffee and energy drinks in the classrooms and cafeteria. How are you planning to enforce this and does this rule go for teachers too? Mrs. Kebler said that's addressed in the Wellness Policy. Mrs. DiRocco will check the Wellness Policy. Mrs. Taliaferro also questioned that girls could wear any size strap on tops but the bra strap couldn't be showing being contradictory. Mrs. Kebler said they talked about getting a student group together to talk about dress code. Mrs. Kebler said they are hoping to buy an app for Alma called Pickup Patrol that

will make tracking much easier. She said SNAP and SWISS will be transferred to Alma. Mrs. Taliaferro was concerned with the number of apps parents will have to download. **(Vote 4-0)**

The school will be using one discipline program next year instead of three. Mrs. Taliaferro was hoping for a more detailed description of what a minor and major would look like. Mrs. DiRocco said that would be detailed in the staff handbook.

#### YMCA Mourning Program partnership

Mrs. Kebler said the YMCA will provide the supplies and activities. The community liaison reports to the school a couple times a week. There would be an opportunity for students to do school work.

#### PandaDocs for Hiring

Mrs. Kebler said the Board signs off on manifests using PandaDocs and she wondered why the Board couldn't receive resumes and sign off on teacher hiring using Panda Docs? She spoke to the School Board attorney and he said it was definitely a way to do it.

Mrs. Taliaferro asked about hiring another guidance counselor. That would be two guidance counselors and a social worker. Mrs. Kebler said one will be hired through a grant. Mrs. Taliaferro asked for a list of all employees and their positions and whether they are grant funded. Also, what positions that are being paid for by a grant that you expect to continue. Also, any positions you are anticipating hiring. She said it seems like we have put in a lot of positions using ESSER Funds for the gap, loss of learning. She said it feels like people may be covering the same things once again. Mrs. Kebler said that the School Psychologist will need to be built into the budget. Mrs. Kebler said they sent out a survey on how the community would like ESSER Funds spent and have received 19 surveys. She said the ESSER 3 grant had been frozen for awhile but she will now be able to give the Board a report. Both the Math and Reading Interventionists are grant funded. Mr. Ouellette said he doesn't want to get into the same position that they were in a few years ago whether the position is a want not a need and the Budget Committee starts cutting those funds. It came up as how many kids do we have and how many guidance counselors do we need. The ESSER information will be for the September 5<sup>th</sup> meeting.

#### Nominations/Hires/ Resignations

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette to approve Tracy Baussmann as Math Interventionist. (4-0)**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette to approve Sara Gilikin as a First Grade Teacher. (4-0)**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette to approve Olivia Therrien as Family Support Liaison. Mrs. Kebler said her degree is in Macro Social Work and is just what is needed. She uses resources outside of school for students. (4-0)**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette to approve Tarah Llewellyn as Technology Teacher. (4-0)**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve Laurianne Soucy as Reading Interventionist. (4-0)**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve Dawn Alie as Health Teacher. (4-0)**

**Mr. DeColfmacker made a motion, seconded by Mrs. Taliaferro, to accept the resignation of Jennifer Learned with regret. (3-1)**

**Mr. DeColfmacker made a motion, seconded by Mrs. Taliaferro, to accept the resignation of Jodi Furlong with regret. (3-1)**

FYI hired Julie Muldoon, Administrative Assistant  
FYI hired Sara Blorelli, Special Ed Administrative Assistant

#### **Non Public Session**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to enter non public session under RSA 91-A 3:ll (c) at 7:10. Roll call: Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye Vote: (4-0)**

The Board returned to Public Session at 7:51

#### **Follow Up**

Mrs. Kebler told the Boad that the Board packet will no longer be printed for members of the public at meetings. It has never been printed in the past. They all have phones and the packet is online. Mrs. Kebler will send a letter to the parents this week asking for the parents feelings about changing the times for school and bring that information back to the Board at the next meeting. The Board decided to meet on August 22<sup>nd</sup> at 6:00

#### **Adjournment**

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to adjourn the meeting at 7:58 (Vote 4-0) Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye.**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary

## Facilities Follow Up:

-NHDES water retest was submitted on July 31<sup>st</sup> to the Lab. Waiting on results

-Bathroom Partitions installed 8/16-8/18

-Music room floor renovation-- install date 8/28-29

-Room 111 floor renovation-- install date 8/28-29

## CIP update

- **Maintenance building replacement fund.**  
Downsizing scope of project to a single or double bay garage to make into a functional maintenance, ballfield, transportation supply shed. Built to replace the shed near the ballfield that is in disrepair and needs to be removed. New plans and estimates are coming soon.
- **(New) Flooring replacement fund**  
Requesting funding for flooring replacement each year for the next several years to replace old carpet with new LVT laminate floors. Potential 20-25k each year will replace (roughly) 4 classrooms.
- **Well replacement**  
Investigation by a professional will be needed to decide if adjustments can be made to the existing well, or if a sufficient well can be installed with the 30k already in the fund. Additional funding will be needed if we need a new well and pump system that is comparable to what already exists.
- **Generator (building renovation)**  
Continue building funds and receive new quotes on purchase and installation price. Having the backup Generator will be crucial in providing, heating, alarms, networks, lighting, security during power outages. The school could also be used as an emergency shelter for the community during prolonged outages.
- **HVAC units, Air Handlers and Boilers**  
Investigating possible grant funding for energy efficiency upgrades that could add to what we have already built up in the trust. Replacing 3 boilers and upgrading all the HVAC units and air handling system will greatly improve the quality and overall efficiency of the school. The existing units are 30-40 yrs. old.
- **Building renovation (future building expansion)**  
Continue building funds in trust to explore possibilities in gaining more functional, classroom and office space for future growth



Save the Date!

# Community Lunch BBQ

*Come celebrate the 1<sup>st</sup> week  
back at Paul School!*

9/8/23 12-3pm



Paul School  
60 Taylor Way  
Sanbornville NH 03872

# Wakefield School Board Goals

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April 2023-March 2024

*The School Board will support initiatives that promote the well being of students and staff by meeting the following goals:*

1. The Board will support efforts that will prepare students for a successful future.

- a. The budget will support student needs
- b. Approval of curriculum goals and standards
- c. Support professional development for employees

2. The Board will promote the use of well-functioning systems.

- a. Board meetings will be in an efficient, organized, respectful manner
- b. Reports/Documents will be kept and will be accurate and timely
- c. Board packets will accurately reflect the agenda
- d. Policies will be kept up-to-date and implemented consistently

3. The Board will utilize various communication avenues to promote community cohesiveness.

- a. Public forums will be held
- b. The school's Facebook page and website will be used
- c. Student work and/or school highlights will be encouraged at Board meetings
- d. Communication will be prioritized and will be done in a positive manner
- e. Board members will maintain an open mind and listen to all points of view

**New Hampshire**  
Department of Agriculture,  
Markets & Food

Shawn N. Jasper, Commissioner

July 14, 2023

**Local Food for Schools Cooperative Program**

Dear District Food Service Provider:

We are pleased to inform you that the school district you serve qualifies for funding under the Local Food for Schools Cooperative Agreement (LFS) for the 2023-2024 school year.

**WAKEFIELD SCHOOL DISTRICT** has been awarded grant funding up to **\$4,086.65** to purchase local and regional foods to be served in school meal programs.

Please note that while you have been awarded funding, several conditions must be met before your award is finalized and you can begin purchasing food. **Please review the following terms carefully:**

- This grant award is contingent upon execution of a grant agreement between the district (grantee) and NH Department of Agriculture, Markets & Food. We know that districts will vary in approval process to accept the funds and have included an FAQ on the program and a copy of the terms that will be included in the grant agreement to help explain the program to any school board or administration necessary. A representative of the district must be authorized to enter into the grant agreement and a certificate of authority that establishes that the signatory has authority to enter into the agreement on behalf of the grantee must be submitted with the grant agreement. We urge you to begin this process as soon as possible so that signed agreements can be in place as we enter the next school year.
- The authorized representative for the grantee must acknowledge receipt of this award letter and the funding requirements outlined within. Please return a fully executed copy of this letter to the grant administrator, Josh Marshall, at [Joshua.k.marshall@agr.nh.gov](mailto:Joshua.k.marshall@agr.nh.gov) with your district(s) in the subject line at your earliest convenience.
- If you do not intend to accept these funds, please decline below and return this letter so we can offer the funds to another school district.
- The grant agreements will be sent out in August to be returned and submitted for final approval by Governor and Council.

Please reach out to NH DAMF with any questions at (603) 271-3688. We look forward to the impact that your project will make on students and farmers in the state.



Shawn N. Jasper  
Commissioner

# LOCAL FOOD FOR SCHOOLS COOPERATIVE AGREEMENT

## INFORMATION SHEET FOR SCHOOL BOARD MEMBERS

**About the Local Food for Schools Cooperative Agreement Funds** USDA non-competitive funds managed by the NH State Department of Agriculture, Markets & Food (NHDAMF). To be used towards purchasing **local, minimally processed foods**, with emphasis given to producers who are **socially disadvantaged**, for regular school food operations. USDA definitions:

- **Local:** Preference given to food producers located in NH but the USDA definition of local allows for sourcing from all New England states.
- **Minimally processed foods:** Fruits and vegetables (including 100% juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats); meat alternatives such as beans or legumes, and dairy foods such as cheese and yogurt. Foods can be whole, cut, pureed, fresh, frozen, canned, dried, etc. just not pre-cooked/baked or ready-to-eat.
- **Socially Disadvantaged Producers:** Those belonging to groups that have been subject to racial or ethnic prejudice. Socially Disadvantaged Farmers include farmers who are Black or African American, American Indian or Alaska Native, Hispanic or Latino, and Asian or Pacific Islander.

### How it Works

- NHDAMF will issue a grant agreement contract outlining the details of the grant, including the funds that have been allotted to your school district. The agreement will need to be signed and submitted by the School District's Food Service Director or by another authorizing person, like a business administrator. Once all necessary paperwork has been received, NHDAMF will send a check.
- To source local food, Food Service Directors are then invited to either use the tools and resources made available to them (*detailed in Info Sheet for FSDs*) or build off of existing procurement relationships to incorporate local food into their regular school food operations.
- Food Service Directors will record all local purchases on a simple tracking sheet provided to them by NHDAMF.
- All funds must be spent down by the end of the 2023-24 school year, with priority to spend during the Fall 2023 growing season, due to the seasonality of New England's growing seasons.

### Benefits

- *To your students:* increases access to and consumption of highly nutritious, fresh, unprocessed foods
- *To your school district:* alleviates budgetary stress, ability to buffer your school district's food service bottom line/eliminate debt, local procurement creates more resilient supply chains in times of disruption
- *To our state's and region's farmers:* builds long term procurement relationships, keeps money local, builds a more robust food system in New England

### Is it going to create recurring costs for your school district?

There are no costs, matches, or recurring costs for your School District associated with this program. After the money has been spent during the 2023-24 school year, it will be up to the school Food Service Director whether or not they choose to continue to procure food from the local vendors they have built relationships with.

