

Agenda Worksheet

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

Date: Tuesday, February 6, 2024 6:00pm

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

2. AGENDA REVIEW

3. PRESENTATIONS, PUBLIC HEARINGS

Annual Report Cover Contest Winner

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

5. REPORTS

- a. Student Services
- b. Superintendent Report

6. CONSENT AGENDA

- a. AP Manifest- Batch #43653, \$674.00; Batch #43639, \$623,920.81; Batch #43646, \$5,357.51; Batch #42626, \$8,482.50; Batch #42618, \$850.00; Batch #42617, \$805.18; Batch #42614, \$199,432.55
- b. Payroll Manifest- Batch #42549, \$87,100.53

7. MEETING MINUTES

- a. WSB Non Public Minutes 1.30.24
- b. WSB Public Minutes 1.30.24

8. OLD BUSINESS

9. NEW BUSINESS

- a. 24/25 Employee Holiday Schedule
- b. 24/25 Calendar Discussion
- c. Job Descriptions

10. COMMITTEE UPDATES

- a. Curriculum Committee
- b. Culture and Climate Committee
- c. AREA Agreement Committee

11. NOMINATIONS/HIRES/RESIGNATIONS

12. FOLLOW-UP

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

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14. ADJOURNMENT:

PM

Upcoming: The next Wakefield School Board meeting will be held February 20, 2024

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

Student Services Report February 2024

December and January have been busy months in our special education department. Our team managed an increased number of special education referrals and evaluations while supporting individual students and their plans. Winter weather always adds an additional layer of challenges as we juggle changes in schedules while adhering to special education timelines.

Our special education team is excited to welcome a new special education case manager to our team this month. Through grant funding we have been able to add and fill this position. This new position will allow us to add some additional support for our youngest learners and increased differentiated learning opportunities in our upper grades. We are fortunate to have a strong team of special educators who will mentor and support the newest member of our team.

The table below includes a summary of our special education students by grade level. Since the last report, the total number of identified students has increased by 6 students while our referral numbers have decreased.

Special Education Numbers as of 2/1/24		
School	# of identified students	# of students in referral
Paul School (Pre-K)	7	1
Paul School (K-8)	78	3
Paul School Total (Pre-K to 8)	85	4
High School	31	0
Out of District	6	0
District Total	122	4

One of the goals of our special education department this year is to increase training and support for our paraprofessionals. On January 22nd during our Teacher Workshop Day, our paraprofessionals attended professional development provided by the New Hampshire Department of Education and 321 Insight. Paras attended 2 different in-person sessions on Proactive Behavior Strategies and Building and Sustaining Strong Relationships with Students. Feedback from the sessions was very positive and staff are excited for additional virtual and in-personal professional development opportunities through 321 Insight. Additional training opportunities for our paraprofessionals will occur on our March Teacher

Workshop Day, and we will also be utilizing IDEA grant funding to give all paras access to online paraprofessional training through Master Teacher.

Our mental health and MTSS teams continue to work hard to support students through our school-wide response to intervention model. On Monday February 6th, School Leadership and MTSS Leadership Teams meet to review school-wide data. This group will review academic and behavioral data for students school-wide, reflect upon the data, and create instructional action plans based on the student and school-wide data. The team is excited to meet and reflect upon our successes and needs.

Superintendent's Report
SAU 101
Wakefield School District
February 6, 2024

With the deliberative session complete, and only voting left to go it is good to take a deep breath and get into the school and watch the teaching and learning going on. It has been a bit of a disruptive few weeks with the weather, but hopefully we can believe the groundhog and look forward to an early spring.

Speaking of weather, I want to clearly outline again the process of cancellation. In order to alert our busdrivers of the decision as to a delayed opening or closing I have to make the call at 4:30. The transportation coordinator, facilities director and I monitor the weather forecasts daily, and the decision making for a delay or snow day begins around 4:00 am. When a weather event is anticipated our transportation coordinator monitors both the Maine and New Hampshire weather forecasts beginning at 4:00 am. The transportation coordinator is in touch with the Wakefield road agents, for road conditions, as well as plans for plowing, salting and sanding. Communication with our bus drivers for conditions in their areas is ongoing. In addition we have communication with school districts surrounding our district, and we are in continued contact with the Assistant Superintendent of Rochester regarding our decision making. In addition, with unusual circumstances such as flooding and road closures, our transportation coordinator is in close contact with TFC Hildreth at the department of transportation.

