

## **Agenda Worksheet**

School Administrative Unit #101  
Wakefield School District Board Meeting:  
Paul School Library  
60 Taylor Way, Sanbornville, NH 03872  
sau101.org

Date: Tuesday at 6:00pm

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

**2. AGENDA REVIEW**

**3. PRESENTATIONS, PUBLIC HEARINGS**

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

**5. REPORTS**

- a. Facility
- b. School Administration

**6. CONSENT AGENDA**

- a. AP Manifest- Batch #40874, \$1,325.88; Batch #40871, \$408,888.65; Batch #
- b. Payroll Manifest- Batch #40901, \$56,100.83; Batch #4089, \$221,388.85; Batch #40890, \$221,388.85

**7. MEETING MINUTES**

- a. WSB Non Public Minutes 9.2.23 (draft)
- b. WSB Public Minutes 9.5.23 (draft)

**8. OLD BUSINESS**

- a. Local Critical Shortage
- b. Water testing room number/teachers
- c. Kingswood Numbers

**11. POLICIES**

- DJ-R Purchasing Procedures (2<sup>nd</sup> Reading)
- BEDB- Agenda Preparation and Dissemination (2<sup>nd</sup> Reading)
- BEDG- Minutes (2<sup>nd</sup> Reading)
- FBB- Enrollment Projections (Removal)
- FEA- Educational Specifications for Construction (Removal)
- FEH- Supervision of Construction (Removal)
- GBE- Employee Rights and Responsibilities (Removal)
- JBAB- Transgender and Gender Nonconforming Students (Removal)

**12. COMMITTEE UPDATES**

- a. Climate and Culture Committee Minutes
- b. Committee Lists

### **13. NOMINATIONS/HIRES/RESIGNATIONS**

- a. Shari Colby-Resignation
- b. Katherine Osmer- Resignation
- c. Amanda Bright- Paraprofessional
- d. Brittany Joy- Paraprofessional

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

- a. Lunch Payments in ALMA
- b. Classroom Floor Funding
- c. Gym Floor Update
- d. Fresh Picks Advisory

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

### **16. ADJOURNMENT:**

**PM**

**Upcoming: The next Wakefield School Board meeting will be held Tuesday October 3, 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.

### **Follow up questions**

- 14 outlets tested over 5ppb. (*See attached sheet #1 for room numbers*). 10 outlets have been shut off. Students only have access to two outlets in the building that are marked handwash only (room 104 bathroom + main girls bathroom)
- Flooring project complete Rm 111 and Music room. Payment has been processed using grant funding Esser III (*see attached sheet #2 for final invoice*)

### **Facilities update**

#### **Lead**

- Continued conversations with Amy Clark (NHED) and Ian Atwell (NHDES) and was advised to continue with investigative sampling and minimize access to the best of our practical ability.
- Minimized student access to only 2 outlets in the school that continue to be posted as handwash station only. (*Rm 104 bathroom + main girls' bathroom*)
- NHDES provided further guidance (*see attached sheet #3*) on more investigative sampling instructions to localize the source of lead in the plumbing or faucets, using different volumes of water and testing techniques.
- NHDES provided info and results for Wakefield public water system testing. ([des.nh.gov](http://des.nh.gov)) one stop search ID # 2391010
- (NHDES) New Grants will be available in November that will cover up to 100% of remediation efforts. Save receipts for reimbursement on items bought for remediation efforts.
- NHDES recommended upgrading fixtures that were installed before 2011 and retesting.
- Working with Pioneer Mechanical on a plan for installing new fixtures or filtration in problem areas and retesting
- Round 3 testing starts after Jan/24

#### **ML work orders**

- New ML work order system is running efficiently and helping organize and prioritize our facilities work as needed. The Custodial team has completed 48 Work order requests over the first 2 weeks. Our facilities team is focused and dedicated!

### **School Approval Facility review inspection (DOE)**

- 23/24 school inspection scheduled for October 17<sup>th</sup>.
- Full inspection in and around the facility and a review of the following documents prior to the inspection.
  - \*Floor Plans
  - \*Fire inspection report
  - \*Health inspection report
  - \*Playground inspection checklist
  - \*Indoor air quality policy

### **Grounds contract**

- Walkthroughs are being scheduled for our upcoming Grounds and Plowing contract that ends June 30<sup>th</sup>/24. Interest has been shown in the latest walkthrough. Continued soliciting will resume to local companies to try and gain interest before the bidding process begins.

### **Athletic Fields**

- Soccer season has resumed and will continue through fall.
- Black panthers Football will host 2 Games this season on our upper field 9/24 + 10/1
- Porta Potty delivery scheduled for Friday 9/15 (Lapierre septic)
- (Brad) Currently working on the infields to get them back in shape over a rainy season, which has created uneven, weedy and hard compacted surfaces throughout infields. Infields have been tilled, nail dragged, edged, weeded and leveled to make for an easier transition to spring season. Upkeep will resume to maintain better playing conditions on the fields.

