

Agenda Worksheet

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

Date: Tuesday April 16, 2024 at 6:00pm

Facilities Committee 5:15pm

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

2. AGENDA REVIEW

3. PRESENTATIONS, PUBLIC HEARINGS

Public Hearing; To withdraw funds from the Maintenance Building Replacement Capital Reserve Fund
PTA Update

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

5. REPORTS

- a. Facility
- b. School Administration
 - i. Open House/Solar Eclipse Event
- c. Finance

6. CONSENT AGENDA

- a. AP Manifest- Batch #43946, \$1,415.35; Batch #43934, \$38,585.21; Batch #43935, \$142,470.43
- b. Payroll Manifest- Batch #43937, \$214,671.39

7. MEETING MINUTES

- a. WSB Non Public Minutes 4.2.24
- b. WSB Public Minutes 4.2.24

8. OLD BUSINESS

9. NEW BUSINESS

- a. Scholarship Applications

10. POLICIES

- BEC- Non-Public Sessions- 2nd Reading
- BDD- Board-Superintendent Relationship- 2nd Reading
- BEDC- Quorum- 2nd Reading
- BIE- Board Member Indemnification- 2nd Reading
- BEDH- Public Participation at Board Meetings- 2nd Reading

11. COMMITTEE UPDATES

- a. Tech Committee
- b. Culture and Climate Committee

12. NOMINATIONS/HIRES/RESIGNATIONS

13. FOLLOW-UP

- a. Judith Nason Scholarship
- b. Mentoring and support of new teachers
- c. AREA Agreement Board Meeting

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

15. ADJOURNMENT:

PM

Upcoming: The next Wakefield School Board meeting will be held May 7, 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 (1): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

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Case 37 Excavator

Price is per day, other charges may apply

Day: \$329

Week: \$1,199

Month: \$2,924

Weekend: \$499

\$329.00

+ Delivery Round Trip \$170

Quantity

1

= \$499

3

Add to Cart

LAPIERRE CONCRETE FLATWORK, INC
PO BOX 296 LEBANON, MAINE 04027

PH (207) 658-4395
FX (207) 658-9111

FRANK LAPIERRE

03/21/2024

Brad Davis
brad.davis@sau101.org

Location: 60 Taylor Ave Wakefield, NH

Ref: Paul School

Scope: New Concrete Slab

Foundation slab for maintenance building. Monolithic slab. Formed 24' x35' in size. Slab will be formed with honched thickened edges. 15" deep – 18" wide. Rebar #4 3 rows in footing. Tied and chaired off the ground. Wire mesh placed through out entire slab and tied. Slab to be poured with 3000 psi concrete. To be finished smooth with 1 ½" x 3 ½ " rain prevention lip.

Slab finished smooth and sawcut:	\$5,250.00
Site Work:	\$1,200.00
Total site work and slab:	\$6,450.00

LAPIERRE CONCRETE FLATWORK, INC
PO BOX 296 LEBANON, MAINE 04027

PH (207) 658-4395
FX (207) 658-9111

FRANK LAPIERRE

Payment: Due upon completion.

In signing below, I have approved this proposal and will be the responsible party for payment in full of:
\$6,450.00

Signature: _____ Date: _____

Print Name: _____ Company: _____

This is only a proposal and may be changes due to sub base grades or changes that are not on the documented plans received in office.

Not Included in price: Pump if needed for access.

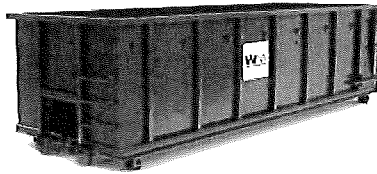
Contractor and / or homeowner are responsible for permits, fees and inspections before pouring of concrete.