Here is our process:

- A decision is made by 4:30 as to the safety of our students and bus drivers being on the roads in Wakefield.
- Your first option to refer to is WMUR for whether we have a delay or closing and this should be announced no later than 5:00 am.
- At the time of our decision making we do not know what Rochester will be doing as they do not make their decision as early as we do, and I know you are all aware that the weather and road conditions in Wakefield are most often very different than Rochester.
- If we have a delayed opening and there is no high school transportation in the morning, we will continue to assess the roads, and send an email and phone call out to Spaulding families if we are able to provide PM transportation.
- If we have a delayed opening and Rochester does not at the time of our decision making there is AM high school transportation. If Rochester has decided on a delayed opening at the same time as we do there would be high school transportation, following a 2 hour delay schedule.
- After you have referred to WMUR, you can also expect to receive an email and phone call from our ALMA system. We now have a separate email for Spaulding students. In addition we keep our community posted on our Paul School Face

Book Page and it is most often shared with the Wakefield Community Facebook page.

- We believe ALMA has been able to fix the glitch they were having causing us to drop the phone calls. If you continue to have the phone call dropped, please contact the SAU office so we can further investigate.
- **FOR PAUL SCHOOL FAMILIES:** you do have an option of a text instead of a phone call. If you would like further information about this please contact the SAU office as well.

I appreciate all of your patience with the communication, and believe we have ALMA working in a way now that there should not be any complications. If there are, please let us know so we can research the problem. We have been lucky this year with limited delays and cancellations, let's hope we continue down that pathway.

At the Paul School we are diving deep into our literacy standards to assure they are aligned vertically and we are sure that each grade level is teaching consistent standards throughout the grade. Along with this work comes a lot of discussion around instructional practice and assessment. Our Professional Learning Communities will be having collaborative conversations around these two important variables when thinking about standards. We look forward to sharing our work with the board and community throughout the spring.

Finally, I want to thank the entire School Community - school board, staff and parents for their support during this challenging time in my life. Having the support of all of you made it much easier to spend the time I needed with my Dad, and I am glad that I was able to bring peace to his end of life. Thank you from the bottom of my heart, you all made it much easier for me.

Respectfully,

Anne Kebler
Superintendent

WAKEFIELD SCHOOL DISTRICT
AP CHECK REGISTER

Report#63305

Check Batch: 43653
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		Check	
					Amount		Amount	
43653	23037	02/01/2024	9644	Amy Blackwood	0.00		25.00	
	23038	02/01/2024	9692	Keezer, Laura	0.00		146.00	
	23039	02/01/2024	9694	Morton, Justin	0.00		10.00	
	23040	02/01/2024	9693	Passanisi, Alyssa	0.00		85.00	
	23041	02/01/2024	9557	Pennino, Kyla	0.00		40.00	
	23042	02/01/2024	8999	SANDRA IANNUZZI	0.00		85.00	
	23043	02/01/2024	9696	Shackford, Sheynah	0.00		95.00	
	23044	02/01/2024	9695	Smith, Jenna	0.00		188.00	
Totals:					0.00		\$674.00	

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 63305

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 DeCollinackes
Robert DeCollinackes, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

8

8 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 63271

Check Batch: 43639
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
43639	23023	01/29/2024	1080	ADT COMMERCIAL LLC	0.00	299.04
	23024	01/29/2024	288	BUREAU OF EDUCATION & RESEARCH	0.00	279.00
	23025	01/29/2024	1190	CLEAN-O-RAMA	0.00	364.00
	23026	01/29/2024	958	CONSOLIDATED COMMUNICATIONS	0.00	148.94
	23027	01/29/2024	9674	DE LAGE LANDEN FINANCIAL SERVICES, INC	0.00	1,044.75
	23028	01/29/2024	434	GOVERNOR WENTWORTH REGIONAL	0.00	107,361.67
	23029	01/29/2024	585	HEALTH TRUST	0.00	5,566.87
	23030	01/29/2024	9691	KEBLER, DAVID	0.00	725.00
	23031	01/29/2024	2128	NAPA AUTO PARTS	0.00	3.69
	23032	01/29/2024	686	ROCHESTER SCHOOL DEPARTMENT	0.00	499,116.39
	23033	01/29/2024	9530	SOLIANT	0.00	4,903.50
	23034	01/29/2024	762	STRAFFORD LEARNING CENTER	0.00	2,018.27
	23035	01/29/2024	9669	VOYA HOLDINGS, INC	0.00	1,249.89
	23036	01/29/2024	2164	W.B. MASON COMPANY	0.00	839.80
	Totals:				0.00	\$623,920.81