### **Paving**

- Working with town DPW (Brock) and Clairmont Asphalt Paving & Excavation to complete the paving project.
  - We have a tentative date of OCT 6-9<sup>th</sup> to start the project.
  - Waiting to hear from Clairmont paving to finalize this date.
  - Contracted price came in lower than we anticipated. (*See attached pricing sheet#4*)
-

## Chain of Custody Form

Please complete all fields marked with an asterisk (\*)

For lab use only:

Project ID: SB247 LEAD 23-1  
Received Temperature: 23-1  
Requested Analysis: Stagnant Lead by EPA Method 200.8 Matrix: Drinking Water

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

Facility Name: Paul Elementary School  
Station ID Number: SCH-22110

\* Facility Address: 60 Taylor Way Sanborville NH\* Collected By: Brad Davis\* Contact Name & Phone Number: Brad Davis / 603 973 3919\* Relinquished By: Brad Davis\* Date & Time: 7/31/23 - 09:15Received By: Stephanie MurphyDate & Time: 8/2/2023 11:00

Relinquished By: \_\_\_\_\_

Date &amp; Time: \_\_\_\_\_

Received By: \_\_\_\_\_

Date &amp; Time: \_\_\_\_\_

OUTLET TYPES: BF: Bathroom Faucet CF: Classroom Faucet DF: Drinking Fountain IM: Ice Machine KF: Kitchen Faucet NS: Nurse's Sink O: Other R: Refrigerator

| Outlet ID | Station ID | * Sample Date and Time | Floor Number | Outlet Type      | Location / Room Number | Flush (Y/N) | Facility               | Notes | Outlet Type Code |
|-----------|------------|------------------------|--------------|------------------|------------------------|-------------|------------------------|-------|------------------|
| 22110-8   | SCH-22110  |                        | 1            | classroom faucet |                        | 402 N       | Paul Elementary School |       | CF               |
| 22110-9   | SCH-22110  |                        | 1            | classroom faucet |                        | 401 N       | Paul Elementary School |       | CF               |
| 22110-10  | SCH-22110  |                        | 1            | classroom faucet |                        | 400 N       | Paul Elementary School |       | CF               |
| 22110-11  | SCH-22110  |                        | 1            | classroom faucet | all gender restroom 1  | N           | Paul Elementary School |       | CF               |
| 22110-14  | SCH-22110  |                        | 1            | Nurse's Sink     | Nurse                  | N           | Paul Elementary School |       | NS               |
| 22110-17  | SCH-22110  |                        | 1            | bathroom faucet  | Main bathroom boys     | N           | Paul Elementary School |       | BF               |
| 22110-18  | SCH-22110  |                        | 1            | bathroom faucet  | main bathroom girls    | N           | Paul Elementary School |       | BF               |
| 22110-19  | SCH-22110  |                        | 1            | classroom faucet | class 113              | N           | Paul Elementary School |       | CF               |
| 22110-20  | SCH-22110  |                        | 1            | classroom faucet | class 112              | N           | Paul Elementary School |       | CF               |
| 22110-24  | SCH-22110  |                        | 1            | bathroom faucet  | staff bathroom         | N           | Paul Elementary School |       | BF               |
| 22110-25  | SCH-22110  |                        | 1            | bathroom faucet  |                        | 105 N       | Paul Elementary School |       | BF               |
| 22110-26  | SCH-22110  |                        | 1            | classroom faucet |                        | 108 N       | Paul Elementary School |       | CF               |
| 22110-27  | SCH-22110  |                        | 1            | classroom faucet |                        | 107 N       | Paul Elementary School |       | CF               |
| 22110-28  | SCH-22110  |                        | 1            | bathroom faucet  |                        | 106 N       | Paul Elementary School |       | BF               |
| 22110-29  | SCH-22110  |                        | 1            | classroom faucet |                        | 105 N       | Paul Elementary School |       | CF               |
| 22110-30  | SCH-22110  |                        | 1            | classroom faucet |                        | 104 N       | Paul Elementary School |       | CF               |
| 22110-31  | SCH-22110  |                        | 1            | classroom faucet |                        | 103 N       | Paul Elementary School |       | CF               |
| 22110-32  | SCH-22110  |                        | 1            | classroom faucet |                        | 102 N       | Paul Elementary School |       | CF               |
| 22110-33  | SCH-22110  |                        | 1            | classroom faucet |                        | 101 N       | Paul Elementary School |       | CF               |
| 22110-34  | SCH-22110  |                        | 1            | classroom faucet |                        | 101 N       | Paul Elementary School |       | CF               |
| 22110-35  | SCH-22110  |                        | 1            | classroom faucet |                        | 101 N       | Paul Elementary School |       | CF               |
| 22110-40  | SCH-22110  |                        | 1            | bathroom faucet  | bas 101                | N           | Paul Elementary School |       | BF               |



