

## **Agenda Worksheet**

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

Date: Tuesday, March 19, 2024 at 6:00pm

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

### **2. BOARD REORGANIZATION**

- a. Chairman
- b. Vice Chairman
- c. Committees
  - i. Budget Committee
  - ii. CIP
  - iii. Curriculum
  - iv. Facility
  - v. Joint Loss
  - vi. NHSBA Delegate
  - vii. Policy
  - viii. Professional Development
  - ix. Rhines Road
  - x. Strategic Planning
  - xi. Teacher Negotiations
  - xii. Technology
  - xiii. Transportation
  - xiv. Wellness

### **3. AGENDA REVIEW**

### **4. PRESENTATIONS, PUBLIC HEARINGS**

NH Hunger Solutions  
PTA

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

### **6. REPORTS**

- a. School Administration

### **7. CONSENT AGENDA**

- a. AP Manifest- Batch #43791, \$5,524.32; Batch #43792, \$63,345.96; Batch #43793, \$9,802.86; Batch #43802, \$1,130.22
- b. Payroll Manifest- Batch #43808, \$378.32; Batch #43807, \$2,092.89; Batch #43794, \$195,089.29

### **8. MEETING MINUTES**

- a. WSB Non Public Minutes 3.5.24
- b. WSB Public Minutes 3.5.24

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**9. OLD BUSINESS**

- a. Approval of Judy Nason Trust Fund

**10. NEW BUSINESS**

- a. MS-22
- b. Teacher Certifications

**11. POLICIES**

- BBB School Board Elections- 2<sup>nd</sup> Reading
- BBBC Board Member of District Officer Resignation- 2<sup>nd</sup> Reading
- BBBE Unexpired Term Fulfillment- 2<sup>nd</sup> Reading
- BCA School Board Member Ethics- 2<sup>nd</sup> Reading
- BCB Board Member Conflict of Interest- 2<sup>nd</sup> Reading
- BDH Board Officers- 2<sup>nd</sup> Reading

**12. COMMITTEE UPDATES**

- a. Culture and Climate Committee

**13. FOLLOW-UP**

**14. NON-PUBLIC; RSA 91-A:3 II (c)**

**15. ADJOURNMENT:**

**PM**

Upcoming: The next Wakefield School Board meeting will be held April 2, 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.

**BOARD ORGANIZATIONAL MEETING**

The Board shall organize annually at its first meeting following the district elections. Every member shall be notified of the meeting for organization, in accordance with RSA 91-A:2. This meeting shall be called to order by the Superintendent, who shall preside during and until the election of a chairperson.

The election of the chairperson should be based on qualifications for the position. Other methods such as rotation should be discouraged.

**Legal Reference:**

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

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

**Adopted by the Board: 16 October 1991**  
**Reaffirmed by the Board: 2 August 1995**  
**Reaffirmed by the Board: 10 July 1998**  
**Reaffirmed by the Board: 6 December 2000**  
**Reaffirmed by the Board: 6 May 2002**  
**Revised by the Board: 5 September 2012**

**Wakefield School District  
Committees  
2024/2025**

<b>Budget Committee</b>	<b>Members</b>
<b>CIP</b>	<b>Members</b>
<b>Curriculum</b>	<b>Members</b>
<b>Facility</b>	<b>Members</b>
<b>Joint Loss</b>	<b>Members</b>
<b>NHSBA Delegate</b>	<b>Members</b>
<b>Policy</b>	<b>Members</b>
<b>Professional Development</b>	<b>Members</b>
<b>Rines Road</b>	<b>Members</b>

<b>Strategic Planning Committee</b>	<b>Members</b>
<b>Teacher Negotiations</b>	<b>Members</b>
<b>Technology</b>	<b>Members</b>
<b>Transportation</b>	<b>Members</b>
<b>Wellness</b>	<b>Members</b>

## **PTA Update**

We had another successful dance that brought in money for our next 2 appreciation event for the kids. Our next big event is Breakfast with the Bunny. We are still looking for donations:

- for the raffle
- people's time
- Cakes for the cake walk
- Snacks and drinks for the concession

We are also looking for a secretary board member.

We will also have a snack and face painting at the eclipse event on April 8th.

# PAUL SCHOOL

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



Norma DiRocco, Principal  
Ivy Leavitt-Carlson, Assistant Principal

## March 2024- Administration Report

It is March Madness here at the Paul School. Students are thinking about 'W' in their PAWS statements and Working Hard this month. At the end of the month students look forward to celebrating their hard work in the annual staff vs. student basketball game. The games are slated for March 27th and 28th.

We would like to formally congratulate our spelling bee winner Lily Richardson. Lily is a fifth grade student in Ms. Siegler's class. We would also like to congratulate our runner up, Jillian Pevear. Jillian is a seventh grader in Mr. Gillikin's homeroom class.

Mr. Balser, our athletic director, is looking for an assistant coach for our boys baseball team. If there is anyone in the community who would like to support our young athletes we are in need of an assistant coach. Anyone interested can reach out to the school and ask to speak with Brandon Balser. We are really hopeful to add another positive role model to our baseball team as assistant coach. This is a stipended position.

Students in grades 3-8 have completed their SAS writing test. In speaking with different grade levels it was really great to hear the positive feedback from teachers about students and their assessments. Teachers are extremely proud of their students and saw many students taking the assessment seriously with care and craft. As of the testing window closing our completion rate on the assessment was at 96%. a much higher percentage than our previous years. We will take this schedule and learn about how to adapt and improve it for our next set of assessments around SAS which will begin in May-June.

Over the last few months we have made some big changes towards improving accountability and the safety of our dismissal process. The first stage of this process was the rollout of Pickup Patrol as a means of communicating dismissal changes, absences, and tracking students leaving the building. Last month, we moved the location of the buses to the side of the building, to reduce the amount of students at the front of the building during the dismissal process. This week, we have moved the car line to the front of the building and will be using Pickup Patrol to dismiss students to the car line as their family arrives. Families that park and pickup now have that as an option for Pickup Patrol as well.

We have a big community event coming up at the beginning of April. Our school will be hosting a viewing party of the Solar Eclipse on April 8th followed by an Open House event. The eclipse will be hosted outside on our athletic fields (weather permitting) at 3:30pm. Families are invited to join this special event and an RSVP will be sent home next week. We encourage families to fill out the RSVP so we can plan for the number of students who will be staying and who will need to be dismissed as usual. This event will be TOTALITY worth it!

*The Wakefield District affirms equal opportunity in all of its educational programs, activities and employment practices. Ms. Sarah Howard serves as the coordinator for the Title IX, ESL, and 504, and can be reached at (603) 522-8891 ext 399.*



# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report# 63713

Check Batch: 43791  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (NIA)  
 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
43791	90313	02/28/2024	669	EVERSOURCE	0.00	5,524.32
<b>Totals:</b>					<b>0.00</b>	<b>\$5,524.32</b>

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# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report# 63713

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

Mary Collins  
Mary Collins, School Board Chairman

Bob Ouellette  
Bob Ouellette, School Board Vice Chairman

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Sandra Taliaferro, School Board Member

\_\_\_\_\_  
Brennan Peaslee, School Board Member

Robert DeColfmacken  
Robert DeColfmacken, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Kebler  
Anne Kebler, CEO

10

I Check Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 63716

Check Batch: 43792  
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 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
43792	23111	03/01/2024	1080	ADT COMMERCIAL LLC	0.00	149.52
	23112	03/01/2024	310	AMAZON BUSINESS	0.00	417.47
	23113	03/01/2024	9607	Bio Company Inc	0.00	233.61
	23114	03/01/2024	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	65.00
	23115	03/01/2024	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	839.20
	23116	03/01/2024	1190	CLEAN-O-RAMA	0.00	951.44
	23117	03/01/2024	958	CONSOLIDATED COMMUNICATIONS	0.00	148.90
	23118	03/01/2024	9523	DeColfmaeker, Meaghan	0.00	143.82
	23119	03/01/2024	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	12,426.49
	23120	03/01/2024	9442	GAFNEY LIBRARY	0.00	3,000.00
	23121	03/01/2024	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	5,176.58
	23122	03/01/2024	9668	OPTIMUM TRANSPORTATION	0.00	2,160.00
	23123	03/01/2024	9290	PAGE STREET LEASING, LLC	0.00	75.00
	23124	03/01/2024	1259	SCHOLASTIC INC	0.00	1,553.25
	23125	03/01/2024	9530	SOLLIANT	0.00	4,112.50
	23126	03/01/2024	762	STRAFFORD LEARNING CENTER	0.00	23,762.28
	23127	03/01/2024	9191	TORRES, LUIS	0.00	375.20
	23128	03/01/2024	804	TREASURER, STATE OF NH	0.00	5,283.84
	23129	03/01/2024	9083	TYLER BUSINESS FORMS	0.00	1,132.25
	23130	03/01/2024	1532	VERIZON WIRELESS	0.00	450.98
	23131	03/01/2024	9669	VOYA BENEFITS COMPANY	0.00	888.63
<b>Totals:</b>					0.00	\$63,345.96

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 63716

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

Mary Collins  
Mary Collins, School Board Chairman

Bob Ouellette  
Bob Ouellette, School Board Vice Chairman

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Sandra Taliaferro, School Board Member

\_\_\_\_\_  
Brennan Peaslee, School Board Member

Robert DeColfmacken  
Robert DeColfmacken, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Kehler  
Anne Kehler, CEO

12

21 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report#63719




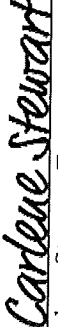

Check Batch: 43793  
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 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 Check Authorization Code: AP  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch#	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount	
43793	23132	03/01/2024	9664	GEHRING, ANN	0.00	4,585.00	
	23133	03/01/2024	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	4,972.50	
	23134	03/01/2024	9680	WAUGH, ELIZABETH	0.00	245.36	
<b>Totals:</b>						<u>0.00</u>	<u>\$9,802.86</u>

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 63719

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

F

3 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 63753

Check Batch: 43802  
 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
43802	90314	03/04/2024	9608	BMO HARRIS BANK N.A.	0.00	161.08
	90315	03/04/2024	834	WASTE MGMT OF NH-ROCHESTER	0.00	969.14
<b>Totals:</b>						<b>\$1,130.22</b>

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# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 63753

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 DeColomack  
Robert DeColomack, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Kebler  
Anne Kebler, CEO

6

2 Checks Listed.



# Wakefield School Board Public Minutes

March 5, 2024

Held in Paul School Library

Draft



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

Those Present: Norma Joy, Relf Fogg, Katie Howard, Donita Bourne and Max Gearing from Clearview TV

Mrs. Collins led those present in the salute to the flag at 6:30.