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, School Board Member

Robert DeCollmacker
Robert DeCollmacker, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

14 Checks Listed.

WAKEFIELD SCHOOL DISTRICT
Manual AP CHECK REGISTER

Report# 63291

Check Batch: 43646
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
43646	90303	01/30/2024	669	EVERSOURCE	0.00	5,357.51
Totals:					0.00	\$5,357.51

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

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Bob Ouellette, School Board Vice Chairman

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeColfmacken
Robert DeColfmacken, 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# 63218

Check Batch: 42626
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
42626	23022	01/23/2024	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	8,482.50
Totals:					0.00	\$8,482.50

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WAKEFIELD SCHOOL DISTRICT
AP CHECK REGISTER

Report# 63218

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>Sandrea Tali aferro</u> Sandrea Tali aferro, School Board Member		
				<u>Brennan Peaslee</u> Brennan Peaslee, School Board Member		
				<u>Robert DeColfinacker</u> Robert DeColfinacker, 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 # 63195

Check Batch: 42618
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
42618	90300	01/16/2024	1706	CHARTER COMMUNICATIONS	0.00	850.00
Totals:					0.00	\$850.00

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeColimackee
Robert DeColimackee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT
Manual AP CHECK REGISTER

Report # 63193

Check Batch: 42617
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
42617	90299	01/17/2024	8926	IRVING ENERGY	0.00	805.18
Totals:					0.00	\$805.18

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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

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Bob Ouellette, School Board Vice Chairman

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Brennan Peaslee, School Board Member

Robert DeColmacker
Robert DeColmacker, 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 # 63189

Check Batch: 42614
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
42614	22992	01/22/2024	9611	Baseball Savings (The Golf Warehouse LLC	0.00	411.50
	22993	01/22/2024	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	423.50
	22994	01/22/2024	288	BUREAU OF EDUCATION & RESEARCH	0.00	279.00
	22995	01/22/2024	9674	DE LAGE LANDEN FINANCIAL SERVICES, INC	0.00	2,147.24
	22996	01/22/2024	1402	FRESH PICKS CAFE, LLC	0.00	24,579.20
	22997	01/22/2024	2161	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	2,575.00
	22998	01/22/2024	23	JP PEST SERVICES INC	0.00	505.00
	22999	01/22/2024	8977	JULIE CROWLEY	0.00	79.92
	23000	01/22/2024	9612	LEGENDRE, DIANE	0.00	560.00
	23001	01/22/2024	9134	LITERACY RESOURCES LLC	0.00	5,504.76
	23002	01/22/2024	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	62.57
	23003	01/22/2024	9649	MICROSOFT CORPORATION	0.00	32.50
	23004	01/22/2024	2288	MSB SCHOOL SERVICES	0.00	1.65
	23005	01/22/2024	2128	NAPA AUTO PARTS	0.00	1,528.80
	23006	01/22/2024	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	22,417.50
	23007	01/22/2024	596	NH SCHOOL HEALTH CARE COALITION	0.00	81,326.00
	23008	01/22/2024	9673	NMN Spino Inc.	0.00	760.00
	23009	01/22/2024	9668	OPTIMUM TRANSPORTATION	0.00	2,430.00
	23010	01/22/2024	9290	PAGE STREET LEASING, LLC	0.00	75.00
	23011	01/22/2024	1790	PRIMEX	0.00	6,019.00
	23012	01/22/2024	688	ROCHESTER TRUCK REPAIR	0.00	240.50
	23013	01/22/2024	688	ROCHESTER TRUCK REPAIR	0.00	423.34
	23014	01/22/2024	688	ROCHESTER TRUCK REPAIR	0.00	2,151.35
	23015	01/22/2024	9139	SCHOOLLAW.COM	0.00	400.00
	23016	01/22/2024	9530	SOLIANI	0.00	3,637.50
	23017	01/22/2024	1950	ILENE B. SPITZER, M.D.	0.00	19,850.00
	23018	01/22/2024	762	STRAFFORD LEARNING CENTER	0.00	18,426.00
	23019	01/22/2024	9191	TORRES, LUIS	0.00	825.44