M 3 H 0 1 8 4

New Hampshire Department of Environmental Services

Rec'd: 08/02/2023 11:00

By: Stephanie Murphy

Temp: 23.1

(Signature)



# PORTSMOUTH QUALITY FLOORING

## Invoice

Located at: 2040 Lafayette Road  
Portsmouth, New Hampshire 03801  
p: (603) 436-3422 e: info@pqfl.com

Located at: 197 US-1  
Scarborough, Maine 04074  
p: (207) 883-2800 e: info@pqfl.com

| Invoice # | Date      |
|-----------|-----------|
| 55432     | 8/31/2023 |

| Bill To   |        | Job Site                          |     |           |
|---|--------|-----------------------------------|-----|-----------|
| Paul School<br>60 Taylor Way. Sanbornville NH<br>(603)-973-3919 |        | 60 Taylor Way.<br>Sanbornville NH |     |           |
| PO #  | Terms  | Due Date                          | Rep | Inst Date |
|   | Net 30 | 9/30/2023                         | SS  | 8/25/2023 |

| Item                 | Description  | Qty | Rate     | Amount    |
|----------------------|--|-----|----------|-----------|
| Comm. Carpet         | Carpet Replacement- 60 Taylor Way. Sanbornville NH               |     |          |           |
| Instal-cpt           | NRF Select, Topography, Artificial, 24x24 Carpet tile            | 380 | 2.52     | 957.60T   |
| Adhesive             | Carpet installation: Quarter Turn                                | 1   | 500.00   | 500.00    |
|                      | Pressure sensitive flooring adhesive 4 Gal (Good for all carpet) | 1   | 127.64   | 127.64T   |
|                      | SUBTOTAL: Music Room   |     |          | 1,585.24  |
| Comm. Carpet         | NRF Select, Topography, Artificial, 24x24 Carpet tile            | 500 | 2.52     | 1,260.00T |
| Stair-charge (Car... | Carpeted Stair-Charge  | 1   | 1,500.00 | 1,500.00  |
| Material             | Rubber Stair Nosing for large stairs (Small stairs nosing TBD)   | 9   | 127.11   | 1,143.99T |
| Material             | # 930 Epoxy Caulking Compound 13.5 oz tube covers 50LF           | 2   | 37.59    | 75.18T    |
|                      | SUBTOTAL: Stairs   |     |          | 3,979.17  |
| LVT                  | TARKETT ID LATITUDE WOOD 6" X 48", 7530 Geneva                   | 709 | 3.41     | 2,417.69T |
| Instal-LVT           | Installation of LVT flooring: Pattern & Direction TBD            | 709 | 2.50     | 1,772.50  |
| Adhesive             | Pressure sensitive flooring adhesive 4 gal                       | 1   | 208.27   | 208.27T   |
|                      | SUBTOTAL: Room 111   |     |          | 4,398.46  |

It's a pleasure working with you!

Please Remit All  
Payments to:  
LCI Flooring LLC  
2040 Lafayette Rd  
Portsmouth NH 03801

Total:  
Payments/Credits:  
Balance Due:

All returns must be made within 30 days and freight may apply.  
The industry standard for waste is 5% of material, which is non-returnable.  
Not all items are returnable. The 50% initial order deposit is non-refundable.  
Any Invoices not paid by due date may be subject to a ~2% per month finance charge.

VISA



AMEX

DISCOVER





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| PO #  | Terms  | Due Date                          | Rep | Inst Date |
|   | Net 30 | 9/30/2023                         | SS  | 8/25/2023 |

| Item             | Description   | Qty | Rate   | Amount  |
|------------------|---|-----|--------|---------|
| Base             | Johnsonite 4" rubber cove base, Black (120 lf/bx) 2 Bxs   | 240 | 1.50   | 360.00T |
| Instal-cove base | Base installation: Cove Base (per lnft)   | 240 | 1.25   | 300.00  |
|                  | SUBTOTAL: Throughout  |     |        | 660.00  |
| Labor            | Rip up and removal of existing flooring   | 1   | 600.00 | 600.00  |
| Labor            | Estimated Floor prep<br>Note: Any unused floor prep will be credited back at completion of job  | 1   | 600.00 | 600.00  |
| Freight          | Estimated Shipping to PQF warehouse<br><br>Note: This estimate doe NOT include any additional floor prep. Any additional floor prep will be billed at \$55 per man hour plus materials and will be discussed before hand.<br><br>ALTERNATE: Add \$410.00 to provide moisture testing as required by the flooring manufacturers to validate the warranty. Portsmouth Quality Flooring recommends this service be performed by a third party. Does not include moisture mitigation. | 1   | 99.00  | 99.00   |

It's a pleasure working with you!