## Agenda Review

Mrs. Kebler added the Judy Nason Scholarship which she will talk about with her report.

## Presentation

None

## Public Comment

Mrs. Bourne asked about an item on the agenda that wasn't in the non-member packet. Mrs. Collins said they weren't included as there has to be a discussion for clarification first. Mrs. Bourne was told it will be discussed in public. Mrs. Peaslee asked why it was put on the agenda. Mrs. Collins replied it was put on the agenda because the people involved need to explain themselves better. Mrs. Peaslee said if it's put on the agenda then it was made public. Mrs. Collins explained that it was not public yet.

Mrs. Kebler said it's emails from a Board member to the Superintendent and she put it on the agenda. Mrs. Bourne asked when the emails will be discussed as they are not allowed to comment on an item after it's discussed. Mrs. Taliaferro said she brought copies. She said she had two with Board members on it. She said there are five with all Board members included and she brought copies of all five. Mrs. Collins said they were not put in the non member packet because they need to be explained. They will become a public document.

Mrs. Peaslee said anything put on the agenda has to have the backup for the public. She said they discussed and voted on that. She went on to say by putting this on the agenda you made this a

discussion that they (*the audience*) are allowed to be part of. She said the emails are technically meetings if the Board members are all involved in them. She said if they needed clarification they should have been clarified in non public and then put in the next Board packet. Mr. Ouellette disagreed that it was a meeting. Mrs. Taliaferro passed out paperwork to the audience. (*inaudible everyone talking at once*)

Mr. Fogg asked about a second comment omitted from the agenda. He says he believes there was a consensus of the Board to have a second public comment. Mrs. Joy asked if the audience will be able to comment on the emails. Mrs. Collins told Mrs. Joy that the policy states one public comment for thirty minutes.

**Mrs. Taliaferro made a motion, seconded by Mr. Ouellette to add a second public comment to tonight's agenda until we can fix the policy. (Vote 5-0)** The Board, by consensus agreed that tonight each public comment would be fifteen minutes long.

Mrs. Howard thanked the Lions Club, Principal and Vice Principal for helping the PTA with the school dance. She believes they made over \$1,000. Their Easter event is coming up on March 23<sup>rd</sup> and they are looking for cake and raffle donations.

## Reports

### Superintendent's Report

Mrs. Kebler said with February behind us, it looks like we can look forward to an early spring, and busy times at the Paul School.

We are excited to join in the celebration of the Wakefield 250th Birthday. I have joined the committee forming the events of the birthday and as a school we are excited to build these events into our curriculum. Some of the things we are thinking about doing are:

ese events into our curriculum. Some of the things we are thinking about doing are:

Time Capsule - we will be working with our staff and students to fill a time capsule with artifacts from each class. The details of this have not been completely worked out, but we will keep you updated as to how and when this will happen

School float - we hope to have a school float to join in the parade scheduled for the birthday, date to be determined.

The East Wakefield School has been renovated and we hope to work with fourth graders to have a field trip to the school and get the feel of what it was like to go to a one room schoolhouse. The Heritage Commission (Pam Wiggin) will be working with us on this and the plan is to have an essay contest to go along with the field trip focusing on the history of Wakefield.

The town of Wakefield has a song which was written and we hope to teach this song to the students of the school so they can share their talents by singing the song at events throughout the celebration year.

On July 27th the first class to attend the Paul School will be having a reunion at the school. We hope to have some of our students available to offer tours of the school for the members of the class.

We will be working with Mrs. Dexter to do some sort of ad project to celebrate the birthday. In addition, we have been asked if we might be able to have the students make the buttons that will be sold for entrance to the birthday celebration planned for August 31<sup>st</sup>, 2024.

These are just a few of the ideas of what the school will be working on to help with this great celebration, we encourage any ideas that the board or school community might have to add to the celebration. There is much history to be learned about Wakefield, within the fourth grade social

studies curriculum we study the state history we will be incorporating Wakefield history into the curriculum.

Technology Update: We have contracted with Acapella, a third party IT company to assist with the work needed to be done to our infrastructure. We are still committed to a full time IT staff member that is able to provide immediate support to our staff and students and continue to advertise. A big thank you goes to both Tarah Llewellyn and Alex Gillikin for doing everything they can to assist us in supporting our school. community with technology as we move forward. The technology committee will be bringing a proposal for a buyout purchase of our older apple computers for our teachers. Many still have their apple computers, and would like to be able to buy them. This proposal will come to the board at the March 19th board meeting.

State testing will begin this month, and we ask that parents encourage their children to come to school well prepared to take these tests. It is important for students to know that this testing is important to us as a staff to assist us in learning what we can do better to assure our students are learning the essential skills necessary to be able to move forward in high school and beyond in a successful way. State testing is one of many ways we measure student achievement. Other testing we use as benchmarks and for progress monitoring are the STAR testing and NWEA testing. These tests are given 3 ' times a year and are used to help teachers drive instruction. Of greatest value for a measurement of student achievement is their own work. As a staff we will begin working on ways in which we can use our student work as one of the many ways we assess achievement.

Mrs. Kebler told the Board that they finally got clarification from the Attorney General about the Judy Nason Trust Fund. The family had asked to have that changed over to a scholarship fund. The attorney from our firm worked with the Attorney General and we now have an amendment. The family will fill that out and then we need Board approval from the Wakefield School District to be the holders of the trust and agents to expend. This will be done at the Boards March 19<sup>th</sup> meeting. Mr. Ouellette said the Fund is right around \$10,000. Mrs. Taliaferro asked if students will be able to apply for the scholarships this year. Mrs. Kebler replied that the kids will be able to apply after the next Board meeting.

### Technology

Mr. DeColfmacker said that he did find out that the school has 434 active Chromebooks available to students and there are 11-12 loaners so no one should be without a computer. All the kids are aware if they are having issues with their computer they can go to Ms. Dexter and get a loaner in the morning. Mrs. Taliaferro talked about her sons issue with getting a computer. She asked if there was another process she could try. Mr. DeColfmacker said he was told it's a well known process that everybody knows about so they know where to go and what time to go. She said he's thirteen and shouldn't be punished for forgetting. She'd like an alternative especially with testing. Mrs. Kebler said she is sure that the administration won't allow him to not have a computer for testing. Mr. DeColfmacker suggested that Mrs. Taliaferro reach out to Ms. Dexter.

### Consent Agenda

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the consent agenda. (Vote 3-2)**

## Meeting Minutes

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to approve the non public minutes of 2-20-24. (Vote 4-0-1)**

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins to approve the public minutes of 2-20-24 with one correction. (Vote 4-0-1)**

## New Business

### Board Member Emails

Report/clarification of emails dated 2/25/2024, 2/26/2024, 2/27/2024

I asked to have these emails put on the agenda so I could clarify some questions in the emails, get clarification of roles and responsibilities of school board members and superintendent and get a feel from the other members of the board how they are feeling about these emails, and procedures.

Clarification:

While I try to not read emails over the weekend, they are on my phone, I take my responsibilities seriously, and if there is an emergency I want to be the first to know. I understand that some do their email work on the weekend, but if it is not an emergency, I would ask that the person uses the scheduled send so that the email comes to me on Monday. I also received an email sent at 12:00 am.

From the first paragraph in the first email, I felt that the language was threatening, and mine and our BA's credibility were being questioned.

I wanted to clarify the grant process. The grant process about 12 years ago was designed in a way that you would send a paper application in, the grant would be approved, and you would get your money. That has not been the case since at least 2013 when the DOE changed over to a grant management system where you would submit your grant online, and once it was approved you purchased/ paid contract services and paid salaries out of the operating budget and posted once a month to the DOE to get reimbursed. Once you get the reimbursement it gets posted to the correct line in the operating budget. Neither the BA nor I are going to give a number out publicly if we are not sure it is correct. We did indeed answer the question three lines that were the largest lines over spent – those lines were salaries and benefits, 3 unanticipated out of district placements and special education contracted services.

We send our packets out on Friday mornings so that the board members have an opportunity to read through their packets and call the SAU office on Monday with questions they may still have, so that we have time to bring the answers to those questions on Tuesday night giving accurate information.

There were not “new positions” added by the superintendent. When the BA referred to “budget managers” he was referring to the department heads, facilities manager, transportation manager, Director of Student Services, and the principal.