WAKEFIELD SCHOOL DISTRICT
AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	23020	01/22/2024	9669	VOYA HOLDINGS, INC	0.00	385.53
	23021	01/22/2024	2164	W.B. MASON COMPANY	0.00	1,374.75
Totals:					0.00	\$199,432.55

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 DeCollimack
Robert DeCollimack, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

30 Checks Listed.

HOLIDAY SCHEDULE

YEAR ROUND EMPLOYEES

2024-2025

Thursday, July 4, 2024	Independence Day
Friday, July 5, 2024	Independence Day Observed
Monday, September 2, 2024	Labor Day
Monday, October 14, 2024	Columbus Day
Monday, November 11, 2024	Veteran's Day
Thursday, November 28, 2024	Thanksgiving
Friday, November 29, 2024	Thanksgiving recess
Tuesday, December 24, 2024	Christmas Eve
Wednesday, December 25, 2024	Christmas Day
Wednesday January 1, 2025	New Year's Day
Monday, January 20, 2025	Civil Rights Day
Monday, May 26, 2025	Memorial Day

Twelve (12) Holidays: New Year's (1), Civil Rights Day, Memorial Day, July 4th (2), Labor Day, Columbus Day, Veteran's Day, Thanksgiving recess (2), Christmas (2)

Rochester School District 2024-2025 School Year Calendar

	Mo	Tu	We	Th	Fr
AUGUST/ SEPTEMBER (23 Days)	TW	27	28	29	30
	2	3	4	5	6
	9	TW	11	12	13
	16	17	ER	19	20
	23	24	25	26	27
	30				

OCTOBER (22 Days)		1	2	3	4
	7	8	9	10	11
	14	15	ER	17	18
	21	22	23	24	25
	28	29	30	31	

NOVEMBER (16 Days)					1
	4	TW	ER	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

DECEMBER (15 Days)		2	3	4	5	6
		9	10	11	12	13
		16	17	18	19	20
		23	24	25	26	27
		30	31			

JANUARY (20 Days)			1	2	3
	6	7	ER	9	10
	13	14	15	16	17
	20	21	22	23	24
	TW	28	29	30	31

FEBRUARY (15 Days)					
	3	4	ER	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

MARCH (20 Days)		3	4	5	6	7
	10	11	12	13	TW	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

APRIL (19 Days)			1	ER	3	4
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30			

MAY (19 days)				1	2
	5	6	7	8	9
	12	13	ER	15	16
	19	20	21	22	23
	26	27	28	29	30

JUNE (11 Days)		2	3	4	5	6
	9	10	11	12	13	
	16	SD	SD	SD	SD	
	SD	SD	SD	SD	SD	

TW = Teachers' Workshop

ER - Early Release Day

Student Days Out

August 26
September 2
September 10
October 14
November 5
November 11
November 27-29
December 23-31

Teachers Return TW
Labor Day
Teacher's Workshop/Elections
Indigenous Peoples' Day
Teachers' Workshop/Elections
Veterans' Day
Thanksgiving Break
Holiday Break

January 1
January 20
January 27
Feb 24- 28
March 14
April 21-May 2
May 26

New Year
Martin Luther King Day
Teachers' Workshop
Winter Break
Teacher Workshop
Spring Break
Memorial Day

Early Release: September 18; October 16; November 6; January 8; February 5; April 2; May 14

180 Instructional Days 5 Teacher Workshop/Parent Conference

**SCHOOL ADMINISTRATIVE UNIT 101
WAKEFIELD SCHOOL DISTRICT
76 Taylor Way
Sanbornville, NH 03872
(603) 871-8502 FAX (603) 871-8608**