*This information handout was compiled and reviewed by the following organizations for distribution in June 2023:*

## Local Food for Schools Grant Agreement Terms

1. **Overview:** The Grantee shall utilize awarded Local Food for Schools Cooperative Agreement Program funds to purchase food from local and regional farmers/producers to increase the consumption of local foods and build and expand economic opportunity for New Hampshire farmers.
2. **Approval by Governor and Executive Council (G&C):** The Grant Award ("Award") for the Project is contingent upon approval by the G&C. The Grantee shall not be eligible to receive funds absent approval of the Award by the G&C. The date of approval by G&C will be considered the 'Effective Date'.
3. **Conditional Nature of the Agreement:** Notwithstanding anything in this Agreement to the contrary, all obligations of the New Hampshire Department of Agriculture, Markets & Food (DAMF) hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the DAMF be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the DA:MF shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
4. **Nature of the Award:** The Award shall be administered through advance payments as follows: Awards under \$9,999 will receive an advance in the full amount of the award; Awards from \$10,000 to \$20,000 will receive advance payment of \$10,000; Awards greater than \$20,001 will receive an advance payment of \$20,000. Upon submission of monthly reporting and supporting documentation (receipts, invoices, proof of purchase) verifying expenditure of advance to purchase eligible food from local and regional farmers/producers as defined in Local Food for Schools Cooperative Agreement Program (LFS) Request for Applications (RFA), the Grantee may request additional disbursements no greater than their first advance payment until the full amount of the award is expended. The Award amount is the maximum amount that can be disbursed for the Project.
5. **Allowed/Disallowed Expenditures:** Funds must be utilized only for food purchases. All food purchased must be unprocessed or minimally processed and meet the definitions of domestic and local, as defined in section 1.1.1 of the LFS RFA.
6. **Project Completion Deadline:** The Project shall be completed by June 30, 2024.
7. **Reporting:** The Grantee shall report monthly, including supporting documentation (receipts, invoices, proof of purchase) of all expenses using grant funds using the form provided by the DAMF. DAMF may modify the reporting requirements, modify the reporting form, and/or request additional information at any time.

**Certificate of Authority # 1**

*(Corporation, Non-Profit Corporation)*

**Corporate Resolution**

I, \_\_\_\_\_, hereby certify that I am duly elected Clerk/Secretary/Officer of  
*(Name)*  
\_\_\_\_\_. I hereby certify the following is a true copy of a vote taken at  
*(Name of Corporation)*

a meeting of the Board of Directors/shareholders, duly called and held on \_\_\_\_\_, 20\_\_,  
at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That \_\_\_\_\_ (may list more than one person) is  
*(Name and Title)*

duly authorized to enter into contracts or agreements on behalf of

\_\_\_\_\_ with the State of New Hampshire and any of  
*(Name of Corporation )*

its agencies or departments and further is authorized to execute any documents  
which may in his/her judgment be desirable or necessary to effect the purpose of  
this vote.

**I hereby certify** that said vote has not been amended or repealed and remains in full force  
and effect as of the date of the contract to which this certificate is attached. This authority  
**remains valid for thirty (30)** days from the date of this Corporate Resolution. I further certify  
that it is understood that the State of New Hampshire will rely on this certificate as evidence that  
the person(s) listed above currently occupy the position(s) indicated and that they have full  
authority to bind the corporation. To the extent that there are any limits on the authority of any  
listed individual to bind the corporation in contracts with the State of New Hampshire, all such  
limitations are expressly stated herein.

**DATED:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_  
*(Name & Title)*

*(Limited partnership, Limited liability professional partnership or LLC)*

**Certificate of Authority # 3**

**Limited Partnership or LLC Certification of Authority**

I, \_\_\_\_\_, hereby certify that I am the sole Partner, Member or  
*(Name)*

Manager and the sole officer of \_\_\_\_\_ a limited liability partnership  
*(Name of Partnership or LLC)*

under RSA 304-B, a limited liability professional partnership under RSA 304-D, or a limited liability company under RSA 304-C.

I certify that I am authorized to bind the partnership or LLC. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the partnership or LLC and that this authorization **shall remain valid for thirty (30)** days from the date of this Corporate Resolution.

**DATED:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_  
*(Name & Title)*

(Sole Proprietor)

I, \_\_\_\_\_, hereby certify that I am the Sole Proprietor  
(Name)  
of \_\_\_\_\_ which is a tradename registered with the Secretary of State  
(Name of Business)

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the business. This authority **shall remain valid for thirty (30)** days from the date of this Corporate Resolution.

**DATED:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_  
(Name & Title)



## **EQUIPMENT AND SUPPLIES SALES**

No equipment or supplies shall be disposed of until permission has been received from the School Board. The Board shall determine whether the material involved has salable value, and if such shall be the case, it shall authorize the sale of the material. If the material does not have salable value, the Board shall determine the proper disposal of the books, equipment, and/or supplies.

### **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

The Board authorizes disposition of obsolete items according to the following priority actions:

1. By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
2. When practicable, the Board shall donate such items to charitable organizations and schools.
3. By giving such items to local citizens.
4. By removal to the town dump.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting, and the revenue derived therefrom will be returned to the general fund to defray costs of current expenses.

Fixed asset inventories will be amended to reflect changes in values through disposal.

#### Legal Reference:

CFR 34, Sec. 80.32

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

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

# Paul School



## Staff Reference Binder 2023-2024

**“Every learner will be prepared with the confidence, skills, and knowledge to be a successful, contributing member of their community and society.”**

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**Wakefield School District**  
**2023 - 2024 School Year Calendar**

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>		<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>
<b>AUGUST/ SEPTEMBER</b> (19 Days)	TW NS 11 18 25	FW FD* 12 19 26	TW 6 13 20 27	TW 7 14 21 28	NS 8 15 22 29	<b>FEBRUARY</b> (18 Days)			1 8 14 21 NS	2 9 15 22 NS	3 10 16 23
<b>OCTOBER</b> (20 Days)	2 NS 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	TW 13 20 27	<b>MARCH</b> (19 Days)	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	NS 8 15 22 29
<b>NOVEMBER</b> (18 Days)	6 13 ER/PC 27	7 14 ER/PC 28	1 8 NS 29	2 9 NS 30	3 NS NS	<b>APRIL</b> (17 Days)	1 8 15 NS 29	2 9 16 NS 30	3 10 17 NS	4 11 18 NS	5 12 19 NS
<b>DECEMBER</b> (16 Days)	4 11 18 NS	5 12 19 NS	6 13 20 NS	7 14 21 NS	1 8 15 ER NS	<b>MAY</b> (22 Days)	6 13 20 NS	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31
<b>JANUARY</b> (26 Days)	NS 8 NS 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19	<b>JUNE</b> (18 Days)	3 10 ER SD SD	4 11 SD SD	5 12 SD SD	6 13 SD SD	7 14 SD

August through January: 93 Days

February through June: 87 Days

FW = Teacher Workshop  
NS = No School

ER = Early Release Day - 12:30 PM  
SD = Makeup Day for Snow

PC = Parent Conference

**\*Students First Day of School = Tuesday September 5, 2023**

**Student Days Out**

August 28-31 Teachers return - TW  
September 4 Labor Day  
October 9 Columbus Day  
November 10 Veterans' Day  
November 22-24 Thanksgiving Recess  
December 25 - January 1 Holiday Break

January 15  
February 26 - March 1  
April 22-26  
May 27

Civil Rights Day  
Winter Recess  
Spring Recess  
Memorial Day

For more information, visit [www.wakefield.k12.ma.us](http://www.wakefield.k12.ma.us)

## WAKEFIELD SCHOOL DISTRICT MISSION STATEMENT

### Welcome Statement

We welcome you as an employee of Paul School and the Wakefield School District. Our district is a great place to work and we hope to work with you for many years. We want to thank you for choosing our community and for helping our students reach their ultimate potential.

This binder is designed to help all employees understand the rules, regulations and procedures for our school as well as providing information and resources. Please do not hesitate to contact Norma DiRocco (Principal) or Ivy Leavitt-Carlson (Assistant Principal) if you have any further questions or concerns. Norma can be contacted by email at [norma.dirocco@sau101.org](mailto:norma.dirocco@sau101.org), or extension 201. Ivy can be reached at [ivy.leavittcarlson@sau101.org](mailto:ivy.leavittcarlson@sau101.org), or extension 202. Administration has an open door policy and encourages you to come and speak any time. You can also schedule a meeting with either secretary at your earliest convenience.

### Core Values

**Environment: A safe and respectful environment is essential for student growth and success.**

We believe that through respect, flexibility, communication and accountability, each and every person in our school will follow, and expect others to follow high expectations and a safe, positive learning environment.

**Relationships: Positive relationships help build the foundation for educational success.**

We believe our school community can and will thrive when all stakeholders (staff, families, students, community members) have positive, meaningful interactions and are respectfully involved and engaged through active communication.

**Successful Learning: Successful learning occurs when individual students' needs are met.**

We believe that through effective problem solving, respect, a positive growth mindset and social emotional learning, all students will be able to advocate for themselves, manage their time wisely and challenge themselves to become successful life-long learners.

**Academics: Academic success can be achieved through high expectations and an unwavering belief in all students' potential.**

We believe that through modeling, high expectations and multiple modes of learning, students will be highly engaged and able to excel in their own individual success with a drive for life-long learning upon leaving the Paul School.