Regarding the budget committee being unhappy with the process and Frank and I not answering questions. That is not the message that was publicly stated both this year at both the public hearing and the deliberative, that the process the BA and I put in place was the easiest in 10 years.

Regarding the 91 A request on Feb. 26<sup>th</sup>, I asked for it because the board member was asking to take contracts out of the office and home with them, it was my understanding that she was just going to look at them in the office. Because she was not acting on the board’s behalf, she was acting in my mind as a resident and a 91-A was required. She was told that she couldn’t scan because our scanning machine is not set up correctly right now and the only people who are able to scan from this machine are those that have their emails put into the machine. No one was trying to cause the board member to jump through hoops. It was a total of 2 ½ hours that our SAU staff was having to attend to the board members needs.

I asked the board to weigh in on how they felt about this email chain of conversation, and I asked for clarification of the role of a single board member requesting something of the SAU office staff without discussing with the board or having board approval.

Respectfully submitted,

Anne L. Kebler

She would like the Board to respond and tell her what they think about the emails she’s getting. Her question is; Can one Board member request something without the Board agreeing to that request? Mrs. Taliaferro responded asking what was the directive I gave you that needed Board approval? Mrs. Kebler said, you asked for the contracts. Mrs. Taliaferro said contracts are public record. She went on to say that Mr. Ouellette had submitted a request to Mrs. D’Agostino and Mr. Gregoire on November 4<sup>th</sup>, 2020, for some work we were doing when he was on the Board. She said he had the list of emails in the packet she has. She said he didn’t need a 91-A request. Mr. D’Agostino scanned 93 pages of contracts and everything else within 24 hours for him. So contracts can be scanned for School Board members. He didn’t need a 91-A request or was he asked to pay for the 93 pages.

She said when she asked for the contracts they couldn’t be done right away and nobody came back to her as to when she would have them. She said she was told that she could come in and look at them so she did. She found things she wanted to bring up to the Board and wanted them put on the agenda. She found some things with the contracts, some aren’t signed, some have wrong dates, some dates are from 2023 to 2022. There are things she thought the Board could button up or have a process to look at and it turned into this.

It actually stemmed from previous emails about closing down the SAU office early on Fridays on one or two holidays and if it’s not in their contract and if the state and taxpayers are paying for their salaries and the staff is not required to use their vacation time or sick time to be out she

finds that to not be okay. She said she has previous contracts from the 93 pages from Mr. Ouelletts email that showed specific days listed in the contracts. She knew she had seen contract before with the holiday schedule listed. She said that's why she wanted to look at the contracts. She said she offered to scan the contracts so as not take up the SAU employees time.

She insisted that the email she sent to Mrs. Kebler was not threatening. She said she was trying to be helpful. She reread a portion of her email. She said she didn't have questions by looking at the information in the packet but questions from his statements at the meeting. She said that's what she meant about the Budget Committee, some of them stated that they didn't get the answer they wanted when they asked a question. They wanted information in a timely manner so they could make good decisions. That was brought up to her a couple times. Questions were asked and nobody had the answer.

She thought her email would be helpful key points. She said to Mrs. Kebler, you chose to put one email in which didn't have all Board members on it. She said hers has what was sent, Mrs. Keebler's response and Mrs. Taliaferro's clarification. She does not believe she demanded anything from anybody. Mrs. Kebler said she was out on Monday for a bereavement day and came in Tuesday and she said my staff said please don't be out again when a Board member comes in and asks to spend that kind of time. They were upset. Mrs. Taliaferro said you could have scanned the contracts and the whole thing could have been avoided in the first place. Mrs. Kebler said the scan machine was not working and Mrs. Taliaferro said, there's not one in this building?

Mr. DeColfmacker said he doesn't think it's appropriate to bring up what happened two years ago. We have a different School Board. He said when he read the emails he was confused about the comments about the Budget Committee members because it did read we weren't giving the Budget Committee what they needed. He had multiple Budget Committee members praise him for how well it went and how well Anne and Frank did. He found it a little off-putting.

Mrs. Taliaferro asked Mrs. Kebler if there was anything wrong with the email whether you find it threatening or not? Is this an actionable item? What is the purpose besides trying to shame me for a helpful email? Mr. Ouellette said as a citizen of the town you can request anything you want from the SAU. He doesn't know if a 91-A request is required as a School Board member. If you stated it that way it's a different story. He said when he got the contracts, he doesn't remember that, there was no fee in place at that time for copies. He said if you wanted the contracts for personal use you can do that. If you want to bring them to the Board for discussion then the majority would have to ok that. The whole Board did not ask you to do that. Mrs. Taliaferro said a School Board member has the right to have something placed on the agenda and that's exactly what her email was for.

Mr. DeColfmacker said he believes if you were to ask for all this information as a Board member for a Board meeting that needs to get a vote from the Board as an actionable item or doesn't it? Mrs. Collins said, it does. Mr. DeColfmacker asked if she brings all these things forward does she come as a Board member or private citizen? Mrs. Collins said that would have to be clarified. She said Mrs. Taliaferro got permission before she did anything regarding the food grant and the gym floor.

Mrs. Peaslee said she wasn't happy being added to the email chain at the very end. She said she heard Mrs. Taliaferro ask for the copies at a previous meeting. She asked and a 91-A was never mentioned. She should have been told she needed a 91-A request. Mrs. Kebler said Mrs. Taliaferro sent her an email and she would be at the SAU on Monday to look at copies. Mrs.

Peaslee said she asked to look at copies at a meeting. She sees nothing wrong with the emails besides a School Board member doing her due diligence. She asked to be put on the agenda. She did it the right way and you chose not to do so. She was just asking questions. She doesn't think this should be part of a Board meeting.

Mrs. Kebler said she was told that an individual Board member has no authority to act on behalf of the School Board or district. Mrs. Peaslee said the second she requested a 91-a she was no longer a Board member and anything she got she was not acting as a School Board member. Mrs. Taliaferro said she brought this up at a school Board meeting then emailed on the 20<sup>th</sup>. She said to Mrs. Kebler, that's twice that I told you what I was going to do without being given any directive until I showed up at the SAU. Mrs. Kebler said it wasn't to shame you. When you get five emails five days in a row and they're aggressive in nature it gets old. Mrs. Taliaferro disagreed that they were aggressive. Mrs. Peaslee said Mrs. Taliaferro could be put on the agenda as Sandra not Sandra the School Board member. Mrs. Taliaferro asked to have Mr. Kebler in non public to address her uncomfortableness with the Board or her in general and that didn't happen. Mrs. Kebler responded that she has no uncomfortableness with the Board she just wants to be respected. (*The 21 pages of emails can be viewed any time during regular business hours at the SAU office.*)

#### Role of A School Board Member

Mrs. Kebler read the following and asked for clarification:

The authority of individual board members is limited to participating in actions taken by the board as a whole when legally in session. Board members shall not assume the responsibilities of administrators or other staff members. The board or staff shall not be bound in any way by any action taken or statement made by any individual board member except when such statement or action is pursuant to specific instructions and official action taken by the board.

Mrs. Peaslee said an action would require approval as a School Board member. Mrs. Collins said we have to have a vote to take action. Mrs. Peaslee said a School Board member can request any information they just can't take action with it. Mrs. Kebler said she had asked if the Board wanted the contracts brought to the Board. Mrs. Peaslee said we didn't want them brought to the Board but Mrs. Taliaferro can still see them and the action would be if she brought it up without acting appropriately to have it on the agenda. Asking for it individually as a Board member is just her doing her research.

Mr. DeColfmacker said he was confused and asked if he could, as a School Board member, just walk into the school and get anything he wants? Mrs. Peaslee said you can get anything. Mrs. Taliaferro said she only wanted to look at the days for holidays but once she looked at the contracts she realized there were so many different errors I sent the email asking to put it on the agenda. She said she made copies of the contracts too. It wasn't to cause problems and it could have been done in non public to just button up some things and no one would know.

Mrs. Peaslee said as soon as she was asked to fill out a 91-A request the email became null and void because she wasn't acting as a School Board member.

Mr. Ouellette said he wasn't sure about a 91-A request but as a School Board member if you want to dig into something you have the right to do so. But if you want to bring it to the Board his suggestion would be to come to a Board meeting and say what you are doing. I'd like to bring it up to the whole School Board and talk about this. He said what he is hearing is what can

a School Board member do and what can a private citizen do and the requirement for a 91-A request from a School Board member. He said we all need to work together.

Mrs. Taliaferro said she brought up the whole holiday schedule on June 27, 2003. Mrs. Peaslee said Mrs. Taliaferro has mentioned some things concerning to her and she would like to have the contracts brought to the Board and added to the next agenda or have some kind of a procedure in place. She said we can't have contracts without signatures and incorrect dates. Mrs. Kebler said she believes the non-signed contract is hers.

Mrs. Taliaferro said she wanted to reiterate that the Board created policies and we're supposed to enforce them and make sure they're getting done. Policy says we need accurate employee files.

**Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to add the contracts that have discrepancies on them on the next public agenda. (Vote 4-1)** This will take place in non public.

Mr. DeColfmacker said we're sitting in a gray area as to what the right behavior is. Mrs. Kebler said she's still confused. Mr. DeColfmacker asked where to get clarification on this matter. He said he didn't realize he could just make an appointment and get whatever he wanted. He assumed that if he had a question or concern he would bring it to the Board and ask permission to investigate it. If that's not accurate he would like to know. Mrs. Collins said you can ask for anything but if you want it as a topic of discussion at a Board meeting you need Board permission. Mrs. Peaslee said anything in the SAU you can go in and ask for.