TITLE: LIBRARY ASSISTANT

EDUCATION and QUALIFICATIONS:

- High School Diploma or greater
- Experience in technology preferred
- Basic office skills required

REPORTS TO: Principal

EVALUATOR: Principal

OBJECTIVE: Assist Library Media Specialist with the daily operation of the Media Center and technology for students and teachers. Other duties as assigned by the Building Principal and/or the Superintendent of Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs clerical tasks which may include preparing, processing, and receiving orders and cataloging of materials
- Operates Circulation Desk
- Assists students and staff in the retrieval of information, materials, and equipment
- May conduct or assist in annual inventory of library materials and equipment and preparation of missing materials
- Maintains or assists in the maintenance of the online catalog
- Sets up displays and activities which promote the library media center, in cooperation with media specialists including social media for the school
- Assists in the set-up, running, and cleanup of book fairs
- Assists with level-one technical support for staff and students

PHYSICAL DEMANDS:

Physical demands are a way of describing the physical activities that a job requires.

Mary Collins, Chairperson Bob Ouellette, Vice Chairperson Robert DeColfmacker Brennan Peaslee Sandra Taliaferro	Adopted by the Board:
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Strength: Light-Heavy lifting, 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds.

- Far Acuity (C) Clarity of vision at 20 feet or more.
- Field of Vision (C) Observing an area that can be seen up and down or right and left when eyes are fixed on a given point.
- Handling (C) Seizing, holding, grasping, turning or otherwise work with hand(s).
- Hearing (C) Perceiving the nature of sounds by the air.
- Near Acuity (C) Clarity of vision at 20 inches or less.
- Reaching (C) Extending the hand(s) and arm(s) in any direction.
- Standing: (C)
- Color Vision (F) Ability to identify and distinguish colors.
- Fingering (F) Picking, pinching, or otherwise working with fingers primarily.
- Lifting: (O)
- Sitting: (O)
- Talking (O) Expressing or exchanging ideas by means of the spoken word.
- Walking: (O)

Key:

Constantly (C): 2/3 of the time or more
Frequently (F): From 1/3 to 2/3 of the time
Occasionally (O): Up to 1/3 of the time

TERMS OF EMPLOYMENT:

- Fair Labor Standards Act (FLSA Status): Part-Time Hourly
- Monday to Friday Day Shift
- 20 hours per week

SAU #101 shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion or handicap under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

I have read and understand the preceding position description.

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

Adopted by the Board:

Signature

Date

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TITLE: SPECIAL EDUCATION PARAPROFESSIONAL

EDUCATION and QUALIFICATIONS:

- High School Diploma or equivalent required
- Knowledge of behavior intervention strategies
- Ability to use multiple modes of communication
- Ability to work well with adults and students, and possess good communication skills
- Experience working with children with special needs is preferred but not required

REPORTS TO: Special Education Teacher, Classroom Teacher, Principal

EVALUATOR: Special Education Teacher, Classroom Teacher, Principal

OBJECTIVE:

To assist the special education teacher with the implementation of the program for students with significant and multiple disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Become knowledgeable of student's IEP, evaluations, learning styles, and ways of communication;
- Implement behavioral interventions developed by the team, such as modifying the learning environment, implementing specific and individualized behavior plans, and physical interventions including prompts, cues, restraints, and carries
- Management of students during community outings

Mary Collins, Chairperson Bob Ouellette, Vice Chairperson Robert DeColfmacker Brennan Peaslee Sandrea Taliaferro	Adopted by the Board:
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- Aid in the development/training of students' daily living and vocational skills such as self-care, hygiene, toileting, home care, and prevocational, to facilitate transition to post-secondary goals for learning, community, employment, and independent living.
- Assist the student in the daily schedule throughout the school day, carry out assessment activities to collect and document objective information about the student's strengths, needs, and learning, record student progress, communication logs, data collection, and awareness of safety issues concerning the student.
- Use and adapt a variety of developmentally and age-appropriate materials and equipment, including Assistive technology, to support students' learning.
- Work with related service professionals to carry over therapies with the child, including alternative means of communication such as picture communication, basic signing, fine and gross motor skills such as stretching, grasping, and implementation of sensory diet which may include brushing, oral motor techniques, and weights.
- Function in a manner that demonstrates the ability to use effective problem-solving, engage in flexible thinking and employ appropriate conflict management techniques.
- Use strategies to assist in the development of students' social skills.
- Seek help from appropriate sources when necessary
- Will contribute to staff rapport, respect, and cooperation
- Attend all staffing/progress meetings as requested.
- Keep teachers informed of needs and concerns, which may impact the student.
- To carry out other duties as assigned by the special education teacher, Principal, Director of Student Services, and/or Superintendent
- Maintain confidentiality of information regarding students, families, and staff at all times.