2023/2024 Paul School Staff  
**Principal: Norma DiRocco**  
**Asst. Principal: Ivy Leavitt-Carlson**  
**Director of Student Services: Sarah Howard**  
**Facilities Director: Brad Davis**  
**Administrative Assistant: Julie Muldoon**

<u>Classroom Teachers</u>				<u>Special Education</u>		<u>Transportation</u>	
<b>PK</b>	Angela Boston			<b>Director</b>	Sarah Howard	<b>Manager</b>	Heather Powers
<b>K</b>	Meghan Libby	Meghan Kelly		Special Ed. Admin Assistant	Sara Borelli	<b>Drivers</b>	Kelley Bushman
<b>1</b>	Laura Courts	Jackie Jakubec	Sara Gillikin	Sp. Ed. CM	Kathy Frothingham		Heather Dube
<b>2</b>	Shane Krafton	Lauree Royle		Sp. Ed. CM	Meghan Nason		Stacey Dubreuil
<b>3</b>	TBD	Juliana Purvis	Lindsay Reynolds	Sp. Ed. CM	Sandra Pollack		Jennifer Goldthwaite
<b>4</b>	Andrea Levesque	Michelle Osmer	TBD	Sp. Ed. CM	Beth Capen		Kyla Pennino
<b>5</b>	TBD	Kim Hurley	Shannon Siegler	Sp. Ed. CM	TBD		Jeff Plourde
<b>6</b>	Peter Boucher	Mark Perkins	Renee Stevens	<u>Student Support Center</u>	Meaghan DeColfmaker		
<b>7</b>	Aaron Nason (Sci)	Alex Gillikin (ELA)	Alyssa Bultman (Math)	<u>Substitute Coordinator</u>			
<b>8</b>	Sam Fairfield (SS)	Lindsay Hurley (ELA)	Erin Wolforth (Math)	<u>In House Substitute</u>	Danielle McKellar		

<u>Integrated Arts</u>		<u>Title 1</u>		<u>Paraprofessionals</u>	
<b>Art</b>	Caroline Dexter	<b>Title 1 Coordinator</b>	Elayne Ellis	Breanne Arnold	Aleigha Breault
<b>PE</b>	Brandon Balser	<b>Title 1 Teacher</b> <b>Title 1 Teacher</b>	Penny Huckins Diane O'Neil	Colleen Bonnell	Jessica Bradbury Jolene Welch
<b>Health</b>	Dawn Alie	<u>Related Services</u>		Amber Lamper	Tegan McGaw
<b>Library/Tech</b> <b>Library/Tech Assistant</b>	Aisiling Guivens Michelle Naughton	<b>School Psychologist</b>	Sara Rollins Jacquelyn Tormey Bridget Jameson	Michelle Castonguay Robbin Fifield	Cynthia Trentsch Alicia Wallingford
<b>Music</b>	Julie Sullivan	<b>Speech</b>	Beth Pagnotta Anne Eiseman Vani Krishnan Tammy Canney	<b>Britta Nyberg</b> Katherine Osmer Amy Blackwood Linda Simmons	<b>Brittany Joy</b> Kelly Dougherty
<b>Technology</b>	Tarah Llewellyn	<b>SLA</b>			
<b>SRO- Student Resource Officer</b>	TBD	<b>OT</b>			
<b>Partner Program Lead Teacher</b>	Dina Dib	<b>COTA</b>	Ruth Ashley	<b>Facilities Director</b>	Brad Davis
<b>Partner Program and ABA Tutors</b>		<b>PT</b>	Krissy West	Alexander Matos	Tyla Guy
Donita Bourne	Kristina King	<b>BCBA</b>		Lucas Salisbury	Ron Burpee
Julia Hall		<b>Admin Asst.</b>	Michelle Farina	<b>Cafe Services</b>	Michelle Bernier
		<b>Nurse</b>	Brooke King	<b>LNA</b>	Jodie Dong

		Counselor	Alison Kahn Michele Hossack	Reading Specialist Reading Interventionist	Laurianne Soucy
ISS- Paraprofessional	TBD	Family Liaison	TBD	Math Interventionist	Julie Crowley Tracy Baussmann

## Staff Procedures

### ABA Tutors

ABA tutors receive training on how to use applied behavior analysis (ABA) procedures to teach new skills and decrease undesired behaviors. They work with students to decrease undesired behaviors through prompting strategies, data collection and behavior reduction interventions. They also work together with case managers, related services and our board certified behavior analyst to develop and implement highly individualized lessons.

### Alma

Alma is used as the school's information system. It enhances communication between parents/guardians and teachers by providing access to student information from home, work, or from any remote location with Internet access. All grades are entered into Alma. Any questions please see Ashia Roy or Julie Muldoon.

- Grades should be updated as needed but no later than by the end of the day on Tuesdays for the previous week. Exceptions can be made for larger projects.
- Missing assignments should be entered with a missing indicator and a score of 50. This accurately reflects a failing score while giving students the opportunity to recover.
- **Communication home must be documented to ensure we have transparency and accountability. Alma has a feature that allows teachers to record parent/guardian contacts home. When entering contact regarding a student please paraphrase the reason and nature of the conversation and the result of the conversation.** These records are visible to all staff who interact with that student and can be requested by parents, so be thoughtful with your language.

### Arrival and Departure

Staff hours for teachers are 20 minutes before the instructional day to 20 minutes after the completion of the instructional day or upon completion of professional responsibilities, whichever is later. All staff are encouraged to be here every day and to be prompt with their attendance. Please greet students as they enter your classroom.

The standard paraeducator work day spans 7 hours and an ABA tutor's day is 8 hours. The typical day for a para runs 15 minutes before and after the instructional day, unless otherwise specified by an administrator. It is the expectation that all teachers will be in their classrooms ready for students when we open doors for students and remain with their students in the classroom until all students are dismissed.

### Attendance

For all absences, Michelle Farina and the sub coordinator, must be contacted.

- For unplanned absences, please call the school (603-522-8891) and leave a message on the attendance recording. When leaving a message, please include which type of leave: sick, personal or bereavement.



In addition, please contact the sub coordinator between the hours of 5:30 p.m. and 9:00 p.m. the night before your absence, or the morning of your absence between the hours of 5:30 a.m. and 7:45 a.m. The sub coordinator's preferred communication method is text, but you can also call and email when necessary. The sub coordinator will reply to confirm she received your message or call. When you return to school please fill out the Leave Request Form.

- For planned absences, a Leave Request Form (in staff room and main office) must be completed and submitted to Norma DiRocco (Regular Education Staff) or Sarah Howard (Special Education Staff). The sub coordinator and Michelle Farina must still be contacted.
- For Partner Program ABA tutors, please contact Dina Dib- [Dina.dib@sau101.org](mailto:Dina.dib@sau101.org) to report your absence. She will communicate with the sub coordinator as needed.
- Staff who need to leave due to an emergency midday should contact Norma or Ivy to find coverage. Please do not contact the sub coordinator during school hours.

### **Attendance Records**

Please submit your classroom attendance in Alma after morning announcements.

District policy states that when a student is excessively absent or exhibits a pattern of repeated absences, parent/guardians should be contacted and the office should be notified to take proper action. The following procedure will be followed:

- A Paul School staff member calls home each time a student is absent from school (without parent/guardian notification) to ensure parent/guardians are aware of the absences.
- If a student has ten half-days of unexcused absence during a school year it constitutes habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instruction time. Any absence of more than three and one half hours of instructional time shall be considered a full-day absence.
- After five whole days (10 half days) of unexcused absence, an official truancy letter will be sent home.
- For each subsequent unexcused absence, the assistant principal will contact the parent/guardian to determine the nature of the absence. If necessary, a parent/guardian meeting with the assistant principal, guidance counselor, classroom teacher and other pertinent school staff will be scheduled. The purpose of the meeting will be to establish an attendance plan with the collaboration of the parent/guardian, offer school assistance, and to notify parent/guardian that ongoing absences will constitute "habitual truancy".

### **Cell Phone Usage**

Staff cell phones should not be in use for personal purposes during the school day except for during duty-free planning or duty-free lunch. Exceptions can be made at the discretion of an administrator.

### **Classrooms**

Teachers are responsible for the upkeep and organization of their classroom. Submit all custodial requests through our work order system. If it is an emergency email Brad Davis ([brad.davis@sau101.org](mailto:brad.davis@sau101.org)) or radio call a custodian.

At the end of the day:

- Floors, countertops, and student desks and/or tables are clear of debris.
- All materials should be orderly and neat in appearance.

- All materials stored on bookshelves should be straightened out, stacked neatly and in orderly alignment.
- Cabinets should be completely closed and be able to be opened safely without materials spilling out.
- Tops of cabinets should have materials stacked neatly and less than 12 inches from the ceiling.
- All windows should be closed and lights turned off.
- Lock up laptop carts. (Students are not permitted to have the combination)

Wall decorations should be hung by command strips, hot glue, or painters tape. Please avoid using duct tape, velcro, and masking tape as they leave a sticky residue when pulled off the wall. If you have questions regarding classroom decor, speak with Brad.

### **Classroom Parties and Events**

Please notify the office of any party or classroom event that is scheduled. If parents/guardians are invited, they must sign in and out of the office. Please consider the classroom make-up including student allergies, cultural diversity and religious beliefs of the students when planning parties and other events.

\*Please also be mindful to encourage healthier food options such as cheese and crackers, popcorn, fruits and veggies. Wellness Committee suggested Healthy Snack List

### **Dismissal**

Students who are dismissed during school hours must be released through the front office. Please do not allow parents/guardians or relatives to take students from your classroom for any reason. Refer them to the office to sign out the child. The office will always call for the student if they are being dismissed.

### **Duty Responsibilities**

Please remember to be on time for duties as it impacts many students and staff. During duties such as lunch or recess, please monitor all students by circulating around the designated area to ensure safety and that all students are following school rules. Duty descriptions below:

**St. Anthony's Crosswalk:** Walk down Burroughs Avenue until it intersects Meadow Street / Rt. 109 and assist in getting students safely across the road.

**Parent/Guardian Pick up / Drop Off:** Set up and bring in the orange markers indicating the area parent/guardians should drop off their children. Go to the front of the building and assist students in getting into and out of their cars. We will be using Pickup Patrol for dismissal and duties may shift as we determine how many staff are needed for this new process.

**Bus Duty:** Please ensure bus riders are greeted and helped on and off of the bus.

**Front Entrance Foyer:** Greet students at the main school entrance and assist them in getting to class safely.

**Gymnasium Hall:** Go to the activity area hallway to provide supervision and assist students in getting through the halls safely.

**Title 1 Area:** Go to the area next to the Title 1 office to provide supervision and assist students in getting through the halls safely.

**Grade 4 Door (PM):** Stand by the entrance to the school by the third grade classrooms and provide supervision and assist students in entering the school from the modulars and getting through the hall safely.

**SAU/Bus crosswalk:** Go to the crosswalk between the front of the school and the SAU to greet students and ensure they are crossing the street safely.

**Lunch:** Go to the cafeteria to assist students while eating lunch. Students should remain seated unless they have permission from a staff member to get up. Students may get up to dump their tray/trash and then return to their seats. Students should request permission to use the restroom. At the end of lunch, ask students to sit quietly and dismiss clean, quiet tables to line up for recess or to return to class. Teachers will gain student attention by raising their hand.

**Recess:** Go through the cafeteria / gym to exit the building and walk towards the playground. There are three zones during recess: top field, bottom field and play equipment. While on duty, please be sure to circulate through the assigned zone to ensure that all students are following rules. At the end of recess, classes will line up in their assigned areas.

### **Recess Duty Expectations**

In an attempt to stay consistent with playground expectations please adhere to the following when out at duty:

1. Circulate around the playground area; visibility is key! Do not stay in one spot the entire recess. Minimize congregating.
2. An adult needs to be supervising the kickball game at all times.
3. Make sure that there is a first aid kit and a walkie talkie out at the recess area in case of an emergency.
  - a. Walkies are located in the office for recess duty use; it is essential that a walkie be brought out to the playgroup for communication during recess duty.
  - b. The first aid kit grade level bag must be picked up in the Nurse's Office and brought out to recess. A staff member must return the grade level bag to the Nurse's Office at the conclusion of recess.
4. Playground structures are to be used appropriately (down the slide, no students on top of the monkey bars, **head above feet on all play structures**). When students do not use structures appropriately, even after prompting, they may lose the privilege of using that structure for the remainder of the recess period.
5. During winter months:
  - a. Students are not allowed on the snow unless they have the following:
    - i. Boots
    - ii. Snow Pants
    - iii. Jacket
    - iv. Hat
    - v. Gloves/Mittens

Students who have all of the appropriate clothing may play in the snow safely (make a snowman, snow angel, snow fort, etc.)