### Public Comment

**Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to waive the policy. (5-0)**

Mr. Fogg had a question about an investigation and was told it did not transpire and did not cost the taxpayers anything at all. Mr. Fogg also said when he was on the Board a School Board member could go to anyone and ask for anything. Mrs. Joy questioned Mrs. Taliaferro asking to submit a 91-A request. Mrs. Howard questioned Board members being on phones during meetings. Mrs. Bourne said everyone in school appreciates Mrs. Taliaferro doing research and being prepared.

All the Board members said they had no idea the investigation didn't go anywhere. Mrs. Kebler said she has no idea why it hasn't. Mrs. Taliaferro said Mrs. Kebler made quite a spectacle out of her at that time. Mrs. Kebler said you went into non public to discuss my contract. Mrs. Taliaferro denied that.

### Policies (all 1<sup>st</sup> Reading)

#### BBB School Board Elections

The only thing that was added were the vacancies that occur before the expiration of a member shall be filled according to Board Policy BBC

#### BBBC Board Member or District Officer Resignation

Will adopt the NHSBA policy. The changes were as a result of substantially revised in August 2021 to offer a more detailed process for the Boards when faced with resignations. Mrs. Kebler read the new language with the six criteria.

#### BBBE Unexpected Term Fulfillment



Will adopt the NHSBA policy. The Cooperative District rules were removed.

BCA School Board Member Ethics

Adopting the NHSBA policy

BCB Board Member Conflict of Interest

Policy revised. Adds mechanism to handle nepotism.

BDB Board Officers

Adopting NHSBA policy. There will be some research done to see if the Board wishes to remove the Board Secretary being a School Board member.

BBBH (Remove)

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to remove Policy BBBH from the Policy Book. (Vote 5-0)**

Follow Up

Non Public

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette to enter non public session under 91-A:3, 11 (c) at 8:19. Roll call vote: Collins aye, DeColfmacker aye, Ouellette aye, Taliaferro aye, Peaslee aye. (Vote 5-0)**

The Board returned to Public Session at 8:23.

Adjournment

**Mrs. Collins made a motion, seconded by Mrs. Peaslee, to adjourn the meeting at 8:25. (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary

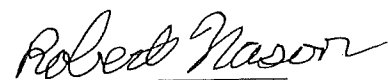
**Amendment to  
Judith A. Nason Memorial Expendable Trust Fund**

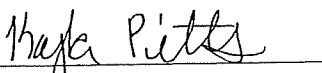
NOW COME Kayla Pitts and Robert Nason, settlors of the Judith A. Nason Memorial Expendable Trust Fund (“the Trust”), and herein intend to modify the purpose of the Trust and in support thereof state as follows:

1. The Trust was created and funded by Kayla Pitts and Robert Nason (“the Settlers”) on March 20, 2018, and the principal of the Trust is to be held, managed, and invested by the Trustees of the Trust Funds for the Wakefield School District.
2. The purpose of the Trust was to fund a footbridge in the name of the Trust, and then the ongoing funding of the education, recreation, and academic needs of students of the Wakefield School District.
3. The Settlers now wish to modify and/or amend Section 3, the purpose of the Trust, to be replaced with the following: “To be used as a scholarship for students attending the schools of the Wakefield School District. The scholarship is available to any Wakefield college student. Said scholarship fund to be administered by the School Board of the Wakefield School District consistent with the terms of the Trust, as amended.”
4. Except for the modification to Section 3 described above, all remaining terms of the Trust shall remain in full force and effect.

Dated: 3/13/24

**SETTLORS**

  
Robert Nason

  
Kayla Pitts

**Acknowledgement**

The Wakefield School District hereby acknowledges the action of the Settlers stated herein to modify and/or amend the purpose of the Trust.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Anne Kebler, Superintendent  
Duly Authorized



**Report of Appropriations as Voted**

**Wakefield Local School**

(RSA 21-J:34 and RSA 198:4-a)

For the period beginning July 1, 2024 and ending June 30, 2025

Form Due Date: **20 Days after the Annual Meeting**

**SCHOOL BOARD CERTIFICATION**

This is to certify that the information contained in this form, appropriations actually voted by the school district meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
	Superintendent	
	School District Clerk	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:  
<https://www.proptax.org/>

**For assistance please contact:**  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>



Appropriations

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
<b>Instruction</b>						
1100-1199	Regular Programs	02,12	\$6,201,726	\$3,192,980	\$0	\$3,008,746
1200-1299	Special Programs	02,03,12	\$2,536,485	\$2,226,484	\$0	\$310,001
1300-1399	Vocational Programs		\$0	\$0	\$0	\$0
1400-1499	Other Programs	02	\$76,914	\$76,914	\$0	\$0
1500-1599	Non-Public Programs		\$0	\$0	\$0	\$0
1600-1699	Adult/Continuing Education Programs		\$0	\$0	\$0	\$0
1700-1799	Community/Junior College Education Programs		\$0	\$0	\$0	\$0
1800-1899	Community Service Programs		\$0	\$0	\$0	\$0
<b>Instruction Subtotal</b>			<b>\$8,815,125</b>	<b>\$5,496,378</b>	<b>\$0</b>	<b>\$3,318,747</b>
<b>Support Services</b>						
2000-2199	Student Support Services	02	\$395,602	\$395,602	\$0	\$0
2200-2299	Instructional Staff Services	02	\$156,697	\$156,697	\$0	\$0
<b>Support Services Subtotal</b>			<b>\$552,299</b>	<b>\$552,299</b>	<b>\$0</b>	<b>\$0</b>
<b>General Administration</b>						
2310 (840)	School Board Contingency		\$0	\$0	\$0	\$0
2310-2319	Other School Board	02	\$69,731	\$46,720	\$0	\$23,011
<b>General Administration Subtotal</b>			<b>\$69,731</b>	<b>\$46,720</b>	<b>\$0</b>	<b>\$23,011</b>
<b>Executive Administration</b>						
2320 (310)	SAU Management Services	02	\$347,275	\$232,674	\$0	\$114,601
2320-2399	All Other Administration		\$0	\$0	\$0	\$0
2400-2499	School Administration Service	02	\$374,786	\$374,786	\$0	\$0
2500-2599	Business	02	\$362,707	\$362,707	\$0	\$0
2600-2699	Plant Operations and Maintenance	02	\$712,631	\$712,631	\$0	\$0
2700-2799	Student Transportation	02	\$622,621	\$417,156	\$0	\$205,465
2800-2999	Support Service, Central and Other	02	\$277,234	\$277,234	\$0	\$0
<b>Executive Administration Subtotal</b>			<b>\$2,697,254</b>	<b>\$2,377,188</b>	<b>\$0</b>	<b>\$320,066</b>
<b>Non-Instructional Services</b>						
3100	Food Service Operations	02	\$250,000	\$250,000	\$0	\$0
3200	Enterprise Operations	02	\$300,000	\$300,000	\$0	\$0
<b>Non-Instructional Services Subtotal</b>			<b>\$550,000</b>	<b>\$550,000</b>	<b>\$0</b>	<b>\$0</b>



Appropriations

Account	Purpose	Article	Appropriations			High
			As Voted	Elementary	Middle/Jr.	
<b>Facilities Acquisition and Construction</b>						
4100	Site Acquisition		\$0	\$0	\$0	\$0
4200	Site Improvement		\$0	\$0	\$0	\$0
4300	Architectural/Engineering		\$0	\$0	\$0	\$0
4400	Educational Specification Development		\$0	\$0	\$0	\$0
4500	Building Acquisition/Construction		\$0	\$0	\$0	\$0
4600	Building Improvement Services		\$0	\$0	\$0	\$0
4900	Other Facilities Acquisition and Construction		\$0	\$0	\$0	\$0
	<b>Facilities Acquisition and Construction Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Outlays</b>						
5110	Debt Service - Principal		\$0	\$0	\$0	\$0
5120	Debt Service - Interest		\$0	\$0	\$0	\$0
	<b>Other Outlays Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund Transfers</b>						
5220-5221	To Food Service		\$0	\$0	\$0	\$0
5222-5229	To Other Special Revenue		\$0	\$0	\$0	\$0
5230-5239	To Capital Projects		\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund	05,06,07 ,08,09,1 0	\$325,000	\$0	\$0	\$0
5252	To Expendable Trusts/Fiduciary Funds		\$0	\$0	\$0	\$0
5253	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0
5254	To Agency Funds		\$0	\$0	\$0	\$0
5300-5399	Intergovernmental Agency Allocation		\$0	\$0	\$0	\$0
9990	Supplemental Appropriation		\$0	\$0	\$0	\$0
9992	Deficit Appropriation		\$0	\$0	\$0	\$0
	<b>Fund Transfers Subtotal</b>		<b>\$325,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Voted Appropriations</b>			<b>\$13,009,409</b>	<b>\$9,022,585</b>	<b>\$0</b>	<b>\$3,661,824</b>



Supplementary Information

Description	Function	Object	Elementary	Middle/Jr.	High	Total
Tuition to NH LEA's	All	561	\$0	\$0	\$3,008,746	\$3,008,746
Other Tuition	All	562-569	\$108,000	\$0	\$190,000	\$298,000
Land & Improvements	All*	710				\$0
Buildings	All*	720				\$0
Additional Equipment	All*	730	\$15,056	\$0	\$0	\$15,056
Summer School	1430		\$4	\$0	\$0	\$4

\* includes all functions except 4100

Alie Dawn  
 Balser Brandon  
 Bausmann Tracy  
 Boston Angela  
 Boucher Peter  
 Bourque Lauren  
 Bultman Alyssa  
 Capen Bethany  
 Courts Laura  
 Dexter Caroline  
 DiRocco Norma  
 Ellis Elayne  
 Fairfield Samuel  
 Frothingham Kathryn  
 Gillikin Alexander  
 Gillikin Sara  
 Gorman Nicholas  
 Guivens Aisilyn  
 Hill Wyatt  
 Hossack Michele  
 Howard Sarah  
 Huckins Penny  
 Hurley Kimberly  
 Hurley Lindsay  
 Jakubec Jaclyn  
 Kahn Alison  
 Kebler Anne  
 Kelly Meghan  
 King Brooke  
 Krafton Shane

Levesque Andrea  
 Leavitt- Ivy  
 Carlson Meghan  
 Libby Tarah  
 Llewellyn Aaron  
 Nason Meghan  
 Nason Michelle  
 Osmer Mark  
 Perkins Sandra  
 Pollack Juliana  
 Purvis Lindsay  
 Reynolds Lauree  
 Royle Shannon  
 Siegler Laurianne  
 Soucy Renee  
 Stevens Julie  
 Sullivan Erin  
 Thomas Brianna  
 Valdepena Frances  
 Wadsworth



## SCHOOL BOARD ELECTIONS

The School Board shall consist of an odd number of members elected by the qualified voters of the District at the annual District elections.