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Adopted by the Board:

TERMS OF EMPLOYMENT:

- Fair Labor Standards Act (FLSA Status): Non-Exempt – Hourly Employee
- Intent to Employ, compensation, benefits, and hours, determined by the Wakefield School Board.

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Adopted by the Board:

Curriculum Committee

Meeting Notes, January 11th at 3:30

Members Present:

Ivy Leavitt-Carlson	Andrea Levesque	Sandra Taliaferro
Alyssa Bultman (remote)	Laura Courts	(remote)
Lindsay Hurley	Sam Fairfield	Tracy Baussmann
Kim Hurley	Lindsay Reynolds	Lauree Royle

Agenda:

Paul School Instructional Resources

- Math
 - Core resource used 1-6 is Math in Focus, some use the online resource that goes with this
 - All levels use IXL
 - Continued work should focus on ensuring that we are using the standards to drive instruction
 -
- ELA
 - Very little continuity
 - Would benefit from exploring core resources
 - Teachers with grade level teams who are newer don't have a program to use, so they've created resources to fill the gap
 - We need a plan for tackling ELA
- Science/SS
 - No common SS Resources
 - There was a time when we had HM Textbooks for everyone- only 4th seems to have them now
 - Ivy/Norma will investigate the box out back
 - Science does have some common resources, primarily online
 - Some grade levels use Foss Kits, which was purchased for everyone some time ago
 - In Science we have grade level specific standards, while in SS the next work will be to take a grade spans and have grade levels divvy up the standards

Power Standards Work and Planning

- Clarification that a Power Standard is a standard we need to focus on ensuring that students master through repeated deepening instruction and multiple opportunities to demonstrate their understanding.
- A challenge is the need to ensure that this work is done vertically. The ELA subcommittee recommends starting this work with Spaulding's expectations and using those to focus.
- Staff who have been here a while are frustrated with being asked to do the same work multiple times, with their older work having been lost on them. New staff have not completed this work before at The Paul School.

- We began this work by looking at the standards that Rochester requires for their Freshmen and Sophomores, and evaluated those standards that we felt were most necessary
- Each grade level should be looking at their standards and identifying what they are doing to instruct in those areas.

Culture and Climate Committee
January Meeting Notes
1-2-24

Attendees: Kathy Frothingham, Sara Gillikin, Juliana Purvis

Meeting time: 3:30-4:00

Discussion:

Upcoming full staff meeting on the 17th.

Need more thank you notes for staff members.

Kathy Frothingham will grab some more prizes for the staff meeting.

Work on sending out more thank you notes.

Needs:

Need more thank you notes for staff members. -completed

Need list of outside duty for morning or afternoon.-Sara

Ideas for future:

Handing out hershey kisses later on in January for staff members to show appreciation.

Warm gifts for outside duty staff: cocoa, hand warmers, lint ball, mug, etc. .

Potentially making some treats for staff in March.

Area Agreement committee
January 29, 2024 5:30pm

Members in attendance: Robert DeColfmacker robert.decolfmacker@sau101.org, Brennan Peaslee brennan.peaslee@sau101.org, Jenn Bukowsk jenniferbuk316@gmail.com, Nicole Beckwith mclemly06@gmail.com, Randy Fox foxrandie@yahoo.com, Rachel LaPierre blushbridaln@hotmai.com, Chris McKay cmckay@lmrpa.com, Priscilla Colbath priscilla.colbath@sau101.org, Michelle Farina michelle.crew@gmail.com Mary Wing Soares mjws2000@gmail.com

Member not in attendance: Anne Kebler anne.kebler@sau101.org, Sam Morrill sammorrill1@hotmail.com

R. Decolfmacker called the meeting to order at 5:30 with the pledge. The purpose of the committee is to go over the area agreement. We do not have a copy of the Wakefield area agreement, however Priscilla does and is looking for it.