- b. Students are not allowed to throw snow at anyone. If a student is seen throwing snow at another person, they will sit out for part of recess the next day.

6. Students need to be picked up/brought in from recess by an adult in their classroom.

### **Electronics**

Any electronic equipment used, including interactive boards, laptops, computers, document cameras, iPads, etc. are the property of the school district and must be properly used and stored at all times. During non-school hours equipment (computers/laptops) need to be put away out of sight or locked for the night. Each teacher will be given a laptop and email at the beginning of the year for professional use. These laptops can be turned in at the end of the year or signed out for use over the summer, with approval from the administration.

The school has Chromebooks available for all students. Students may not use a Chromebook/laptop without signed permission turned in to the Library Media Center.

It is the teacher's responsibility to have the carts locked up each night. DO NOT leave chrome carts/laptops plugged in overnight. It is the duty of the teacher on duty to supervise the use of the devices with students at all times and classroom teachers need to access their GoGuardian to supervise students. (See Appendix)

If an item is damaged or broken, please notify the Technology teacher in person with the device. If a student's device is in need of repair a loaner is available for checkout, but the Computer Repair Form must be filled out prior and can be found in the Appendix.

If anyone is in need of technical support please email [sau101@howardsystems.net](mailto:sau101@howardsystems.net) and someone will get back to you within 24 hours. This can also include student/staff email issues, websites not working or inaccessible, projector problems, unable to print, etc.

Website updates, changes, or suggestions can be made by Paul School employees, but need to be sent via email to Mary Soares at [mary.soares@sau101.org](mailto:mary.soares@sau101.org) or [sau101@howardsystems.net](mailto:sau101@howardsystems.net) Please give at least 24-48 hours for updates to be made.

### **Emergency Contact Form**

All employees are required to complete an Emergency Contact Information form each school year. This information will be used to contact persons selected by the employee in case of an emergency. The emergency contact form should be completed on the first day of school.

### **Field Trips**

The principal will authorize field trips that meet educational objectives and relate to the curriculum and allow participants and nonparticipants to carry on their schoolwork with a minimum of lost school time. The teacher, in requesting permission to take a class off school grounds on a field trip, should submit the details of the trip to the principal along with the Field Trip Activity Sheet (See Appendix). Teachers are responsible for planning each field trip including:

1. Print and complete the Field Trip Checklist and the Field Trip Request Form
2. Out of state and overnight field trips must have school board approval.
3. Overnight Field Trips- chaperones must have a background check

4. Receive a signed permission slip for every student participating in the field trip before the date of departure. The permission slip must include times of departure and arrival, location of the field trip, reason for going on the field trip, cost of trip, lunch accommodations, medical accommodations, and chaperones. No student may leave the school grounds on a field trip unless a parent/guardian or guardian has properly signed and completed the form. (See Appendix)

### **Fundraising**

Staff members may raise funds to support school trips, etc. Procedures have been put in place on how to appropriately handle fundraising money. Please see Appendix for additional information.

### **Keys/Entering the Building**

All teachers will be supplied with keys to their classrooms and all staff will receive a fob to enter the building. Paul School will customarily be opened, closed and secured by the designated custodian or another district employee who is specifically designated to perform those functions. The facilities manager and school administrators may make arrangements for staff to enter the building after hours if a request for access is made under certain circumstances that are beneficial to the school's operations. Normal school access hours are 7:00am - 5:00pm. If teachers stay beyond 5:00pm, it may impact the time custodians spend in that classroom. The school is typically manned by custodial staff from 7:00am - 11:00pm Monday through Friday. The school is closed on weekends.

### **Master Calendar**

A master calendar of events is posted in Google Calendar. If you would like to add an event to the calendar, please email Julie Muldoon at [julie.muldoon@sau101.org](mailto:julie.muldoon@sau101.org).

### **Morning Meeting/Personal Learning Time**

A morning meeting/advisory program is a critical component that connects our teachers with a group of students to provide academic and social emotional support and strengthens the community of the school. All K-3 classrooms will conduct morning meetings while students in grades 4-8 will be participating in Personal Learning Time (PLT).

### **Paraprofessionals**

The main job of paraprofessionals is to implement lessons and activities to designated students in accordance with specific learning objectives as well as encourage and monitor student engagement. They are not to copy papers for non-instructional activities, create lesson plans, grade papers, or record grades. All paraprofessionals are to receive a thirty minute lunch. If a paraprofessional does not accompany a student to a related service such as OT, PT, Speech, or an IA, the paraprofessional may be utilized to do other duties such as providing support in a different classroom, and supervising lunch and/or recess.

### **Sign-in/out Sheet**

We ask that all staff members sign out when leaving the building during the school day. The goal of the Sign-In/Out sheet is to identify which staff members are present in the school building at any given time. The sign in sheet ensures an accurate and easily accessible record of which employees are physically present within the school for emergency response purposes. The staff Sign In/Out sheet is located in the main office located on the pink clipboard under the window.

## **Staff Dress Code**

### **Dress**

It is the belief of the district that educators are professionals and should dress accordingly. Please dress as a professional educator when students are in the building and school is in session by wearing business casual attire. Be mindful that we serve as role models for students.

### **Business Casual Dressing for Work**

Below is a general overview of appropriate business casual attire. Items that are not appropriate are listed as well. Both lists are all inclusive and both are open to change. At a minimum, staff appearance must exceed the minimum standards identified in the student dress code.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in the choice of which clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire, please ask an administrator.

### **Pants**

Pants that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, dressy capris, and nice looking dress synthetic pants are acceptable. Leggings are considered appropriate when worn with a lengthy shirt covering the buttocks. Dress bermuda shorts are also considered appropriate for warm weather days.

Every Friday is jeans day with a \$1.00 contribution to the Sunshine Fund. Please give the funds to Julie Muldoon or Michelle Farina. Jeans may also be worn on field trips and special occasions.

Inappropriate pants for school include jeans, sweatpants, exercise pants, short shorts, athletic shorts, bib overalls and cargo pants. Exceptions to this dress code would apply to PE instructors or instructors who require different attire for safety reasons or work conditions.

### **Skirts, Dresses**

Dress and skirt length should be at a length in which you can sit comfortably in public and maneuver about in the classroom. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini skirts, sundresses, beach dresses and spaghetti strap dresses or any dress that is too revealing are considered inappropriate.

### **Tops**

Casual shirts, dress shirts, sweaters, golf type shirts are acceptable attire. Inappropriate attire for work includes casual tank tops; midriff tops; shirts with potentially offensive words or terms, logos, pictures, cartoons or slogans; halter tops; sweatshirts and casual t-shirts. Use discretion when choosing your shirt for the day to ensure it has adequate coverage and is suitable for school. Shirts promoting Paul School are always acceptable.

### **Footwear**

Athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck type shoes are acceptable for work. Flip flops are not acceptable attire. Please be aware that any shoe with an open toe poses a safety risk and should be worn with caution.

### **Jewelry, make-up, perfume and cologne**

Be mindful that some employees and students are allergic to the chemicals in perfumes and make-up. In general, make-up, jewelry and perfume should not be a distraction to those around them.

### **Hats and head covering**

Hats are not appropriate in the school. Head coverings that are required for safety or medical reasons, religious purposes or to honor cultural tradition are allowed. Hats may be worn on hat days.

### **Conclusion**

If clothing fails to meet these standards as determined by the administration, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may receive a verbal and written warning if needed, and may be sent home to change clothes. Progressive disciplinary action may be applied if dress code violations continue.

### **Reference Policy GBEBA**

### **Staff Room**

The Staff Room is for all staff members and can be used before and after school, during planning time, or lunch. Students are not allowed in this room for any reason. Each staff member is responsible for their own food or other materials used in the staff room. It is the responsibility of the staff using the room to keep it neat in appearance.

### **Substitute Binders**

A substitute binder is an essential resource that all teachers should have prepared and clearly labeled on their desk in case they are absent. This folder should provide the substitute with important information to help them teach your students throughout the day. Take time to organize your binder and clearly make available all materials your sub will need during your absence, including “to-go bags”. Inform substitutes to leave you a detailed note regarding the progress on the lesson plans and any behavior issues during the day.

1. Class List: Provide a class list and place a star next to the students that can be trusted to help the substitute with any questions they may have.
2. Duty Schedule: Provide a schedule of any duties that the teacher may have (bus, lunch, hall duty).
3. Class Schedule/Routine: Include a copy of the daily routine, as well as an early release and delayed opening schedule. Provide information such as how attendance is taken and where it should go, how students work is collected, when students are able to use the restroom, how students are dismissed, etc.
4. Emergency Procedures: Include a copy of the evacuation map as well as the lockdown procedures
5. Forms: Include a copy of a referral form (See Appendix), behavior rubric (See Appendix), building map with phone numbers.
6. Additional Materials: Prepare a few additional assignments in case students complete planned assignments faster than intended.

7. Emergency Lesson Plans: Select at least a week's worth of emergency lessons in case you are not able to complete a lesson for your time out of the classroom. Include projects, spare worksheets and/or review sheets with enough copies for the whole class. **Please have a copy of your Emergency Lesson Plans to Norma and Julie by the end of the day on 9/15/23**

Paraeducators and ABA tutors should submit their student's daily schedule and essential resources for the day, along with directions to where they should be at any given time over the course of the day to Sarah Borelli and Julie Muldoon in the Main Office. Partner Program ABA tutors should submit their information to Dina Dib.

### **Supplemental Materials- Movies**

Administrator's Authorization must be given for any movie shown regardless of its rating.

- At least five (5) days prior to the showing, the instructor/teacher shall submit to the principal, in writing, the following information on the particular films:
  - Title and brief description
  - Purpose for showing the movie/video
  - Match with course objectives
  - Proposed date(s) of viewing
  - When and how parents will be notified, or if necessary, grant consent
  - Audience rating (G, PG, PG-13)
- Age Appropriate Movies: Elementary Level: Only G rated movies may be shown without parental permission. However, parents must be notified that the movie will be shown in class. Any PG rated movie to be shown at the elementary level requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video.
- Grades 7 and 8: Only G rated movies may be shown without parental permission. Any movie with a PG or PG-13 rating to be shown in 7th or 8th grade requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video. Policy IJK

### **Textbooks**

Teachers are responsible for maintaining an accurate inventory of textbooks as well as documenting which books have been assigned to students.

### **Visitor Passes**

Any visitor entering the building must sign in with the front office. At that time, the visitor must sign in and will receive a visitor's badge which must be worn at all times. It is the responsibility of all staff to ask any visitor not wearing a badge to return to the office. The safety of our students is our number one concern and we thank you for participating in that effort.