**Please Remit All  
Payments to:  
LCI Flooring LLC  
2040 Lafayette Rd  
Portsmouth NH 03801**

**Total:**  
**Payments/Credits:**  
**Balance Due:**

All returns must be made within 30 days and freight may apply.  
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| PO #  | Terms  | Due Date                          | Rep | Inst Date |
|   | Net 30 | 9/30/2023                         | SS  | 8/25/2023 |

| Item | Description   | Qty | Rate | Amount |
|------|---|-----|------|--------|
|      | <p>THIS PROPOSAL IS SUBJECT TO THE FOLLOWING CONDITIONS &amp; EXCLUSIONS:</p> <p>1.) Removals, patch &amp; match, underlayment, backerboard, non-minor prep, protection, final cleaning, floor finishing and floor sealing are not included in the scope of this proposal.</p> <p>2.) Installations to be according to manufacturers' requirements. Responsibility for moisture or other site conditions is not included in the scope of this proposal.</p> <p>3.) All work to be completed in a single mobilization during normal business hours.</p> <p>4.) Moving of furniture, fixtures and equipment is excluded.</p> <p>5.) This price based on non-union, non-prevailing wages</p> |     |      |        |

It's a pleasure working with you!

Please Remit All  
Payments to:  
LCI Flooring LLC  
2040 Lafayette Rd  
Portsmouth NH 03801

**Total:** \$11,921.87  
**Payments/Credits:** \$0.00  
**Balance Due:** \$11,921.87

All returns must be made within 30 days and freight may apply.  
The industry standard for waste is 5% of material, which is non-returnable.  
Not all items are returnable. The 50% initial order deposit is non-refundable.  
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## 3Ts: TRAINING, TESTING, TAKING ACTION

## TESTING

Compare all sample results to prioritize follow-up sampling and remediation. Outlets with elevated lead levels should not be made available for consumption.

### Cold Water Faucet (i.e., Water Faucet, Water Tap, Kitchen Sink)

Water in this sample should consist of water that has been in contact with the faucet fixture and the lateral pipe (Exhibit 2).



#### Sample 1B: Sampling the Faucet

Take a 250-mL sample before the facility opens and before any water is used. **Note this is a sequential sample.**

Sample **1B** is representative of the water that may be consumed at the beginning of the day or after infrequent use. It consists of water that has been in contact with the fixture and the plumbing connecting the faucet to the lateral pipes. See Exhibit 2.



#### Sample 2B: Sampling the Interior Plumbing

Without shutting off the water, take a second 250-mL sample, trying not to spill. Note this is also a sequential sample.

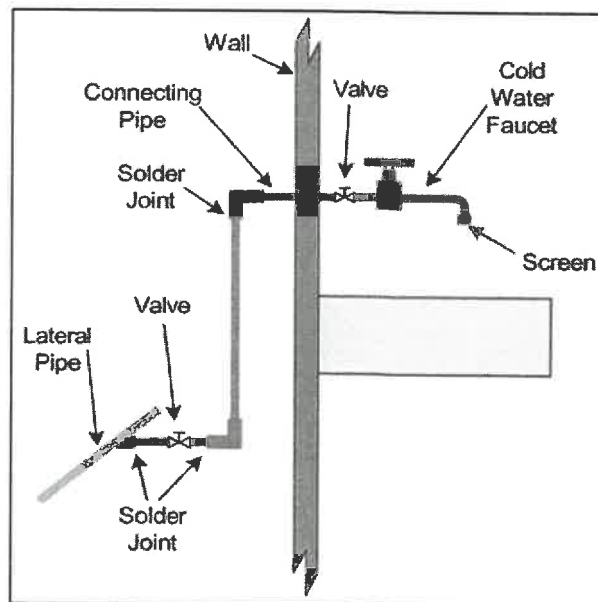
This sample is representative of the water that is in the plumbing upstream from the faucet.

### Interpreting Results: Cold Water Faucets

To determine the source of lead in the water, compare the results of Samples **1B** and **2B**.

- **IF** the lead level in sample **1B** is higher than that in sample **2B**, **THEN** the source of lead could be the water faucet and/or the plumbing upstream from the faucet.
- **IF** the lead level in sample **2B** is lower, close to 5 ppb, **THEN** very little lead is coming from the plumbing upstream from the faucet. The majority or all of the lead in the water is likely from the faucet and/or the plumbing connecting the faucet to the lateral.
- **IF** the lead level in sample **2B** significantly exceeds 5 ppb (for example, the level is 10 ppb), **THEN** lead may be coming from the plumbing upstream from the faucet.

*Exhibit 2. Targeted Locations of Water in Plumbing for Cold Water Faucets*



## Eliminating Particulate Lead as a Source

If the detailed fixture results reveal there are high lead levels of lead in the cooler sample, a contributing source of the elevated levels could be the debris in the aerator or screen of the fixture. By cleaning the aerator or screen and retesting, you can determine whether the debris is a contributing source to elevated lead levels in their facilities.