The term of office of each member of the School Board shall be for a period of three (3) years. Vacancies that occur before the expiration of a member's term shall be filled pursuant to Board policy BBBC. A member appointed to fill a vacancy shall serve only until the next annual election, at which point the seat will be open for election to serve the remainder of the original term.

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

Adopted by the Board: 6 December 2000  
Reaffirmed by the Board: 6 May 2002  
Revised by the Board: 17 October 2007  
Revised by the Board: 19 September 2012

SCHOOL BOARD ELECTIONS

The school board shall consist of an odd number of members elected by the qualified voters of the district at the annual district elections held in March.

The term of office of each member of the school board shall be for a period of three (3) years.

Legal References:

- RSA 195:19-b, Reapportionment
- RSA 671: 4, School District Elections: Board
- RSA 671:22, School District Election at Town Meeting

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

Adopted by the Board: 6 December 2000  
Reaffirmed by the Board: 6 May 2002  
Reaffirmed by the Board: 17 October 2007  
Revised by the Board: 19 September 2012

**Policy BBB: School Board Elections**

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 08/01/2022 | Last Reviewed Date: 08/01/2022

Category: *Optional*

ADOPTION/REVISION NOTES –

Text between the highlighted lines “~ ~ ~”, and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.

- a. USER SUGGESTION – Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.
- b. General – As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- c. General – Highlighted language or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- d. General – {\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- e. General – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised Aug. 2022, Sept. 2021, Sept. 2009, Feb. 2004, Nov. 1999, and July 1998.

NHSBA revision notes, August 2022, revised, along with sample policy BBBF, to reflect HB 1381’s (2022 N.H Laws Ch. 195) amendment to RSA 189:1-c, which previously permitted boards to have a student board member and now requires Boards have a student board member from each District high school. September 2021, BBB is updated to include a statement regarding filling a term prematurely vacated by a sitting member, a point clarified by the 2021 passage of HB409 (amending RSA 671:33). Additional revisions to sample BBB include legal references and an internal reference to sample BBBC.

The School Board shall consist of an odd number of members elected by the qualified voters of the District at the annual District elections.

The term of office of each member of the School Board shall be for a period of three (3) years [city board members generally have different terms]. Vacancies that occur before the expiration of a member’s term shall be filled pursuant to Board policy {\*\*} BBBC. A member appointed to fill a vacancy shall serve only until the next annual election, at which point the seat will be open for election to serve the remainder of the original term. [FOR DISTRICTS WITH HIGH SCHOOLS ONLY] Additionally, pursuant to RSA 189:1-c, the School Board shall have one or more non-voting student member(s) from<sup>1</sup> high school [{or – for districts with more than one high school} – from each District high school.] Elections for such student board member shall be held in accordance RSA 194:23-f, and with the provisions of Board policy {\*\*} BBBF.

<sup>1</sup> [Delete fn.] Name of high school if desired.

**District Policy History:**

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

## BOARD MEMBER OR DISTRICT OFFICER RESIGNATION

Any citizen who files for and seeks election to the Board or other District office should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected for District officers and that the citizen's intent is to serve a full term of office.

However, if, for reasons of health, change in domicile, or any other compelling reason a Board member or other officer does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for filling the vacancy per Board policy BBBC (relative to filling vacancies).

- A. **Tender of Resignation.** Ideally, a board member intending to resign will provide a written letter of resignation to the School District Clerk, c/o the Superintendent<sup>1</sup>, with a copy to the School Board Chair (or Vice Chair if the Chair is the one submitting the resignation). Alternatively, a board member may submit a letter of resignation at a meeting of the Board. In the event that a board member tenders a resignation orally, outside of a public meeting, the Board member will be requested to confirm the resignation in writing, and submit the same as stated above.
- B. **Board Acknowledgement.** Whether submitted in writing or not, the Board shall address the tendered resignation either at the meeting at which the tender is received or at the next public meeting of the Board. There is no need for the Board to formally “approve” the resignation, as a Board may not compel a member to serve a full term by way of a negative vote on a motion to “accept”. However, the Board, through the Chair or presiding officer, should acknowledge the tendered resignation at the meeting and assure that the same is reflected in the minutes.
- C. **Effective Date.** The letter/statement of resignation should indicate when the resignation will be effective. If the tendered resignation does not state a date, then the letter shall be deemed to express an intent that the resignation take immediate effect. Also, pursuant to RSA 652:12, some vacancies (e.g., moving out the district, conviction of a felony while in office, etc.) arise by operation of law upon a specific occurrence, and therefore are effective upon the occasion of that occurrence.
- D. **Withdrawal of a Resignation.** A tendered resignation, whether made in writing or orally, may not be withdrawn after the Board’s acknowledgement without the consent of a majority of remaining Board members upon vote taken in a public meeting prior to a successor being

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

Adopted by the Board: 19 November 1991  
 Reaffirmed by the Board: 2 August 1995  
 Reaffirmed by the Board: 10 July 1998  
 Reaffirmed by the Board: 6 December 2000  
 Reaffirmed by the Board: 6 May 2002  
 Revised by the Board: 5 September 2012

Page 1 of 1

appointed.

- E. **Copies to District Clerk.** The Superintendent shall as soon as practicable assure that the District Clerk is provided with a copy of any letter of resignation and/or of the minutes of the meeting at which the resignation is acknowledged by the Board.
  
- F. **Filling of Vacancy Upon Resignation.** Board member vacancies shall be filled in accordance with Board policy BBBE and applicable law.

Mrs. Mary Collins, Chairman  
Mr. Bob Ouellette, Vice Chairman  
Mr. Robert Decolfmacker  
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Adopted by the Board: 19 November 1991  
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Reaffirmed by the Board: 6 December 2000  
Reaffirmed by the Board: 6 May 2002  
Revised by the Board: 5 September 2012

BOARD MEMBER OR DISTRICT OFFICER RESIGNATION

Any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected of all Board members and that the citizen's intent is to serve a full term of office.

However, if, for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for a replacement. A letter of resignation should be sent to the chairman with a copy to the district clerk.

Vacancies shall be filled in accordance with RSA 197:26 and RSA 671:33.

Legal References:

RSA 197:26, School Meetings & Officers: Vacancies  
RSA 671:33, School District Elections: Vacancies

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: 2 August 1995  
Reaffirmed by the Board: 10 July 1998  
Reaffirmed by the Board: 6 December 2000  
Reaffirmed by the Board: 6 May 2002  
Revised by the Board: 5 September 2012

**Policy BBBC: Board Member or District Officer Resignation**

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 08/01/2021 | Last Reviewed Date: 08/01/2021

Category: Optional

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**ADOPTION/REVISION NOTES -**

Text between the highlighted lines "~~~~~", and highlights in this sample should be removed prior to adoption.

- a. Much of this policy is intended to assist boards with how to process resignations. RSA 652:12 states that a vacancy in an office is created by, among other things, resignation. The statute, however, does not define how or when a resignation is "official". NHSBA receives many inquiries each year about various issues relating to resignations. The revisions to BBBC are intended to provide boards with a practical guide to resolving many of those issues.
- b. General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- c. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- d. [\*\*] indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- e. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised – August 2021, November 1999, July 1998

NHSBA revision notes, August 2021, policy was substantially revised to offer a more detailed process for boards when faced with a resignation.

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Any citizen who files for and seeks election to the Board or other District office should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected for District officers and that the citizen's intent is to serve a full term of office.

However, if, for reasons of health, change in domicile, or any other compelling reason a Board member or other officer does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for filling the vacancy per Board policy [\*\*]BBBE (relative to filling vacancies).