## **Emergency Procedures**

It is our duty as educators to ensure the safety of all of our students. The teacher is responsible for reviewing the emergency procedures with their students at the beginning of the year, as well as posting the evacuation maps near the classroom door. The emergency bags and clip boards will be appropriately stocked with classroom rosters, red and green cards, first aid kits, exit routes and Zone maps hanging by each classroom exit. In an event that the school is evacuated, the building will be cleared by Administration and the Facilities Director.

### **Fire Drill**

When the alarm rings, students should be escorted from their classes to their specific Zone and placement within this Zone. (See Appendix). Before exiting the classrooms, staff must grab their to-go bag and clip board. Staff should follow their Primary Evacuation Route (in red) on their emergency maps, which are located on the clipboard hanging in the classroom or offices. As staff and students are exiting the building, the administration and facilities manager will clear the building. Once outside, and in your assigned area, take attendance and hold up appropriate color coded cards. Staff and student voices should remain quiet throughout the drill.

Green Card = all accounted for

Red Card = not all accounted for

If a red card is held up, an administrator will come over and use the radio to locate the missing student. Once all students are accounted for and the building is deemed safe, staff and students can re-enter the building.

The Command Center will be located at the flagpole and will be staffed by: Incident Commander (Principal), secretaries (Attendance Officer), school nurse and the social worker, SRO and the Assistant Principal. Each situation presents its own challenges and any staff member at any time could be asked to fill a position.

### **Lock Down**

#### **Inside the Building: Classroom**

1. Students and Staff report to the nearest room.
2. Close and lock classroom door
3. Cover the door and window if possible/necessary
4. Pull shades, turn off lights
5. Move students to designated area in the room (best area to protect them and yourself)
6. Sit self and students on floor
7. Do not answer the door for anyone
8. Ignore Fire Alarm
9. Wait for School Commander to unlock classroom door and give "All Clear" instructions or an Evacuation notice from a police officer or the School Commander

#### **Inside the Building: Hallway**

1. If you are in the hallway with or without a student, go to the nearest bathroom or open room and lock the door
2. Do not answer the door for anyone

3. Wait for School Commander to unlock bathroom door and give “All Clear” instructions or an Evacuation notice from a police officer or the School Commander

### **Playground**

1. You will hear “Lockdown”
2. Evacuate the playground
3. Move students out the back gate of the far field and down the hill
4. Make sure students leave the playground quickly and quietly
5. Wait for the announcement to come from either SRO or Administration to announce it is “ALL CLEAR”. An administrator or police officer will come outside to inform you of this.

### **Snow Recess**

1. You will hear “Lockdown”
2. Evacuate to the Outdoor Classroom
3. Wait for School Commander to unlock SAU door and give “All Clear” instructions or an Evacuation notice from a police officer or the School Commander

### **The Don't List**

1. Do not call the office ... we are to remain silent
2. Do not answer the phone ... we are to remain silent
3. Do not radio (walkie-talkie) ... we are to remain silent

\*Administration will guide any students in the hallways and place them in rooms. We will not knock, we will use our keys. We will also check bathrooms.

### **After the Lockdown**

1. If you are in the middle of interventions or Special Education Services at the end of the lockdown, immediately check in with the classroom teacher.
2. After the lockdown, all teachers (including IA's) will take attendance and report missing students
3. Playground personnel will organize students by class
4. After the “all clear” announcement :
  - a. teachers that had students on the playground are to report to the playground so they can take attendance
  - b. teachers that had students in the cafeteria are to report to the cafeteria so that you can take attendance

### **Clear Hallways Procedures**

Activated when it is necessary for staff to keep the hallways clear and restrict movement of students and staff around the inside of the school. Normally used for medical type events or events that are not considered immediate threats but require limited movement internally such as a disruptive person or stray animal inside the building.

- If directed by school office, activate Clear Hallways immediately
- If action is not initiated by the office, notify office upon discovery of an event that requires the hallways to be clear
- Lock classroom doors if needed
- Continue normal academic functions within the classroom or secured area unless informed to take another action
- Do not move between classes or dismiss classes until instructed by school administration
- Remain calm and await further instruction

## **2023-2024 Tentative Safety Schedule**

- Fire Drill: 9/12 @ 9:15 am (Tuesday)
- Fire Drill: 9/28 @ 2 pm (Thursday)
- Fire Drill: 10/5 @ 9am (Thursday)
- Fire Drill: 10/18 @ 10am (Wednesday)
- Fire Drill: 11/6 @ 2pm (Monday)
- Lockdown: 12/14 @ 10am (Thursday)
- Lockdown: 02/16 @9:15 am (Friday)
- Fire Drill: 3/25 @ 2:30 pm (Monday)
- Fire Drill: 4/18 @ 10 am (Thursday)
- Fire Drill: 5/3 @ 9am (Friday)
- Fire Drill: 6/10 @ 10:15 am (Wednesday)-Makeup drill

\*There will be a total of eight fire drills and two lockdown drills conducted this year. One extra drill date has been scheduled for makeup.

### **SRO**

The School Resource Officer is employed by the Wakefield Police Department and assigned to our school during the school year. Their duties include supporting safety, security, administration and providing educational resources.

## **Committees and Meetings**

In accordance with the Master Agreement between Wakefield Education Association NEA-New Hampshire and The Wakefield School board; Every teacher will serve on at least one (1) school, district, or state committee annually. Staff meetings are held monthly on Wednesdays throughout the school year, each with a focused topic. Attendance is mandatory for all case managers, classroom teachers and certified teaching staff. A sign in sheet will be passed around each meeting. These meetings will be used to implement professional practices and to share information. If for any reason you cannot attend, please inform building administrators in advance. Meetings shall not exceed sixty (60) minutes in duration.

It is required that each grade level team meets at least once a week as a PLC. Minutes from these meetings should be shared to administration via Google Drive.

In accordance with the Master Agreement between Wakefield Education Association NEA-New Hampshire and The Wakefield School board; Each member of the bargaining unit shall be required to spend at least one hour per week beyond the instructional day providing tutoring or other help to students. "Other help" will be defined as non-stipend activities provided during non-school hours.

### Meeting Dates

- **Staff Meetings** (typically the 3rd Wednesday of the month)
  - 9/20, 10/18, 11/8, 12/13, 1/17, 2/14, 3/20, 4/17, 5/15 **NOTE JUNE DATE 6/12**
- **Team Level Meetings-** Consist of grade level teachers, case managers, interventionist and support staff. **Please let Norma and Ivy know what your weekly meeting day is so that they can attend every other week.**
  - K, 3, 4, 5, 7/8- Norma
  - 1A- Norma
  - Pre-K, 1, 2, 6, 7/8 - Ivy

### Scheduled Early Release

- Early release days are considered regular work days and attendance is required for all staff.
  - **11/20 and 11/21 Conferences**
  - **12/22, 5/8, and 6/17**

### Teacher Workshop Days

- Teacher workshop days are considered regular work days and attendance is required for professional staff. Paraprofessionals who receive permission to attend will be paid.
  - 10/6, 1/22, 3/15

**Evening Commitments:** Per the CBA, professional staff will attend three evening assignments per year.

### Community Day Schedule

In order to help build a strong sense of community within Paul School, we will hold monthly school community days. During these assemblies, all students and staff get together in the gym. We will deliver whole school messages, celebrate the positives, birthdays and student achievements, showcase talents and roll out behavioral expectations and challenges. Teachers are expected to sit with their students during community days.

Friday, September 29th: Grades PreK-4, 2:00-2:25, Grades 5-8 2:30-2:55

Friday October 27th-: Grades PreK-4, 2:00-2:25, Grades 5-8 2:30-2:55

Friday, December 1st: Grades PreK-4, 2:00-2:25, Grades 5-8 2:30-2:55

Thursday December 21st: Grades PreK-4, 2:00-2:25, Grades 5-8 2:30-2:55

Friday, January 26th: Grades PreK-4, 2:00-2:25, Grades 5-8 2:30-2:55

Friday, February 23rd: Grades PreK-4, 2:00-2:25, Grades 5-8 2:30-2:55

Friday, March 29th: Grades PreK-4, 2:00-2:25, Grades 5-8 2:30-2:55

Friday, April 19th: Grades PreK-4, 2:00-2:25, Grades 5-8 2:30-2:55

Friday, May 31st: Grades PreK-4, 2:00-2:25, Grades 5-8 2:30-2:55

**Click this link for the Community Day Schedule:**

## **Committee Descriptions:**

**Culture and Climate Committee:** The culture and climate committee consists of teachers, paraprofessionals, office staff and administrators who are interested in boosting morale and recognizing the many groups of people who constitute the Paul School, including honoring retirees. If you're interested in joining the CCC, see Kathy.

**Curriculum Committee:** The curriculum committee consists of teachers and specialists at all levels and reviews and makes recommendations around curriculum at The Paul School. If you're interested in joining the curriculum committee, please see Ivy.

**Health and Wellness Committee:** The Wellness Committee typically meets quarterly. The team plans and promotes activities that promote good health for staff and students. The team also assesses the current school health environment, programs and policies to identify ways to strengthen each to improve the overall health of students and staff. If you're interested in joining the Health and Wellness Committee, speak with Anne Kebler or attend a meeting.

**Joint-Loss Committee:** The joint-loss committee (JLC) meets quarterly to assess the school's safety concerns. Every employee has the right to a workplace free from occupational safety and health hazards. The joint loss committee is designed to prevent workplace accidents, illnesses, and to keep the school as safe as possible. To be part of the JLC, speak with Brad Davis.

**Professional Development Committee:** The Professional Development Committee consists of staff members, including administration, and meets throughout the school year to review professional development binders for staff. The committee also provides clarification and support on the recertification process. For more information or to attend a meeting email Anne Kebler.

**PTA:** The parent/guardian Teacher Association (PTA) is looking for new members and meets the second Tuesday of every month at 5:30 at the Wakefield Inn. Once the school year is up and running the PTA will hold additional meetings at 3:30 at the Paul School.. The PTA is a voice for the school's parents/guardians and teachers. They work to promote the welfare of our children, school and community. The PTA encourages all staff to participate. If you are interested in joining the PTA, please contact Nickie Dolaher at [wakefieldpaulschoolpta@gmail.com](mailto:wakefieldpaulschoolpta@gmail.com)

**Technology Committee:** The Technology Committee meets quarterly, or as needed. The team discusses and solves technological concerns within the school and works to create a plan for future needs. The team also provides insight on professional development needs in this area. If you're interested in being part of the Technology Committee speak with Eric Haley, or attend a meeting.

**MTTS-B Committee:** The Tier 1 team will meet twice a month and will provide resources for all staff to teach appropriate behaviors in addition to providing school wide roll outs.

## **Staff Development**

### **Reimbursement**

The Wakefield School Board and administration recognizes the need for continued staff training as part of a viable professional growth program and therefore encourages staff members to attend new learning opportunities. Please see the Master Agreement between Wakefield Education Association NEA-New Hampshire and The Wakefield School Board Article 13, Professional Improvement for all information regarding staff development.