***Determining aerator/screen debris contribution:***

Turn off the valve leading to the cooler. Disconnect the cooler from the plumbing and look for a screen at the inlet. Remove the screen. Some coolers also have a screen installed at their bubbler or fountain valve. Carefully remove the valve by unscrewing it. Some coolers are equipped with a drain valve at the bottom of the water reservoir that may also catch debris. Clean it all. Then take a 250-mL sample (3C).

***Interpreting Results: Cooler***

- **IF** the concentration of sample **3C** is less than 5 ppb, **THEN** the lead could be coming from debris in the cooler or the screen.
- **IF** the concentration of sample **3C** is much greater than 5 ppb, **THEN** the lead is likely coming from debris in the cooler or on the screen.
- **IF** the concentration of sample **4C** is much greater than 5 ppb **AND** less than sample **1C**, **THEN** the source of lead may be sediments contained in the cooler, screens, and/or the upstream plumbing. Routine flushing practices should be implemented to reduce exposure from lead particulates.

## Additional Sampling Information

### Sample Documentation

Record the unique sample identification number on each sample bottle and on the recordkeeping form. An example form is provided in Module 7. The information recorded will include:

- Type of sample taken (e.g., initial first-draw).
- Date and time of collection.
- Name of the sample collector.
- Location of the sample site.
- Name of the outlet manufacturer and the outlet's model number, if known.
- Model number of faucets, valves, and other visible fixtures; include digital photos in sampling records, if possible.
- Water treatment already in place in the building (i.e., point-of-entry (POE) devices) or filters (point-of-use (POU) devices).

### Additional Interior Plumbing Samples

In general, if lead levels remain high in samples taken from drinking water outlets, and the source cannot be determined, additional samples from upstream sample sites in the interior plumbing should be collected. The Detailed Fixture Evaluation can further help in determining potential lead sources.

The configuration of interior plumbing will vary depending on the layout of a given building and type of outlet. Construction materials may also vary, especially in larger buildings where additions and repairs have been made to the original structure.

At this point, if not done already, you may also want to contact a professional to assist in collecting interior plumbing samples. You should also consider the installation of filters.

### Sampling for Other Parameters

In addition to monitoring for lead, you may wish to monitor for other parameters that may provide an indication of problems in your plumbing. However, note that analysis costs will increase as the number of parameters increases. Some other parameters include bacteria, cadmium, color, copper, iron, turbidity, and zinc. See Table below.

**CLAIRMONT**  
ASPHALT PAVING & EXCAVATION, LLC  
46 NH Rt 140 · Gilmanton, NH 03237  
(603) 267-6534 · Fax (603) 267-9430

Customer: Town of Wakefield School District Job No: \_\_\_\_\_  
Address: \_\_\_\_\_ Date: 8-18-2023  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Job Location: Front entrance road from gate to gate and down left side to new asphalt.

Job Description: Shim and Overlay also there are 2 catch basins that will be inspected and at least 1 will need rebuilding this quote includes a budget amount that may change depending what we find when we  
Scope of Work: dig up the basins .

- A. The contractor, at the owner's request and expense, will obtain all necessary permits.
- B. Clean all surfaces to be repaved and trim all edges.
- C. Remove and reshape any areas where adding additional material would promote a drainage problem.
- D. Patch all large holes and areas that had to be reshaped with asphalt.
- E. Shim with asphalt all uneven areas of the existing asphalt.
- F. Overlay the entire job with 1 1/2 inches of asphalt after compaction.
- G. Emulsion will be used wherever necessary.
- H. Complete related cleanup work.
- I. Unless otherwise specified by addendum, payment is due upon completion of the project  
Should collection become necessaryh the customer agrees to pay all reasonable collection cost and 2% per month on unpaid balances.

ESTIMATED COST \$ 5 to 6,000.00 for the basin near the entrance  
52,000.00 shim and overlay

Salesperson: David Clairmont

Accepted by: *Shawn A. Calk*

Date 8 / 22 / 23

**NOTE:**

There is no excavation included in this estimate, other than the area that needs to be removed near the entrance.  
The catch basin repair is listed as a seperate quote that may vary depending on the scope of work needed to rebuild.

# PAUL SCHOOL

60 Taylor Way  
Sanbornville, NH 03872  
P: (603) 522-8891  
F: (603) 522-6143



**Norma DiRocco, Principal**  
**Ivy Leavitt-Carlson, Assistant Principal**

## September 2023- Administration Report

It has been a wonderful start to the school year here at The Paul School. We have many new faces in the building and we welcome them to our great community. Prior to students starting with us our staff kicked off the school year growing as a team. We worked collaboratively on defining school expectations, understanding our standards for teaching, and developing professional goals. We are so happy to have students back in school. Classrooms have been busy creating positive cultures and setting expectations.

In the building we have brought back PAWS statements to identify expectations for staff, students and community members who enter The Paul School. PAWS stands for; Practice Safety, Act Responsibly, Work Hard and Show Respect. Teachers are helping students learn these expectations by modeling positive behaviors. The goal is to support students here at school and as citizens in our community.