- A. **Tender of Resignation.** Ideally, a board member intending to resign will provide a written letter of resignation to the School District Clerk, c/o the Superintendent<sup>1</sup>, with a copy to the School Board Chair (or Vice Chair if the Chair is the one submitting the resignation). Alternatively, a board member may submit a letter of resignation at a meeting of the Board. In the event that a board member tenders a resignation orally, outside of a public meeting, the Board member will be requested to confirm the resignation in writing, and submit the same as stated above.
- B. **Board Acknowledgement.** Whether submitted in writing or not, the Board shall address the tendered resignation either at the meeting at which the tender is received or at the next public meeting of the Board. There is no need for the Board to formally "approve" the resignation, as a Board may not compel a member to serve a full term by way of a negative vote on a motion to "accept". However, the Board, through the Chair or presiding officer, should acknowledge the tendered resignation at the meeting and assure that the same is reflected in the minutes.
- C. **Effective Date.** The letter/statement of resignation should indicate when the resignation will be effective. If the tendered resignation does not state a date, then the letter shall be deemed to express an intent that the resignation take immediate effect. Also, pursuant to RSA 652:12, some vacancies (e.g., moving out the district, conviction of a felony while in office, etc.) arise by operation of law upon a specific occurrence, and therefore are effective upon the occasion of that occurrence.
- D. **Withdrawal of a Resignation.** A tendered resignation, whether made in writing or orally, may not be

withdrawn after the Board's acknowledgement without the consent of a majority of remaining Board members upon vote taken in a public meeting prior to a successor being appointed.

E. Copies to District Clerk. The Superintendent shall as soon as practicable assure that the District Clerk is provided with a copy of any letter of resignation and/or of the minutes of the meeting at which the resignation is acknowledged by the Board.

F. Filling of Vacancy Upon Resignation. Board member vacancies shall be filled in accordance with Board policy (\*\*)BBBE and applicable law.

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<sup>1</sup> [Delete footnote] Paragraph A directs that resignation letters be provided to the District Clerk c/o the Superintendent, as (a) the Superintendent is legally designated custodian of district records, and (b) district clerks, unlike town clerks, lack hours of operation, or public offices/hours of operation other than during election cycles.

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District Policy History:

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

District revision history: \_\_\_\_\_



## UNEXPIRED TERM FULFILLMENT

**A. Definition and Occurrence of a Vacancy.** A vacancy on the School Board or other District office is defined in RSA 652:12, and occurs when subsequent to election but prior to the expiration of that person's term, the office holder/office holder elect, either:

- i. Resigns (see Board policy BBBC for resignation process);
- ii. Dies;
- iii. Ceases to have domicile in the district or town from which he/she was elected;
- iv. Is determined by a court to be mentally incompetent;
- v. Is/has been convicted which disqualifies him/her holding office (e.g., bribery, willful violation of election laws) or sentenced while in office after conviction for a felony;
- vi. Has the election voided by a court or the ballot law commission; or
- vii. Fails to take the oath of office within 30 days of the election, or fails to give/renew a bond required by law

Although a formal resignation best serves the district when possible, many of the reasons cause a vacancy to occur by operation of law (e.g., death or relocation). In circumstances that are unclear (e.g., relocation out of district), the Superintendent and/or Board Chair should consult with counsel.

A temporary absence does not constitute a vacancy.

### **B. Authority to Fill Vacancy.**

1. Vacancy other than Moderator [and Budget Committee Member] The Board shall fill a vacancy occurring (1) on the board, (2) in any position generally appointed by the Board, or (3) in any other elected district office with the exception of moderator and budget committee member. If the remaining members refuse or are unable to agree upon a replacement, or in the event there are no remaining school board members, then the Select Board may make the appointment. See RSA 671:33 and RSA 197:26.
2. Moderator Vacancy. Vacancies in the office of moderator shall be filled by vote at a school meeting or election, provided that, until a replacement is chosen, the school District Clerk shall serve as moderator or shall appoint a moderator pro tempore. See RSA 671:33, III and RSA 197:20.
3. ~~[IF APPLICABLE] Budget Committee Vacancy. A vacancy on a municipal budget committee is filled by the town moderator or budget committee in accordance with RSA 32:15, VII.~~

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

Adopted by the Board: 6 December 2000  
 Reaffirmed by the Board: 6 May 2002  
 Revised by the Board: 5 September 2012

**{OPTIONS 2 – LANGUAGE FOR COOPERATIVE DISTRICT}**

1. ~~Vacancy on School Board.~~ In the event of a vacancy on the school board the remaining school board members representing the same town or towns as the departed member shall fill the vacancy, provided that there are at least 2 such members. At large seats and members are considered to be “representative(s) of the same town or towns.” If there are less than 2 remaining members on the cooperative school board representing the same town or towns as the departed member, or if the remaining members are unable, by majority vote, to agree upon an appointment, then the Select Board or Select Boards representing the same town/towns as the departed member may make the appointment, failing which the District Moderator will make the appointment. RSA 671:33, II(b).
2. ~~Vacancy of Any Office Other than School Board, [{{IF APPLICABLE3}} Budget Committee] or Moderator.~~ The entire school board shall fill vacancies occurring in other district offices, except that of [{{IF APPLICABLE4}} budget committee member, and] moderator, until the next annual meeting of the district. RSA 671:33, II(a) and RSA 197:26.
3. ~~Moderator Vacancy.~~ Vacancies in the office of moderator shall be filled by vote at a school meeting or election, provided that, until a replacement is chosen, the school District Clerk shall serve as moderator or shall appoint a moderator pro tempore. See RSA 671:33, III and RSA 197:20.
4. ~~Budget Committee Vacancy.~~ In the event of a vacancy on the cooperative budget committee, the remaining budget committee members representing the same town or towns as the departed member shall fill the vacancy, provided that there are at least 2 such remaining members. At large seats and members are considered to be “representative(s) of the same town or towns.” If there are less than 2 remaining members on the cooperative school board representing the same town or towns as the departed member, or if the remaining members are unable, by majority vote, to agree upon an appointment, then the Select Board or Select Boards representing the same town/towns as the departed member may make the appointment, failing which the District Moderator will make the appointment. RSA 671:33, IV.

**C. Duration of Appointment.** For positions normally elected by the voters, a person appointed to fill a vacancy will serve only until the next election, at which point the voters will vote for a replacement to serve for the remainder of the original holder’s term. For non-elected positions (i.e., those ordinarily appointed by the board), the person appointed to fill the vacancy will serve until the expiration of the original holder’s term. See RSA 671:33.

**D. Vacancy Arising During Filing Period.** Other than a seat that is already open (for election or re-election) as of the beginning of the filing period, a vacancy which occurs between the beginning of the filing period and the district election shall be filled by appointment. See RSA 671:33, V.

**E. Process to Fill Vacancies by the Board.** The Board will generally employ the following

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

Adopted by the Board: 6 December 2000  
 Reaffirmed by the Board: 6 May 2002  
 Revised by the Board: 5 September 2012

process when there is a vacancy on the Board, or in other office for which the Board has authority to fill the vacancy. Except as required by RSA 91-A:2 and 3, the Board reserves the right to waive, supplement or otherwise amend any part of the process.

Discussion by the Board of the process to be used to fill a vacancy, and the appointment process itself, including candidate interviews, shall occur in public session during a duly noticed meeting. The only possible exception could be a limited discussion regarding a potential candidate wherein that part of the discussion is likely to adversely affect the reputation of a person other than a board member. See RSA 91-A:3, II(c).

Once the Board has confirmed or acknowledged the vacancy, the Board will advertise/post notice of the vacancy on the District web-site and in such other manner as the Board deems appropriate. Among other things, the notice shall invite interested persons to submit a letter of interest to the Board Chair, with a copy to the Superintendent. All such letters shall be included in the public meeting materials for the meeting at which the appointment is to be considered.

Interviews of candidates for vacant positions will take place in a meeting open to the public.

After motion and second, vote shall occur by voice or hand in public session (secret ballots are not allowed under RSA 91-A:2, II).

Legal Reference:

RSA 197:26, School Meetings & Officers: Vacancies  
 RSA 671:33, School District Elections: Vacancies

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

Adopted by the Board: 6 December 2000  
 Reaffirmed by the Board: 6 May 2002  
 Revised by the Board: 5 September 2012

UNEXPIRED TERM FULFILLMENT

The Board shall fill vacancies occurring on the School Board. Appointees of the Board shall serve until the next district election when the voters of the district shall elect a replacement for the unexpired term.

Legal Reference:

RSA 197:26, School Meetings & Officers: Vacancies  
RSA 671:33, School District Elections: Vacancies

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

Adopted by the Board: 6 December 2000  
Reaffirmed by the Board: 6 May 2002  
Revised by the Board: 5 September 2012

**Policy BBBE: Vacancies and Unexpired Term Fulfillment**

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 09/01/2021 | Last Reviewed Date: 09/01/2021

Category: Optional

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**ADOPTION/REVISION NOTES -**

Text between the highlighted lines "~~~~", and highlights in this sample should be removed prior to adoption.

- a. This revised sample has provisions that **MUST** be modified to reflect (a) whether the district is a single town district or a cooperative, and (b) whether the district has an "official" rather than an advisory budget committee. See footnote 1 for distinction between "official" and "advisory" budget committees.
- b. Note that there are alternative provisions in Section B, pertaining to whether the District is a single "town" district or a cooperative.
- c. General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- d. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- e. {\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- f. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised - Sept. 2021, Nov. 1999, and July 1998

NHSBA revision notes, September 2021, Sample policy BBBC was substantially revised to: (a) include the statutory provisions and reference for the definition of a vacancy; (b) include 2021 amendments to RSA 671:33 (see, HB409 regarding determination of term fulfillment, and HB2 (2021 Session Laws Chapter 91 Section 318), regarding the manner in which at-large seats in cooperative districts are filled); (c) add "Vacancies" to the title; and (d) clarify that the statute applicable for most school board/officer vacancies is RSA 671:33, and not RSA 197:26). As a general statement, the comprehensive revisions also reflect that each year NHSBA receives many inquiries regarding some of the more nuanced or hard-to-find legal requirements pertaining to vacancies. September 2012, revisions reflected amendment RSA 671:33 which changed the manner in which vacancies on cooperative school boards are filled.