### **Paraprofessional Professional Development**

The district will provide \$450 for each paraeducator to participate in professional development. The Professional Development money is not to exceed \$7,000 per school calendar year. Workshops will be considered on a first come first serve basis until the monies have been depleted. PD forms should be completed with a registration form and a copy of the workshop information at least three weeks in advance to Sarah Howard for paras and to Norma DiRocco for teachers. Please remember that in order to have the district pay for your workshop or course ahead of time, you cannot register yourself.

\*For information on out of state professional development see (See Appendix).

### **Teacher Recertification**

To keep teacher certifications current, they must be renewed every three years. Professional educators and paraprofessionals are required to maintain their certification with the state of New Hampshire. Teachers must document 45 hours aligned to NH ED 505.07 and 30 hours for each certification area over three years. Paraprofessionals must document 38 hours over three years. Documentation and reflection of these hours must be organized in a portfolio and submitted to building administration by April 1st of the year their certification expires. More detailed information, along with required forms, can be found in your Google Drive. Please contact Norma for specific questions.

## **Instruction**

Our mission is to meet our students' needs by meeting them where they are at. On one end of the spectrum is the one-size-fits-all learning activity, while on the other end, there is the completely individualized learning activity. The ideal is to provide equivalent learning activities that cater to the students' strengths but bring all the students to the same learning objective. There are multiple ways to differentiate including but not limiting to:

- Varying the length or quantity of assignment
- Extending/curtailing the duration of the assignment
- Changing the language of the assignment
- Scaffolding the learning activity from easy to medium to difficult
- Providing choices for students to demonstrate mastery

### **Literacy and Math Benchmark Assessments**

Teachers will assess each student to establish an academic baseline for each student. The following tools will be utilized schoolwide. Additional assessments will be administered for students, as appropriate.

	Q1	Q2	Q3	Q4
<b>STAR- K and Grade 1 use Early Literacy.</b>	Week of September 18	Week of December 4th	Week of February 19th	Week of April 29th
<b>NWEA</b>	Week of October 23-Nov 3rd	Week of January 23-Feb2		Week of May 28-June 7th
<b>SAS</b>	Benchmarks/Modulars	Benchmarks/Modulars	Science (Grades 5+8)	Reading, Writing, Math in May and June
<b>Other</b>	Core Phonics - K - Ongoing assessments			

- The following classroom based assessments will also be used
  - Reading K-2: F&P Benchmark Assessments
  - Heggerty K-2
  - Math K-8: IXL Diagnostic
    - Provide students opportunities to work on every two weeks
  - STAR Benchmark Assessments 3-8 (Teacher discretion)

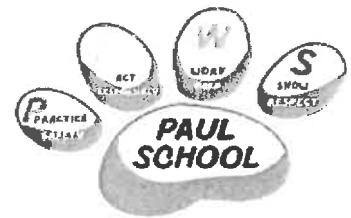
### **Classroom Management**

Effective classroom management is essential in building a classroom community. Crucial to creating, encouraging and supporting high expectations in our classroom is building relationships with students as well as a climate of high achievement. Establishing procedures and routines early on in the year are also important. All minor behaviors should be dealt with by the classroom teacher and documented. We want students to learn from their mistakes and be given opportunities to correct and atone for them, as opposed to being punished. Remember to always model the desired behaviors and to share alternative behaviors with the student to ensure the repeated infractions do not occur. All staff are responsible for helping to create a positive climate and culture; in a world where you can be anything, be kind!

## Behavior Expectations



PAUL  
SCHOOL  
PANTHERS



Behavior Expectations	
PRACTICE SAFETY	
I will make safe and appropriate choices.	I will demonstrate behavior that is considerate of the community, the school and myself.
ACT RESPONSIBLY	
I will be on time to fulfill my daily commitments.	I will be where I am supposed to be at the just right time.
WORK HARD	
I will try my best and persevere with my learning.	I will be actively engaged in my learning by asking questions, collaborating and seeking solutions.
SHOW RESPECT	
I will be truthful and accountable for my choices.	I will be thoughtful with my words and actions, honoring the right for all to teach and learn.

### MTSS-B

The Paul School uses Multi-Tiered Systems of Support and Behavior (MTSS-B), a framework that helps educators provide support to students with various academic and behavioral needs. MTSS wraps around the entire student body and uses data-driven problem-solving to address academic and non-academic (attendance/social-emotional) needs. It places an emphasis on proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive student environment. Introducing, modeling and reinforcing positive social behavior is an important part of a student's educational experience.

The Tier 1 MTSS Team has set school-wide behavior expectations and clearly defined behavior definitions with the goal of creating common expectations and vocabulary for all students, teachers, and parents. Through MTSS, staff regularly review student behavior data to identify behaviors that are school-wide issues which need to be addressed. Staff consistently teach, reteach, and reinforce behavioral expectations throughout the year. Staff and students set goals and establish a way to recognize and celebrate when goals have been achieved.

### Positive Office Referrals

Students should be written up for positive behaviors as well as negative behaviors. Any staff member can fill out a positive referral form and submit it to the main office. Students should be written up for consistently following school expectations and when they're caught going above and beyond the expectations of being kind, cooperative, responsible or cooperative. A positive referral will trigger administration to call the student's home to celebrate and communicate the student's positive behavior. (See Appendix)



## Minor v. Major Behavior Definitions

These definitions help to define which behaviors are considered major and minor violations of school rules and expectations.

Behavior	Minor	Major
Inappropriate Language*	Unintentional profanity used as an exclamation and not directed toward an individual.	Swears, offensive gestures or sexually oriented comments determined to be directed at an individual.
Physical Contact/ Aggression/ Fighting*	Physical behaviors (i.e. pushing, hitting, kicking, random throwing/taking of objects, etc.) that do not result in injury.	Physical behaviors that cause or has been determined to have intent to cause injury or health concern (i.e. hitting, biting, spitting, etc.).
Disrespect*	Student delivers low-intensity, socially rude or dismissive messages to adults or students.	Student delivers socially rude or dismissive messages to adults or students.
Disruption*	Any low intensity behavior that intentionally causes an interruption.	Any behavior that is determined to be persistent, purposeful, intended to draw attention and/or cause disruption (i.e. yelling, emotional outbursts, etc.).
Misuse/Destruction of Property*	Not using materials or items for intended purpose and/or causing damage to materials or items.	Repetitious misuse or purposeful destruction of materials or items/ misuse or purposeful destruction of items determined to have high monetary value that could result in impairment or injury of materials/items/individuals. <u>Policy ECAC</u>
Defiance/Noncompliance *	Intentional failure to follow directions or comply with general school rules within a reasonable amount of time, talking back, or ignoring adults.	Continued failure to comply with directions after appropriate interventions.
Threatening Behavior/ Words	NO MINOR OFFENSE LEVEL See Disrespect Teachable Behavior	Using or threatening to use body and/or objects intended for other purposes that have been determined to inflict bodily harm or to intimidate others.
Stealing/Theft	NO MINOR OFFENSE LEVEL See Disrespect/Disruption Teachable Behavior	The deliberate or purposeful taking of another's high value property (monetary or emotional) without permission.
Lying/Cheating	NO MINOR OFFENSE LEVEL See Disrespect/Disruption Teachable Behavior	Student delivers a message that has been determined to deliberately violate rules or disrupt the educational process.
Out of Area (Out of Bounds)	NO MINOR OFFENSE LEVEL See Defiance/Non-Compliance	Being anywhere inside the building other than a student scheduled place that may

	Teachable Behavior	result in a search or pursuit, or leaving the building or grounds without permission.
Other*	Student engages in any other minor problem behaviors that do not fall within the above categories.	Student engages in problem behavior not listed.
Technology Violation*	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Student engages in inappropriate use of cell phone, music/video players, camera, computer, and/or gaming systems.
<b>Administration Only</b>		
Bullying	NO MINOR OFFENSE LEVEL	A single significant or pattern of incidents as determined by administration per <u>Policy JIC</u>
Harassment	NO MINOR OFFENSE LEVEL	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features or other protected class as determined by administration per <u>Policy AC</u> , <u>Policy ACE</u>
Inappropriate Display of Affection	NO MINOR OFFENSE LEVEL	Student engages in inappropriate, consensual verbal and/or physical gestures contact, of a sexual nature to another student/adult.
Weapon	NO MINOR OFFENSE LEVEL	Possession of any weapon or weapon look alike per <u>Policy JIC</u>
Possession/Distribution of Tobacco/Illegal Substance(s)	NO MINOR OFFENSE LEVEL	Use/Possession of any illegal substance including tobacco per <u>Policy JICG</u> , <u>Policy JICH</u>
Safety Violation	NO MINOR OFFENSE LEVEL	Use/possession of combustibles (Arson, Chemicals) Bomb Threat- <u>Policy EBEC</u> Fire Alarm

\*Minor behaviors are teaching opportunities

### **Bullying**

A 'Potential Bullying Reporting Form' is found in the appendix of this document. If you suspect bullying, fill out a hard copy of the form and submit it to the assistant principal ASAP. Please make sure you hand the form to them and not place it in their mailbox. You can also find the 'Paul School Student Potential Bullying Form' in the office for students to fill out.

### Student Success Center

The Student Success Center will provide a calm, nurturing, and safe environment for students when their emotions feel out of control. The goal is to give each student the techniques and tools to self-regulate as well as instill coping mechanisms for such emotions as they move about their day. When needed, teachers will send individuals to the room, usually for between 5-30 minutes. The goal is to enable students to return to the classroom, ready to learn.

### The Process

Students are expected to have a pass at all times, coming to or leaving the Center. The sending teacher should include on the pass a brief reason for sending the student.

If a student is sent with work, the expectation is that it is **independent** work and with the understanding that a complete assignment may not be finished as the goal is to address behaviors and then return the student to class.

A typical "visit" to the Center will range from 5-30 minutes. Work is done individually with the goal of returning the student to class as soon as possible.

Once at the Student Success Center, students may need:

- a "Sensory" break
- time to process through a problem
- time to talk out what is causing their "distress"
- strategies on how to interact with others
- a quiet space for a short break

If a student is in the Student Success Center during a transition, staff will call the student's next teacher to communicate their location.

When a student leaves the Center, he/she will bring back the pass with the time they left the Center and a staff signature. A Student Success Center staff member will be in communication with the classroom teacher as needed to report on the progress/interaction made while the student was in the Center.

### Appropriate Use

The Student Success Center is designed specifically- to help students refocus and/or to provide them with coping strategies. By maintaining the purpose of the Center, student needs will be better served with the end result of greater success in the general classroom.

### When would a student NOT be sent to the Student Success Center?

If a student is exhibiting significant non-compliance, aggressive and/or violent behaviors, the Assistant Principal should be called. The Center should not be used as a punishment.