B. Peaslee passed out a copy of the Rochester/Wakefield School District agreement.

The school got shut down when we asked for a change in the agreement, and we would like to explore the agreement.

R. Fox believes our community needs are not being met by the current agreement. Needs have changed over the years as the town has grown.

The group was introduced.

R. Decolfmacker spoke about his children and the experience he had with Rochester and the desire to have his child remain there for her last year, however it wasn't able to happen. Children have gone to Spaulding high school

B. Peaslee has had experience with Spaulding, and would like people to have a choice which is not the current system.

J. Bukowski's child was chosen to go to Kingswood but chose to go to Spaulding, she has a special ed student and that child will probably also be going there for the services.

P. Colbath has had several children that have come through the system, husband worked here for 30 years. Has been attending area agreement meetings for about 15 years and was on the school board when the amendment was created, but she has the original and will be sharing that with us.

N. Beckwith - has a child that will be going to Kingswood but not through the lottery system or first come, first serve. She will thrive better in the smaller environment.

R. Fox - has three children and wants a smaller experience for her child who is in 8th grade. Her older children have thrived at the larger school. There is a disconnect between the various towns. Has looked at a variety of schools in nearby towns - Barrington, Northwood...

R. LaPierre - has been here for 2011, has a child that went through Spaulding, but her daughter was not safe at that school. She has a child at Paul School who she would rather have go to Kingswood.

M. Farina - has four children two of them went to Rochester schools and the others went to Kingswood. Is raising two grandchildren and would like them to have the smaller environment of Kingswood and to avoid the situations they may have there.

C. McKay - grew up in the seacoast and went to Exeter NH. Has a 16 year old in Kingswood and two at the Paul School. Recognizes that change takes time but he would like his children to have the choices for what they need.

M. Soares - retired from Londonderry, worked at the Paul School for 3+ years before retiring again. Has experience with the receiving school, not the sending school.

Spaulding is a division one school with over 1,000 students, whereas Kingswood is division two with under 1,000. There are reasons to compel parents to want one school over another. Currently they are only allowing 10% of the school population to attend a school of choice.

Since Kingswood has changed so much over the years is another reason the agreement needs to be looked at.

Transportation is not required through an area agreement, nor in the state when it comes to high school children.

The area agreement committee is the missing ingredient in this town. There is a 10 year period that the agreement is in place and things can be changed after that.

R. Fox would like the focus to be finding factual information about what we are able to do, what laws are in force. At this time we need to know if we can even do this. The lawyer we have been speaking to is also the lawyer for Spaulding which is a conflict and Anne will be in touch with a different lawyer to find out the information we need.

R. LaPierre reached out to the Dept of Ed and they said they could not help and that it is the Superintendent and the attorney who have to bring this forward. Matt Upton is the attorney and he has recused himself as having a conflict. He gave R. Decolfmacker and A. Kebler the name of a different attorney to contact.

R. Fox said there are towns who have already done this and we need to do the research so that we are not reinventing the wheel. We should expect that there may be push back from the public because of additional costs.

There will be a situation where there is no transportation to the other schools for high school. Another topic to keep in mind, but not something that is at the top of the list.

R. DeColfmacker spoke about the townsfolk's expectations and we need to be sure that all choices are spelled out and clarified.

Reasons why we can change our agreement...new Superintendent in Rochester, it doesn't suit our needs anymore, things in Wakefield and Rochester have changed.

Meeting is scheduled for 5:30 on the third Monday, February 19th. Agenda will be sent a week before.

B. Peaslee made the motion to ask M. Soares to take notes of the meeting. P. Colbath seconded. All were in agreement.

For next meeting:

Send RSA 95 and a copy of Area agreement - Members will read over and annotate to be ready for the next meeting. Send any agenda information by Thursday before the meeting to R. Decolfmacker

Ask A. Kebler to get an attorney and a budget for the committee. Speak proactively with an attorney.

Create a goal for the committee.

Meeting adjourned at 6:40pm