Our first event of the year was our community BBQ. A huge shout out to Fresh Picks Cafe services for serving over 400 meals. In our community we had the Lions Club supporting our cafe services to move our line efficiently and kept smiles on everyone's faces. In our school, the PTA set up popsicles, face paint and lollipops. The popsicles were a cool relief on an incredibly hot day. Please consider joining the PTA to continue to support our school. A huge hit of the BBQ were our two bouncy houses supplied by first grade teacher Jackie Jakubec. We are very thankful to all the support we had from community and staff members to make this a great success.

Coming up next for our community is our Open House. This event is on September 27, 2023. This event will be from 5:00-6:30 pm. This will be a great opportunity for families to meet with teachers, ask questions and view what your child has been working on. We look forward to seeing many families here on this evening.

## TUITION EXPENSES FOR WAKEFIELD RESIDENTS

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

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

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

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

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

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

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

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

Adopted by the Board: 6 August 2013  
Revised by the Board: 3 September 2014  
Revised by the Board: 21 September 2016  
Revised by the Board: 20 September 2022  
Approved by the Board: 18 April 2023

Page 1 of 2

2. Secondary students and parents who choose to enroll in public schools or public academies other than Spaulding High School are requested to confirm their school of choice no later than October 1st. This is a letter to the Wakefield School District expressing interest in attending another high school. Letters should be sent to the Superintendent at the SAU office.
3. The first names submitted that meet the maximum number of students that can attend public high schools other than Spaulding for that given year will be considered for Board approval. All 8<sup>th</sup> grade students interested in attending a high school other than Spaulding must submit a letter of intent to the SAU Office. This is a first come first serve process, therefore the SAU will begin accepting letters on the first Thursday of the school year and the letter must be received by 4:00 PM on the following Thursday. The letter must be date and time stamped by an employee of the SAU staff as this will determine the order in which the intents were received. The Board will conduct their approval on their second meeting in September.
4. Students returning to an approved out of district high school need to confirm their acceptance and attendance of said school by October 1<sup>st</sup> for each following school year.
5. When tuition rates are tentatively set at public schools and public academies in which Wakefield students have chosen to enroll, the Superintendent advises the students and parents of the approximate rates, the portion of the rates which the district will assume (based on the Spaulding High School approximate rate), and the portion of the rates which the student and parent may have to assume.
6. When the actual Spaulding High School tuition rate is finalized, the student and parents will be notified accordingly. Their portion of the tuition is due in full, payable to the Wakefield School District, prior to November 15.
7. Secondary students who wish to enroll in a public school or public academy at a time after the first day of classes may do so at any time, based on the date of entry and the Spaulding High School rate, and approval by the Wakefield School Board.
8. The Wakefield School District pays the tuition directly to the receiving school.

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

Adapted from Barrington School District Policy JFABA

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

Adopted by the Board: 6 August 2013  
 Revised by the Board: 3 September 2014  
 Revised by the Board: 21 September 2016  
 Revised by the Board: 20 September 2022  
 Approved by the Board: 18 April 2023



## PURCHASING PROCEDURES

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

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

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

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

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

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

- \$0 to \$2,500 Building Principal or Director
- \$2,501-\$5,000 & above Business Administrator
- \$5,001 & above Superintendent

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

- \$0 to \$4,999 ~~\$5,000~~ ~~\$10,000~~ Best interest of the District
- ~~\$5,000~~ ~~\$5,001~~ ~~\$10,001~~ to \$20,000 Request at least three (3) written quotes (if available)
- \$20,001 & above Request at least three (3) written quotes in response to District developed Requests for Quotations or bid documents.

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

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

**Exceptions to Bidding or Written Quotation Requirements:**

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

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

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

Construction projects with a cost in excess of ~~\$25,000~~ \$5,000 must be approved by the School Board. All bids and Requests for Proposals shall be issued from the SAU Business Office unless otherwise stated by the Superintendent.

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

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

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

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

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

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

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

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

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

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

*Statutory Reference:*

*2 CFR 200.317 - .326*

*See Also: Policy DJE, Bidding Requirements*

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

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

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

## **AGENDA PREPARATION AND DISSEMINATION**

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

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

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

Any board member, staff member, student, or citizen of the district may suggest items of business. The Chairman and/or Superintendent will put the item on the next available agenda. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the board chairman and/or Superintendent. 15 minutes will be set aside for speaker to address the Board.

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

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

When the final agenda has been established, it will be made available to the public. Members of the public ~~who wish to speak at board meetings regarding an~~ shall only speak to agenda items. ~~must contact the superintendent.~~ Additionally, the board reserves the right to limit public discussion at board meetings to agenda items only. Speakers will be allotted three minutes per person. Speakers may not relinquish their time to other members of the public. Each speaker will be able to speak once.