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**A. Definition and Occurrence of a Vacancy.** A vacancy on the School Board or other District office is defined in RSA 652:12, and occurs when subsequent to election but prior to the expiration of that person's term, the office holder/office holder elect, either:

- i. Resigns (see Board policy {\*\*}BBBC for resignation process);
- ii. Dies;
- iii. Ceases to have domicile in the district or town from which he/she was elected;
- iv. Is determined by a court to be mentally incompetent;
- v. Is/has been convicted which disqualifies him/her holding office (e.g., bribery, willful violation of election laws) or sentenced while in office after conviction for a felony;
- vi. Has the election voided by a court or the ballot law commission; or
- vii. Fails to take the oath of office within 30 days of the election, or fails to give/renew a bond required by law

Although a formal resignation best serves the district when possible, many of the reasons cause a vacancy to occur by operation of law (e.g., death or relocation). In circumstances that are unclear (e.g., relocation out of district), the Superintendent and/or Board Chair should consult with counsel.

A temporary absence does not constitute a vacancy.

**B. Authority to Fill Vacancy.**

**[OPTION 1 - LANGUAGE FOR SINGLE TOWN ("Pre-existing") DISTRICT]**

1. Vacancy other than Moderator [and Budget Committee Member]<sup>1</sup>. The Board shall fill a vacancy occurring (1) on the board, (2) in any position generally appointed by the Board, or (3) in any other elected district office with the exception of moderator and budget committee member. If the remaining members refuse or are unable to agree upon a replacement, or in the event there are no remaining school board members, then the Select Board may make the appointment. See RSA 671:33 and RSA 197:26.
2. Moderator Vacancy. Vacancies in the office of moderator shall be filled by vote at a school meeting or election, provided that, until a replacement is chosen, the school District Clerk shall serve as moderator or shall appoint a moderator pro tempore. See RSA 671:33, III and RSA 197:20.
3. [[IF APPLICABLE<sup>2</sup>]] Budget Committee Vacancy. A vacancy on a municipal budget committee is filled by the town moderator or budget committee in accordance with RSA 32:15, VII.

**[OPTION 2 - LANGUAGE FOR COOPERATIVE DISTRICT]**

1. Vacancy on School Board. In the event of a vacancy on the school board the remaining school board members representing the same town or towns as the departed member shall fill the vacancy, provided that there are at least 2 such members. At-large seats and members are considered to be "representative(s) of the same town or towns." If there are less than 2 remaining members on the cooperative school board representing the same town or towns as the departed member, or if the remaining members are unable, by majority vote, to agree upon an appointment, then the Select Board or Select Boards representing the same town/towns as the departed member may make the appointment, failing which the District Moderator will make the appointment. RSA 671:33, II(b).
2. Vacancy of Any Office Other than School Board, [[IF APPLICABLE<sup>3</sup>]] Budget Committee] or Moderator. The entire school board shall fill vacancies occurring in other district offices, except that of [[IF APPLICABLE<sup>4</sup>]] budget committee member, and] moderator, until the next annual meeting of the district. RSA 671:33, II(a) and RSA 197:26.
3. Moderator Vacancy. Vacancies in the office of moderator shall be filled by vote at a school meeting or election, provided that, until a replacement is chosen, the school District Clerk shall serve as moderator or shall appoint a moderator pro tempore. See RSA 671:33, III and RSA 197:20.
4. Budget Committee Vacancy. In the event of a vacancy on the cooperative budget committee, the remaining budget committee members representing the same town or towns as the departed member shall fill the vacancy, provided that there are at least 2 such remaining members. At-large seats and members are considered to be "representative(s) of the same town or towns." If there are less than 2 remaining members on the cooperative school board representing the same town or towns as the departed member, or if the remaining members are unable, by majority vote, to agree upon an appointment, then the Select Board or Select Boards representing the same town/towns as the departed member may make the appointment, failing which the District Moderator will make the appointment. RSA 671:33, IV.

C. Duration of Appointment. For positions normally elected by the voters, a person appointed to fill a vacancy will serve only until the next election, at which point the voters will vote for a replacement to serve for the remainder of the original holder's term. For non-elected positions (i.e., those ordinarily appointed by the board), the person appointed to fill the vacancy will serve until the expiration of the original holder's term. See RSA 671:33.

D. Vacancy Arising During Filing Period. Other than a seat that is already open (for election or re-election) as of the beginning of the filing period, a vacancy which occurs between the beginning of the filing period and the district election shall be filled by appointment. See RSA 671:33, V.

E. Process to Fill Vacancies by the Board. The Board will generally employ the following process when there is a vacancy on the Board, or in other office for which the Board has authority to fill the vacancy. Except as required by RSA 91-A:2 and 3, the Board reserves the right to waive, supplement or otherwise amend any part of the process.

Discussion by the Board of the process to be used to fill a vacancy, and the appointment process itself, including candidate interviews, shall occur in public session during a duly noticed meeting. The only possible exception could be a limited discussion regarding a potential candidate wherein that part of the discussion is likely to adversely affect the reputation of a person other than a board member. See RSA 91-A:3, II(c).

Once the Board has confirmed or acknowledged the vacancy, the Board will advertise/post notice of the vacancy on the District web-site and in such other manner as the Board deems appropriate. Among other things, the notice shall invite interested persons to submit a letter of interest to the Board Chair, with a copy to the Superintendent. All such letters shall be included in the public meeting materials for the meeting at which the appointment is to be considered.

Interviews of candidates for vacant positions will take place in a meeting open to the public.

After motion and second, vote shall occur by voice or hand in public session (secret ballots are not allowed under RSA 91-A:2, II).

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<sup>1</sup> [*Delete this and all remaining footnotes.*] The exceptions in this policy relative to budget committee members only apply to statutory or "official" municipal budget committees adopted by the voters pursuant to RSA 32:14, or for cooperative districts, pursuant to RSA 195:12-a. Unless adopted by the voters pursuant to one or the other of those statutes, a budget committee is "advisory" only, and its members are appointed by the board in the same manner as other board advisory or appointed committees.

<sup>2</sup> See footnote 1 regarding distinction between "official" and "advisory" budget committee.

<sup>3</sup> See footnote 1 regarding distinction between "official" and "advisory" budget committee.

<sup>4</sup> See footnote 1 regarding distinction between "official" and "advisory" budget committee.

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District Policy History:

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

District revision history: \_\_\_\_\_

### SCHOOL BOARD MEMBER ETHICS

In order to fulfill its duty under state law to provide education to pupils within the District, the Board adopts the following expectations for each of its members.

AS A MEMBER OF THE SCHOOL BOARD, AND IN ACCORDANCE WITH MY OATH OF OFFICE, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION BY STRIVING TO ADHERE TO THE FOLLOWING EXPECTATIONS:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.
3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.
4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.
5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.
6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.
7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.

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

Adopted by the Board: 6 April 2011  
Reaffirmed by the Board: 5 September 2012



9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.
11. Work with the other Board members to establish effective Board policies, and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.
12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.
13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.
14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

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

Adopted by the Board: 6 April 2011  
Reaffirmed by the Board: 5 September 2012

## SCHOOL BOARD MEMBER ETHICS

Each board member shall comply with the following ethical provisions:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Make decisions only after full discussion at public Board meetings; render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
3. Seek systematic communications with students, staff, and members of the community.
4. Work respectfully with other Board members to achieve the educational goals of the school district by encouraging the free expression of opinions by all Board members.
5. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
6. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.
7. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.
9. Recognize that no individual member has authority to speak or act for the entire Board, except as specifically designated to do so by Board action.
10. Recognize that final Board actions will be supported by all members of the Board; take no private action that will compromise the Board or administration; and refrain from private actions which undermine or compromise official Board action.
11. Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements.

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

Adopted by the Board: 6 April 2011  
Reaffirmed by the Board: 5 September 2012

Status: ADOPTED

Policy BCA: School Board Member Ethics

Original Adopted Date: 11/01/1999 | Last Revised Date: 05/01/2018 | Last Reviewed Date: 05/01/2018

Category: Recommended

ADOPTION/REVISION NOTES -

Text between the highlighted lines "~~~~", and highlights in this sample should be removed prior to adoption.

- a. General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. {\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised: May 2018; May 2006; November 1999 Reviewed: February 2004  
NHSBA revision note: May 2018 - This sample policy has been: (a) revised to include language to better reflect that, while school board decisions tend to be more effective and successful when supported by all members (after a majority vote), individual members do not at any time lose their individual right to express dissent; (b) amended to include provisions better identifying the distinction between governance and management; and (c) generally reorganized for better flow.

In order to fulfill its duty under state law to provide education to pupils within the District, the Board adopts the following expectations for each of its members.

AS A MEMBER OF THE SCHOOL BOARD, AND IN ACCORDANCE WITH MY OATH OF OFFICE, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION BY STRIVING TO ADHERE TO THE FOLLOWING EXPECTATIONS:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.
3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.
4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.
5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.
6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.
7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.

9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.
11. Work with the other Board members to establish effective Board policies, and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.
12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.
13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.
14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

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District Policy History:

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

District revision history:

### BOARD MEMBER CONFLICT OF INTEREST

As elected officials, school board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, demonstrable, and which is or may be in conflict with the public interest.

A board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Additionally, Board members should refrain from engaging in conduct or actions, that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board member.