## **Panther Expectations**

<b>Panther Expectations</b>	<b>Practice Safety</b>	<b>Act Responsibly</b>	<b>Work Hard</b>	<b>Show Respect</b>
	<b>I will...</b>	<b>I will...</b>	<b>I will...</b>	<b>I will...</b>
Hallway	Keep my eyes up and forward  Keep my hands, body and objects to myself	Only go where I have permission  Keep our hallways clean	Walk on the right side in a line	Look at wall displays with my eyes only  Say hello with a silent wave and smile
Bathroom	Ask to use the bathroom  Wash my hands  Keep my hands, body and objects to myself	Put trash in the trash can  Quietly go back to class when I am done.	Use one squirt of soap and one paper towel	Give privacy to others
Cafeteria	Walk in the cafeteria  Keep my hands, body and objects to myself  Stay in my assigned area	Use a quiet voice and kind words  Put my tray or lunch box away, throw away trash, wipe up any spills	Wait my turn to get my lunch  Line up quietly when called	Practice good table manners  Be polite when talking to others
Recess	Use the playground equipment appropriately  Keep my hands, body and objects to myself	Stop, look, and listen when the whistle blows  Dress for the weather	Line up quietly when called  Pick up equipment and personal belongings	Be a good sport if I don't win a game  Cheer on my classmates
Classroom	Keep my hands, body and objects to myself  Prevent the spread of germs  Follow emergency Procedures  Walk appropriately inside the classroom  Report unsafe things	Offer help to others in need when appropriate  Ask for and/or accept help appropriately when needed  Follow my classroom rules	Listen and pay attention to the speaker  Do your own work  Try my best each day	Use kind words  Accept others for their differences and opinions

Bus Behaviors	Keep aisles clear  Remain in my seat and face forward  Keep my hands, body and objects to myself	Keep food and drink in your bag on the bus	Clean up any messes	Use kind words  Use a quiet voice
When I'm upset....	Keep my hands, body and objects to myself	Ask for a break	Try my best to calm down	Talk to an adult

## Communication

Communication is key! It is the intention of the administration to always be available for staff and students. The following media will be used to give and receive information:

1. Announcements: Every day announcements will be made which will include a greeting, reminders for upcoming events, and any other pertinent information. Please make sure that students are listening to these announcements daily. Announcements will be made at the end of the day as needed. Please do not release any students before announcements are made.
2. Weekly Happenings: Each week administration will send an email that contains any information needed for the operation of the school. It will include upcoming events and any other information administration needs to share with the staff in order to maintain open lines of communication.
3. Email: Please check your school email daily.
4. Staff mailboxes: Please check your mailbox regularly.
5. Telephone/Voicemail: Each classroom is equipped with a phone; the extension of which is your room number, so you may be contacted directly. The phones are set up to have individual voicemails and passwords. Classroom phones enable the office to communicate with staff inside of each room with less interference than that of an overhead announcement. It also allows teachers to call the office or classroom to classroom directly. Staff members should be answering the phones, to avoid students relaying messages to/about other students. Please contact Eric with any questions or concerns.

## Communication Home

Communication between the school and home sets the tone and is essential in building a positive relationship. Teachers are expected to regularly communicate student successes and challenges to parents/guardians/guardians. In order to achieve this goal, the following methods will be utilized:

- All K-5 teachers will be required to use Class Dojo (<https://www.classdojo.com/>) to keep parents/guardians informed. 6-8 teachers will communicate with parent/guardian(s)/guardian(s) through Remind ([www.Remind.com](http://www.Remind.com)).
- Emails or phone calls
  - It is expected that any calls or emails from parent/guardians or to parent/guardians are made before or after school, or during prep periods. Teachers should respond back to parent/guardian contact within 2 school days, not including weekends, to ensure communication lines are kept open. Please document all email/phone communication in Alma.
- Wakefield Weekly

- The Wakefield Weekly is a great way to share what's happening in your classroom with parents/guardians and the community at large. There is a schedule indicating when each grade level is responsible for developing the Wakefield Weekly. The newsletter, published every Friday, is emailed to all parent/guardians district wide and is available on the school's website and Facebook page. Articles should be submitted to the office by the end of the day Tuesday of your scheduled week.
- Letters Home
  - Before letters are sent home, they should be approved by administration and a copy should be given to the office staff so that they are informed and can respond appropriately to questions.

### **Confidentiality**

As educators, we are entrusted with a significant amount of personal information about children and their families that is not common knowledge. The manner in which this information is handled impacts their lives and reputations. Information regarding a student is confidential and should be shared only with those who 'need to know' in order to appropriately support the student. While seeking advice from a colleague, asking questions of prior year teachers, and/or communicating with family members to gather information is expected, sharing such information with others in a non-professional setting is not appropriate. At no time should any staff member share any information about a student or a family situation that is not necessary to provide an appropriate education or with any individual who is not directly involved in providing a child's education.

Information of a private nature about colleagues should also be considered confidential and is best to be kept private.

Documentation which includes student personal information should be shredded. Shredders are located in the main office and the special education office.

### **Mandatory Reporting**

All states require that if persons know or suspect that child abuse is going on, they report the abuse to the authorities. These mandatory reporting laws were instituted to help promote awareness of child abuse and early intervention, if possible. Communicate the suspected situation with the school's social worker, guidance counselor and administrators for support with reporting.

### **Snow Cancellations and Delays**

For school cancellations, blizzard bag days and delays, the school will send out an automated message through Alma. The message, in most instances, will be sent by 5:30am. The school will also communicate on WMUR.

## Chain of Support

Area Of Concern	First	Second	Third	Fourth
<b>Academics / Curriculum</b>	Grade level team	Administration		
<b>Attendance</b>	School Office	Contact home	Guidance and/or Social Worker	Administration
<b>Cafeteria</b>	Food Services	Administration	Business Administrator	
<b>Discipline</b>	Minors: Contact home, Team Meetings, Administration Majors: Contact home, Administration			
<b>Facilities</b>	Custodian	Facilities Director	Administration	
<b>Guidance</b>	Grade level team	School Counselor/ Social Worker	Administration	
<b>Special Education</b>	Grade level team	Case Manager	Director of Student Services	
<b>Transportation</b>	School Office	Transportation Coordinator	Administration	

A chain of support helps identify who to contact should you have a question or concern about a specific matter. Additionally, at times an individual may not be satisfied with the answer they have been given and they would like to speak to someone at the next level in order to better resolve the question or problem.

### Schedules

All schedules can be found in the Paul School Staff Documents folder.

### Wakefield School District Mission Statement

“Every learner will be prepared with the confidence, skills, and knowledge to be a successful, contributing member of their community and society.”

# Town of Wakefield

## Capital Improvement Plan: FY2023 – FY2027

### Project Detail Sheet

<b>Department:</b>	School Department
<b>Project:</b>	Wakefield School Transportation (Bus)
<b>Type of Project (New/Replacement):</b>	Replacement
<b>Reason for Project:</b>	Safety, Reduce Operating Costs
<b>Estimated Total Cost:</b>	\$100,000
<b>Anticipated Year of Purchase</b>	2023
<b>Estimated Useful Life:</b>	15 Years



### Description and Justification:

This replacement bus is part of the continuation of our bus fleet replacement which consists of:

77 passenger bus (9), 14 passenger bus (3) and a 4-person caravan.

The old bus will have a trade-in value of approximately \$4,500.

### Estimated Costs by Fiscal Year

<b>FY2023</b>	\$45,000
<b>FY2024</b>	\$95,000
<b>FY2025</b>	\$95,000
<b>FY2026</b>	\$95,000
<b>FY2027</b>	\$95,000
<b>Total Cost</b>	\$100,000

### Anticipated Funding Sources

<b>Operating Budget</b>	
<b>Grant</b>	
<b>Bond</b>	
<b>Fund 2/3/4/5 Balance</b>	
<b>Warrant Article</b>	X
<b>Current Capital Reserve Balance (As of 9/1/22)</b>	\$108,946 + \$45,000



# Town of Wakefield

## Capital Improvement Plan: FY2023 – FY2027

### Project Detail Sheet

<b>Department:</b>	School Department
<b>Project:</b>	Boiler Replacement
<b>Type of Project (New/Replacement):</b>	Replacement
<b>Reason for Project:</b>	Reduced Operating Cost/Alleviates Substandard Condition
<b>Estimated Total Cost:</b>	\$300,000-350,000
<b>Anticipated Year of Purchase</b>	2026
<b>Estimated Useful Life:</b>	20 Years



### Description and Justification:

The school is heated using 3 boilers. Two use propane and 1 uses oil. The oil run boiler is still running at 84% efficiency. But the propane furnaces have reached the end of the life expectancy.

Final evaluation is being completed to determine when to replace the boilers and whether to replace the 2 propane boilers first or all 3 boilers at the same time.

Boilers will be moved to the basement for a more adequate functional space.

### Estimated Costs by Fiscal Year

<b>FY2023</b>	\$50,000
<b>FY2024</b>	\$50,000
<b>FY2025</b>	\$50,000
<b>FY2026</b>	\$50,000
<b>FY2027</b>	\$0
<b>Total Cost</b>	\$330,000

### Anticipated Funding Sources

<b>Operating Budget</b>	
<b>Grant</b>	
<b>Bond</b>	
<b>Fund 2/3/4/5 Balance</b>	
<b>Warrant Article</b>	X
<b>Current Capital Reserve Balance (as of 9/1/22)</b>	\$53,096 + 75,000

# Town of Wakefield

## Capital Improvement Plan: FY2023 – FY2027

### Project Detail Sheet

<b>Department:</b>	School Department
<b>Project:</b>	Parking Lot & Sidewalk
<b>Type of Project (New/Replacement):</b>	Replacement
<b>Reason for Project:</b>	Safety. Correct Sub-standard conditions
<b>Estimated Total Cost:</b>	\$140,000
<b>Anticipated Year of Purchase</b>	2025
<b>Estimated Useful Life:</b>	15 Years



### Description and Justification:

Catch basin is broken, metal culverts deteriorating and Taylor Way is cracked and falling apart.

Project would fix catch basin, replace metal culverts, install new road pack with 2" sub-base and 1" finish overlay for Taylor Way.

### Estimated Costs by Fiscal Year

<b>FY2023</b>	\$30,000
<b>FY2024</b>	\$35,000
<b>FY2025</b>	\$40,000
<b>FY2026</b>	\$0
<b>FY2027</b>	\$0
<b>Total Cost</b>	\$140,000

### Anticipated Funding Sources

<b>Operating Budget</b>	
<b>Grant</b>	
<b>Bond</b>	
<b>Fund 2/3/4/5 Balance</b>	
<b>Warrant Article</b>	X
<b>Current Capital Reserve Balance (As of 9/1/22)</b>	\$24,174 + \$15,000

# Town of Wakefield

## Capital Improvement Plan: FY2023 – FY2027

### Project Detail Sheet

<b>Department:</b>	School Department
<b>Project:</b>	Building Renovation (HVAC Units & Air Handlers)
<b>Type of Project (New/Replacement):</b>	Replacement
<b>Reason for Project:</b>	Safety. Improve Quality of Facility
<b>Estimated Total Cost:</b>	\$285,000
<b>Anticipated Year of Purchase</b>	2026
<b>Estimated Useful Life:</b>	15 Years

### Description and Justification:

There are currently 5 air handler units within the facility. There are 4 units from 1997 and 1 unit from 1982. They are reaching the end of there useful life.