### **Legal References:**

*RSA 91-A:2, Meetings Open to the Public*

Mrs. Mary Collins, Chairman  
Mr. Robert DeColfmacker, Vice Chairman  
Mr. Bob Ouellette  
Mrs. Brennan Peaslee  
Mrs. Sandra Taliaferro

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

## MINUTES

The secretary **should** ~~will~~ keep a record of the board meetings. The minutes of the board **should** ~~will~~ be kept in an official minute book and will include resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the draft minutes of a meeting will be sent to the members of the board before the meeting at which they are to be approved. Corrections to the minutes may be made only at the meeting at which they are to be approved.

All minutes **should** ~~will~~ be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Minutes of all public meetings **should** ~~will~~ be made available for public inspection no later than five (5) business days after the meeting. Minutes for all non-public sessions **should** ~~will~~ be made available for public inspection within seventy-two (72) hours after the non-public session.

**Legal References:**

*RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public*

*RSA 91-A:3 III, Public Records and Meetings: Non Public Sessions*

*RSA 91-A:4 I, Public Records and Meetings: Minutes and Records Available for Public Inspection*

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

Adopted by the Board: 19 November 1991  
Reaffirmed by the Board: 6 December 2000  
Revised by the Board: 6 August 2008  
Revised by the Board: 17 October 2012

## ENROLLMENT PROJECTIONS

Enrollment projections will be prepared on a 5-year basis under the direction of the Superintendent and will be reviewed annually.

The projections will take into consideration the following:

1. Figures from the latest school census.
2. School registration figures.
3. Review of forthcoming changes in town planning and zoning.
4. Review of current and planned community land development and housing.

Whenever construction of new school facilities or the closing of any school buildings is being contemplated, the Board may authorize outside studies made of population trends and school enrollment.

Mrs. Connie Twombly, Chairperson  
Mrs. Peggy Richards  
Mr. Joseph Fleck  
Ms. Sarah Hayes  
Mrs. Desiree Tumas

Adopted by the Board: 6 December, 2000  
Reaffirmed by the Board: 6 May, 2002

## **EDUCATIONAL SPECIFICATIONS FOR CONSTRUCTION**

The Wakefield School Board shall require the Superintendent to develop a set of comprehensive educational specifications for the architect. These specifications, which shall then be discussed in conferences with the architect, shall include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building.
2. A description of the proposed curriculum and the teaching methods and techniques to be employed.
3. A schedule of space requirements, including an indication of relative locations of various spaces.
4. A desired layout of special areas and the equipment needed for such areas.
5. An outline of mechanical features and special finishes desired.

**Mrs. Connie Twombly, Chairperson**  
**Mrs. Peggy Richards**  
**Mr. Joseph Fleck**  
**Ms. Sarah Hayes**  
**Mrs. Desiree Tumas**

**Adopted by the Board: 6 December, 2000**  
**Reaffirmed by the Board: 6 May, 2002**

## **SUPERVISION OF CONSTRUCTION (CLERK OF THE WORKS)**

The Board will employ a Clerk of the Works who shall be directly responsible to the Board for review of the architect and contractor's activities in his/her supervision of building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the District. The District's representative shall make periodic reports certifying by his/her personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts.

The Clerk of the Works will recommend change orders to the Superintendent who will forward them to the Board for consideration and action. Upon completion of building construction and after a final inspection of all its aspects by the design professional, contractors, school officials, and necessary inspectors, recommendation for its acceptance will be made to the Board by the design professional and the Clerk of the Works.

**Mrs. Connie Twombly, Chairperson  
Mrs. Peggy Richards  
Mr. Joseph Fleck  
Ms. Sarah Hayes  
Mrs. Desiree Tumas**

**Adopted by the Board: 6 December, 2000  
Reaffirmed by the Board: 6 May, 2002**



## EMPLOYEE RIGHTS AND RESPONSIBILITIES

In an effort to maintain successful school district and educational operations, all staff members are expected to fulfill their legal and moral responsibilities. Such responsibilities include, but are not necessarily limited to:

1. Faithfulness and promptness in attendance at work.
2. Adherence, support and enforcement of all School Board policies and administrative regulations.
3. Adherence, support and enforcement of all education related statutes and Department of Education regulations.
4. Care and protection of school property.
5. Fulfill other responsibilities as may, from time to time, be implemented or established by the School Board or administration.

The School Board will respect all employee rights established by law, School Board policy, and collective bargaining agreements, if applicable.

**Mrs. Priscilla Colbath, Chairperson**  
**Mrs. Janet Gagnon**  
**Mrs. J. Lisbeth Olimpio**  
**Mrs. Judith Nason**  
**Mr. Peter Kasprzyk**

**Adopted by the Board: 4 April 2001**  
**Revised by the Board:**  
**Reaffirmed by the Board: 3 November 2010**  
**Revised by the Board: 7 September 2011**

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## **TRANSGENDER AND GENDER NONCONFORMING STUDENTS**

### **I. PURPOSE**

District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and district staff to address the needs of transgender and gender nonconforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students. This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender nonconforming student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming student while maximizing the student's social integration and minimizing stigmatization of the student.