It is not the intent of this policy to prevent the District from contracting with corporations or businesses with which a Board member is an employee. The policy is designed to prevent placing a Board member in a position where his or her interest in the public schools and his or her interest in his or her place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. RSA 95:1 requires that "No person holding a public office, as such, in state or any political subdivision governmental service shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods, commodities, or other personal property of a value in excess of \$200 at any one sale to or from the state or political subdivision under which he holds his public office." Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

#### Nepotism

The Board may employ a teacher or other employee if that teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. This paragraph shall also apply to any other person who shares the expenses of daily living with the Superintendent or any member of the Board. Such a relationship will not automatically disqualify a job applicant from employment with the school district.

However, the Board member shall declare his/her relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. In the case where the relationship is with the Superintendent, the Superintendent shall disclose the relationship to the Board as early as possible in the recruitment/selection process for the open position or in the case of someone currently employed by the district, before recommending any job related action

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

Adopted by the Board: 14 March 2001  
Revised by the Board: 4 June 2002  
Reaffirmed by the Board: 1 November 2006  
Revised by the Board: 5 September 2012

pertaining to the individual. The Board shall determine whether, were the candidate selected, the supervisor - subordinate relationship between the Superintendent and the prospective employee will be sufficiently indirect, to not disqualify the candidate. If not disqualified, and prior to candidates for the position being screened and a nominee being selected, or the Board approving any job related action, the Superintendent and the Board shall agree on a mechanism to address the conflict of interest. Where practical, the Board may designate another district staff member to fulfill the role of the Superintendent for the selection of a nominee for the position or take appropriate alternative steps. The job applicant is expected to declare his/her relationship with the Board member or Superintendent as well.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

Legal References:

Marsh v. Hanover, 113 NH 667 (1973) and  
Atherton v. Concord, 109 NH 164 (1968)

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

Adopted by the Board: 14 March 2001  
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A board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Additionally, Board members should refrain from engaging in conduct or actions, that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board member.

It is not the intent of this policy to prevent the District from contracting with corporations or businesses with which a Board member is an employee. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

### Nepotism

The Board may employ a teacher or other employee if that teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. Such a relationship will not automatically disqualify a job applicant from employment with the school district.

However, the Board member shall declare his/her relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. The job applicant is expected to declare his/her relationship with the Board member as well.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

### Legal References:

Marsh v. Hanover, 113 NH 667 (1973) and  
Atherton v. Concord, 109 NH 164 (1968)

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

Adopted by the Board: 14 March 2001  
Revised by the Board: 4 June 2002  
Reaffirmed by the Board: 1 November 2006  
Revised by the Board: 5 September 2012

**Policy BCB: Board Member Conflict of Interest**

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 05/01/2017 | Last Reviewed Date: 05/01/2017

Category: Recommended

ADOPTION/REVISION NOTES -

Text between the highlighted lines "~~~", and highlights in this sample should be removed prior to adoption.

- a. General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
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- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history:

Revised: May 2017

Revised: May 2007

Revised: July 1998, November 1999, February 2004, May 2006

*revised 2017*

NHSBA, Note: This policy is revised to incorporate the restrictions imposed by RSA 95:1. The policy recognizes the potential of a conflict of interest involving the Superintendent, this revision also adds a mechanism for addressing a conflict of interest between the Superintendent and a prospective district employee.

As elected officials, school board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, demonstrable, and which is or may be in conflict with the public interest.

A board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Additionally, Board members should refrain from engaging in conduct or actions, that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board member.

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**Nepotism**

The Board may employ a teacher or other employee if that teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. This paragraph shall also apply to any other person who shares the expenses of daily living with the Superintendent or any member of the Board. Such a relationship will not automatically disqualify a job applicant from employment with the school district.

However, the Board member shall declare his/her relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. In the case where the relationship is with the Superintendent,



the Superintendent shall disclose the relationship to the Board as early as possible in the recruitment/selection process for the open position or in the case of someone currently employed by the district, before recommending any job related action pertaining to the individual. The Board shall determine whether, were the candidate selected, the supervisor - subordinate relationship between the Superintendent and the prospective employee will be sufficiently indirect, to not disqualify the candidate. If not disqualified, and prior to candidates for the position being screened and a nominee being selected, or the Board approving any job related action, the Superintendent and the Board shall agree on a mechanism to address the conflict of interest. Where practical, the Board may designate another district staff member to fulfill the role of the Superintendent for the selection of a nominee for the position or take appropriate alternative steps. The job applicant is expected to declare his/her relationship with the Board member or Superintendent as well.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

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*District Policy History:*

*First reading:* \_\_\_\_\_  
*Second reading/adopted:* \_\_\_\_\_

*District revision history:*

## BOARD OFFICERS

Board officers will include a chairperson, vice-chairperson and secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until new successors are elected.

If the chairperson resigns from the school board or resigns from the office of chair, the vice-chairperson will become chair of the board. If the chairperson loses his/her election or does not run for re-election, the vice-chair shall serve as chair during the organizational meeting. If the vice-chairperson or secretary resigns from the school board or from the respective office, the board will hold new elections for those offices.

The Superintendent is an ex-officio, non-voting member of the Board.

### **Chairperson:**

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally roles and duties of the chairperson are found in Board Policy BBAB.

### **Vice-chairperson:**

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

### **Secretary:**

The Secretary shall be responsible for Board correspondence when directed by the Chairperson.

### **Statutory Reference:**

RSA 197:26

RSA 671:33

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

Adopted by the Board: 16 October 1991  
Reaffirmed by the Board: 2 August 1995  
Reaffirmed by the Board: 10 July 1998  
Reaffirmed by the Board: 6 December 2000  
Revised by the Board: 6 May 2002  
Revised by the Board: 19 September 2012  
Page 1 of 1

BOARD OFFICERS

The officers of the school board shall be a chairperson and a vice-chairperson. The chairperson and vice-chairperson shall be elected at the annual organization meeting to serve until the next annual organization meeting, or until successor is elected. Any vacancy in either of such offices may be filled at any meeting of the board provided that all members of the board have been notified prior to the meeting that the vacancy will be filled at such meeting.

CHAIRPERSON:

The chairperson shall preside at all meetings and shall be able to originate or second motions; and the chairperson shall have the right to vote on all matters before the board. The chairperson shall consult with the superintendent on the preparation of the agenda for each meeting, will sign contracts and other instruments as approved by the board in its name and on its behalf, and shall have such duties as the board may from time to time determine.

VICE-CHAIRPERSON:

The vice-chairperson shall have such duties of the chairperson in his/her absence or during his/her disability, and such other powers and duties as the school board may from time to time determine.

Statutory Reference:

RSA 197:26

RSA 671:33

Mrs. Priscilla Colbath, Chairperson  
Mrs. Judith Nason  
Mrs. J. Lisbeth Olimpio  
Mrs. Vivian Macedo  
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Adopted by the Board: 16 October 1991  
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Page 1 of 1

**Policy BDB: Board Officers**

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 04/01/2016 | Last Reviewed Date: 04/01/2016

Category: Recommended

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**ADOPTION/REVISION NOTES -**

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**NHSBA history:**

Revised: April 2016

Revised: July 1998, June 2013

NHSBA Note, April 2016: New sentence added to first paragraph to clarify that board officers remain in their respective office until new officers are elected. This clarifies situations in which the election of a new officer ends in a tie vote. New sentence added in second paragraph to clarify who serves as chair at the organizational meeting in the event the past chair was either defeated or did not run for re-election.

~~~~~  
Board officers will include a chairperson, vice-chairperson and secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until new successors are elected.

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The Superintendent is an ex-officio, non-voting member of the Board.

**Chairperson:**

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

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**Secretary:**

The Secretary shall be responsible for Board correspondence when directed by the Chairperson.

**Culture and Climate Committee**  
**March Meeting Notes**  
**3-6-24**

**Attendees:** Kathy Frothingham, Sara Gillikin, Angela Boston

**Meeting time:** 3:20-4:15

**Discussion:**

\*Form of reimbursement- fill out form. Comes from the Operation Send a Little Love. Julie has form.

\*Teacher Workshop Day on the 15th. Last year we had a potluck. Ask Norma what is being done for teachers during that day as far as food. -Kathy

\*Dress Up Days- What happened to them?- Sara

\*Teacher Appreciation in May 6th -10th

\*Funds available:

Operation Send a Little Love with Julie Muldoon one of Student Activities -\$372

\*Raffle a week over the loudspeaker instead of pulling raffle tickets at meetings.

\*Make a list of employees and cross off when pulled- Sara

\*What would the prize look like?

\*Hershey Kisses?

\*Certificates-not applicable

\*Shout out by groups -weekly

Bus/ Food Service/ Office/ Teachers/ Maintenance / Paras/ Guidance/ Special Ed/ Related Services (speech, ot, pt, behavioral, psychologist, family support)/ SAU staff/ Substitutes/

\*Upcoming teacher workshop on the 15th.

\*Next culture climate meeting April 2nd

\*Work on sending out more thank you notes.

\*How can we support Norma and Ivy for all they do with behavioral management?

\*Flowering Plant from Wentworth Garden or Studleys

\*Get flowers in April- Linda

\*Contact Julie about getting money for the flowers-Kathy

\*Fundraiser- What are the steps to get a fundraiser approved?- Kathy to ask Julie

**Needs:**

\*Order flowers- Linda

\*Work on sending out more thank you notes.

**Ideas for future:**

Shout outs for Staff-

Potentially making some treats for staff in Teacher Workshop

Fundraiser

**Completed Item**

\*Guidance Counselor Certificate