This project would replace theses units to provide consistent air movement throughout the facility, providing a more comfortable and healthier environment.



### Estimated Costs by Fiscal Year

<b>FY2023</b>	\$75,000
<b>FY2024</b>	\$70,000
<b>FY2025</b>	\$70,000
<b>FY2026</b>	\$70,000
<b>FY2027</b>	\$0
<b>Total Cost</b>	\$285,000

### Anticipated Funding Sources

<b>Operating Budget</b>	
<b>Grant</b>	
<b>Bond</b>	
<b>Fund 2/3/4/5 Balance</b>	
<b>Warrant Article</b>	X
<b>Current Capital Reserve Balance (as of 9/1/22)</b>	\$24,087 +23,000

# Town of Wakefield

## Capital Improvement Plan: FY2023 – FY2027

### Project Detail Sheet

Department:	School Department
Project:	Building Renovation (Bathrooms)
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improve Quality of Facility and Substandard Conditions
Estimated Total Cost:	\$46,000
Anticipated Year of Purchase	2023
Estimated Useful Life:	20 Years



#### Description and Justification:

Renovate all 8 of the main bathrooms located in the school. All are original from when school was built, except when upgrades to sinks and faucets where needed. Partitions, flooring, hardware and some toilets would be replaced.

Gymnasium bathrooms were renovated in 2011, but 4 faucets will be replaced as part of this project.

#### Estimated Costs by Fiscal Year

FY2023	\$23,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Cost	\$46,000

#### Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 9/1/22)	\$24,087 +23,000

# Town of Wakefield

## Capital Improvement Plan: FY2023 – FY2027

### Project Detail Sheet

Department:	School Department
Project:	Building Renovation (Generator)
Type of Project (New/Replacement):	New
Reason for Project:	Improve Quality of Facility. Safety
Estimated Total Cost:	\$70,000
Anticipated Year of Purchase	2026
Estimated Useful Life:	20 Years



### Description and Justification:

Purchase and install a generator at the school (currently none exists). A back-up generator will allow heating, ventilation, fire alarms, computer networks, lighting, security, and phone networks to continue running uninterrupted. Safety is the most important priority for any school. Power disruption can quickly turn a safe place into a dangerous environment, such as in cases of extreme weather or because of darkness.

The school could then also function as emergency shelter for the community.

Example

### Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$0
FY2025	\$35,000
FY2026	\$35,000
FY2027	\$0
Total Cost	\$70,000

### Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 9/1/22)	\$24,087 +23,000



# Town of Wakefield

## Capital Improvement Plan: FY2023 – FY2027

### Project Detail Sheet

<b>Department:</b>	School Department
<b>Project:</b>	Building Renovation (Emergency Lighting)
<b>Type of Project (New/Replacement):</b>	Replacement
<b>Reason for Project:</b>	Improve Quality of Facility. Safety
<b>Estimated Total Cost:</b>	\$24,000
<b>Anticipated Year of Purchase</b>	2025
<b>Estimated Useful Life:</b>	15 Years



### Description and Justification:

Lighting in the school was updated to LED in 2021.

This next phase project would replace all Emergency Light fixtures throughout the building with updated LED Emergency Lighting.

### Estimated Costs by Fiscal Year

<b>FY2023</b>	\$0
<b>FY2024</b>	\$12,000
<b>FY2025</b>	\$12,000
<b>FY2026</b>	\$0
<b>FY2027</b>	\$0
<b>Total Cost</b>	\$24,000

### Anticipated Funding Sources

<b>Operating Budget</b>	
<b>Grant</b>	X
<b>Bond</b>	
<b>Fund 2/3/4/5 Balance</b>	
<b>Warrant Article</b>	X
<b>Current Capital Reserve Balance (as of 9/1/22)</b>	\$24,087 +23,000

# Town of Wakefield

## Capital Improvement Plan: FY2023 – FY2027 Project Detail Sheet

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Department:	School Department
Project:	Building Renovation (Future Building Expansion)
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improve Quality of Facility and Substandard Conditions
Estimated Total Cost:	TBD
Anticipated Year of Purchase	TBD
Estimated Useful Life:	50 Years



### Description and Justification:

The School Department would form a community building committee to look at future population growth, educational space needs and building expansion concepts.

An engineering study would then be completed to look at which of those concepts is the most feasible and provide the best value to the community.

### Estimated Costs by Fiscal Year

FY2023	\$0
FY2024	\$0
FY2025	\$40,000
FY2026	\$40,000
FY2027	\$0
Total Cost	\$TBD

### Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 9/1/22)	\$24,087 +23,000

# Town of Wakefield

## Capital Improvement Plan: FY2023 – FY2027

### Project Detail Sheet

<b>Department:</b>	School Department
<b>Project:</b>	Water Well Replacement
<b>Type of Project (New/Replacement):</b>	Replacement
<b>Reason for Project:</b>	Provides Added Capacity/Reduced Operating Cost
<b>Estimated Total Cost:</b>	\$30,000
<b>Anticipated Year of Purchase</b>	2023
<b>Estimated Useful Life:</b>	25 Years



### Description and Justification:

Replace current well that is not longer producing water. This well would service the irrigation system for the school ballfields.

Use of Sanbornville Water Precinct water to maintain the ballfields costs approximately \$13,000/annually.

### Estimated Costs by Fiscal Year

<b>FY2023</b>	\$15,000
<b>FY2024</b>	\$0
<b>FY2025</b>	\$0
<b>FY2026</b>	\$0
<b>FY2027</b>	\$0
<b>Total Cost</b>	\$30,000

### Anticipated Funding Sources

<b>Operating Budget</b>	
<b>Grant</b>	
<b>Bond</b>	
<b>Fund 2/3/4/5 Balance</b>	
<b>Warrant Article</b>	X
<b>Current Capital Reserve Balance (as of 9/1/22)</b>	\$15,000



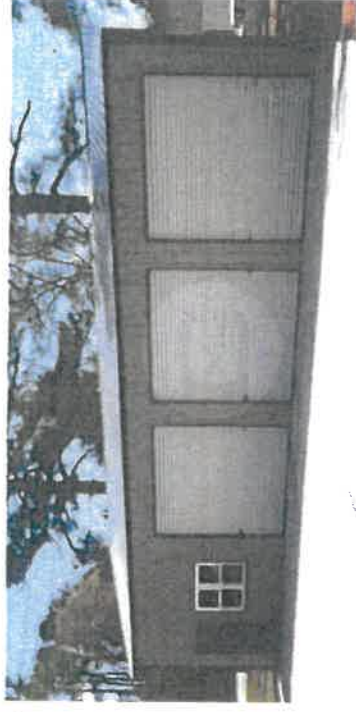
# Town of Wakefield

## Capital Improvement Plan: FY2023 – FY2027

### Project Detail Sheet

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Department:	School Department
Project:	Maintenance Building Replacement
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improve Quality of Facility
Estimated Total Cost:	\$135,000
Anticipated Year of Purchase	2025
Estimated Useful Life:	25 Years+



#### Description and Justification:

Replace existing maintenance buildings with a single, 3 bay, building. This would be to consolidate storage, athletic and maintenance equipment.

Costs include removing older buildings that are in disrepair.

#### Estimated Costs by Fiscal Year

FY2023	\$30,000
FY2024	\$35,000
FY2025	\$40,000
FY2026	\$0
FY2027	\$0
Total Cost	\$135,000

#### Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 9/1/22)	\$30,000

Certified Staff Nomination			
Name	Title	Effective Date	Salary
Aisilyn Guivens	Library/Media Specialist	8/28/2023	\$43,006.00
Alison Kahn	Guidance Counselor	8/28/2023	\$48,344.00

Staff New Hire FYI			
Name	Title	Effective Date	Salary

Resignations			
Name	Title	Effective Date	Salary
Robert O'Neill	4th Grade Teacher	7/30/2023	\$38,792.00

Retirements			
Name	Title	Effective Date	Salary

Wakefield School District  
School Administrative Unit #101

Intent to Hire - Teacher/Administrator

To: (Name) ADMINISTRATIVE ASSISTANT  
From: (Name) Imy Leavitt-Caron  
Date: (Submitting) 8

Documents Required when submitting this form:

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

I wish to hire the following employee:

Employee's Name: Aisilyn Givvers  
Existing Employee (Yes or No): no  
If existing, current position:  
Position being hired for: Library Media Specialist  
Replaces (Name): Cara McNeuch  
Is this a NEW or EXISTING position?

Start Date: \_\_\_\_\_

Baccalaureate Degree from: Plymouth State University Degree: History Year: 2019  
Graduate Degree from: Simmons University Degree: Library Info + Tech Science Year: 2021

Hiring Manager Comments:

Excellent references - move forward to Superintendent - Team of interviewers felt very positive!

Superintendent Comments:

Aisilyn currently works in a public library, she has a strong background in media specialties. Great references.

To be filled in by the Superintendent

Account Number: 100-2220-51130-1-00-00000  
Rene L. Kibbe 8/10/2023  
Signature of Superintendent Date  
School Board Nomination Date: \_\_\_\_\_

Salary Amount: 43,006.00  
Step: 3  
Track: 4

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Wakefield School District  
School Administrative Unit #101

Intent to Hire - Teacher/Administrator

To: (Name) ADMINISTRATIVE ASSISTANT  
From: (Name) Norma DiRecco  
Date: (Submitting) 8/8/23

Documents Required when submitting this form:

Completed Application

Resume

Transcripts

State of New Hampshire Educator Certificate

Three Letters of Recommendation

Reference Sheet

I wish to hire the following employee:

Employee's Name: Alison Kahn  
Existing Employee (Yes) or No: \_\_\_\_\_  
If existing, current position: Guidance  
Position being hired for: \_\_\_\_\_  
Replaces (Name): Lori Cook  
Is this a NEW or EXISTING position? \_\_\_\_\_

Start Date: 8/28/23

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

Degree: \_\_\_\_\_

Year: \_\_\_\_\_

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

Hiring Manager Comments:

Driven professional with trauma informed care.  
Excited to have an opportunity to work in a  
school community. She was thrilled to be a  
part of a dynamic team working to support students.

Superintendent Comments:

Alison came w/ great references and  
has significant experience working w/ students  
who struggle with mental health disabilities

To be filled in by the Superintendent

Account Number: 100-2120-51120-1-00-00000

Salary Amount: \$48,344.00

Rene A. Keble 8/10/2023

Signature of Superintendent Date

Step: 7

Track: MA

School Board Nomination Date: \_\_\_\_\_ 76

Hello,

I am writing this letter to inform you of my resignation from Paul School. It will be necessary for me to resign due to my need to work closer to home, & the necessary salary required to support my family, for my wife has recently become pregnant with our second child. I will be beginning a new job as of 8/28/23.

Thank You,  
Robert O'Neill