### **II. DEFINITIONS**

The definitions provided here are not intended to label students but rather are intended to assist in understanding this policy and the legal obligations of District staff. Students might or might not use these terms to describe themselves.

"Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the sex they were assigned at birth. Everyone has a gender identity.

"Transgender" describes people whose gender identity is different from their sex assigned at birth. This involves more than a casual declaration of gender identity or expression, but it does not necessarily require a medical diagnosis.

"Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

"Gender nonconforming" describes people whose gender expression differs from stereotypical expectations traditionally associated with their assigned sex at birth.

### **III. PROCEDURE**

**This procedure will be used to address needs raised by transgender students and/or their parent(s)/guardian(s):**

- A transgender student and/or their parent(s)/guardian(s) should contact the student's counselor or building administrator. In the case of a student who has not yet enrolled in school, the appropriate building administrator should be contacted.
- A meeting should be scheduled to discuss the student's particular circumstances and needs. In addition to the student, parent(s)/guardian(s) and building administrator, participants may include the school counselor, school nurse, teachers and/or other school staff (including from the sending school), and possibly outside providers who can assist in developing a plan for that student.

Mrs. Norma Joy, Chairperson  
Mr. Stephen Brown  
Mrs. Bonnie Cyr  
Mr. Robert Ouellette  
Mrs. Beth Seldin

**Adopted by the Board: 17 May 2017**

**TRANSGENDER AND GENDER NONCONFORMING STUDENTS**

- A written plan will be developed by the school, in consultation with the student, parent(s)/guardian(s) and others as appropriate, to address the student's particular needs. The school may request documentation from medical providers or other service providers as necessary to assist staff in developing a plan appropriate for the student.
- If the parties cannot reach an agreement about the elements to be included in the plan, the building administrator and/or Superintendent shall be consulted as appropriate.

**IV. GUIDANCE****A. Privacy**

The Board recognizes a student's right to keep private one's transgender status or gender nonconforming presentation at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential information. School personnel should not disclose information that may reveal a student's transgender status or gender nonconforming presentation to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure. Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

When contacting the parent(s)/guardian(s) of a transgender or gender nonconforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

**B. Official Records**

The District is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, the District is not required to use a student's legal name and gender on other school records or documents. The District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

**C. Names/Pronouns**

A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

**D. Gender-Segregated Activities**

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for health education classes, students should be included in the group that corresponds to their gender identity.

Mrs. Norma Joy, Chairperson  
Mr. Stephen Brown  
Mrs. Bonnie Cyr  
Mr. Robert Ouellette  
Mrs. Beth Seldin

Adopted by the Board: 17 May 2017

**TRANSGENDER AND GENDER NONCONFORMING STUDENTS****E. Restroom Accessibility**

Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, shall be provided access to a single stall restroom, but no student shall be required to use such a restroom.

**F. Locker Room Accessibility**

The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student's gender identity.

**G. Physical Education Classes and Intramural Sports**

Transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

**H. Interscholastic Competitive Sports Teams**

Transgender and gender nonconforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity, and in concert with the New Hampshire Interscholastic Athletic Association (NHIAA).

**I. Dress Codes**

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.

**J. Discrimination/Harassment**

It is the responsibility of each school and the District to ensure that transgender and gender nonconforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

Mrs. Norma Joy, Chairperson  
Mr. Stephen Brown  
Mrs. Bonnie Cyr  
Mr. Robert Ouellette  
Mrs. Beth Seldin

Adopted by the Board: 17 May 2017

**TRANSGENDER AND GENDER NONCONFORMING STUDENTS****V. MEDIA**

Media and Community Communication When communicating to the media or community about issues related to gender identity, the Superintendent or his/her designee shall be the single spokesperson to address the issue. Rather than directly commenting on the issue, other District and school staff shall direct parent(s)/guardian(s) and the media to the designated spokesperson. Protecting the privacy of transgender and gender nonconforming students must be a top priority for the spokesperson and all staff, and all medical information shall be kept strictly confidential. Violating confidentiality of this information is a violation of this policy and may be a violation of local, state or federal privacy laws.

Law Reference: Title XV, RSA 193-F-The Pupil Safety Prevention act of 2000; Title XXXI, RSA 354- A:1; Title IX; The Family Educational Rights and Privacy Act; The First Amendment; NHIAA, Article III, Section 5- Transgender Participation Policy; JBAA Appendix Reference: Date Adopted: October 12, 2016 Last Review/Revision Date:

Mrs. Norma Joy, Chairperson  
Mr. Stephen Brown  
Mrs. Bonnie Cyr  
Mr. Robert Ouellette  
Mrs. Beth Seldin

Adopted by the Board: 17 May 2017