Thank You,

Frank LaPierre
LaPierre Concrete Flatwork, Inc

My Cart / 3 item(s)

60 Taylor Way, Wakefield, NH, 03872



()

Remove

30 Yard Construction Debris Dumpster ()

\$1,386⁵² /haul*

Quantity

2

Delivery Date

05/01/2024



Haul Frequency

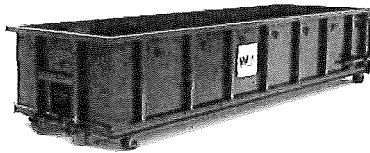
At Your Request

Materials To Go In The Dumpster

Construction Debris - incl. 3.00 tons

119.34 per additional ton**

Live Chat



()

Remove

20 Yard Construction Debris Dumpster ()

\$561⁴⁶ /haul*

Quantity

1

Delivery Date

05/01/2024



Haul Frequency

At Your Request

Materials To Go In The Dumpster

Construction Debris - incl. 2.00 tons

119.34 per additional ton**

6

Price Summary

30 Yard Construction Debris Dumpster	\$1,386.52 /haul
20 Yard Construction Debris Dumpster	\$561.46 /haul
Delivery	\$1,169.22
Charged Today**	\$3,117.20

Coupon Code

APPLY

CHECKOUT

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*Unless the container is serviced at least 1 time every 15 days an inactivity charge of \$380 will apply

**All prices are in USD and subject to applicable taxes and Administrative Charges (<https://www.wm.com/us/en/support/faqs/what-types-of-charges-can-i-expect-on-my-bill>) (as allowed by law). Depending upon your location, the monthly service price shown includes either: an Energy Surcharge and Recyclable Material Offset (<https://www.wm.com/us/en/support/faqs/what-types-of-charges-can-i-expect-on-my-bill>) charge (if applicable); or Fuel/Environmental, Regulatory Cost Recovery (if applicable), and Recyclable Material Offset (<https://www.wm.com/us/en/support/faqs/what-types-of-charges-can-i-expect-on-my-bill>) charges, which fluctuate based on changes in fuel prices and recyclable commodities at the time of billing.

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PTA Update

Hello all,

The PTA had a couple tables at the Solar Eclipses event on last Monday. We had a baggie of pretzels and marshmallows for the kids to make some constellation with them. We had a face painting table, that went really well. We also had crockpot dinners for the open house. We want to thank everyone for their help with it.

We are hoping to have a dance on the 19th of April.

We are excited for pride day on the 18th of May. We are having a table and going to do iced coffee and flavored energy drinks! We are also going to have baked goods. We would love donations of baked goods and flavored syrups.

We are also still looking for secretary board member.

1. Well update

Performed a walkthrough/ consultation with NH Well Services and Hillside Irrigation. I have been advised to try the existing well pump this spring and see what the output levels are with a pump down test. The well has had a previous flow rate of 30 gallons per minute, which is a substantial amount of flow. The well hasn't been used in many years and we could have completely different results with a new test. Hillside irrigation can manipulate zone usage to work with whatever flow rate we are retrieving from the well

2. Shed Removal/ concrete flatwork

Public hearing quotes are submitted for phase 1 of the new Maintenance building. Phase 1 consists of excavator rental, dumpster Rental and the Concrete flatwork to be completed by Lapierre Concrete. Demo of the old shed will be happening as soon as the ground conditions dry up. Phase 2 will be the metal building installation hopefully in late summer/fall

3. Athletic Fields

Extensive work has been completed and/or in progress at the athletic fields for our upcoming baseball/ softball season. Bases on the softball field have been concreted and installed. Metal Team benches were purchased for baseball field. 4 foul poles are being installed and a netting fence will be going up on the visitor side of baseball field so they can be provided with a "dugout area".

4. Pre-K playground/ Garden

Sitework and planning/ Quotes are in process for a 40x25 ft fenced in area behind the school for a Pre-K only playground with suitable structures for pre-school aged children that will be easily accessible from their classroom. Grant funding will be utilized for this project (Sarah Howard). The existing Garden will be moved to a more visible, sunny spot that should gain more attention on the side of the middle school entrance. I'm planning on four large garden beds and a bench. Looking to do "themed gardens" with labels and identification. My hope is that this will draw the attention of students and staff to care for and incorporate into their learning.

5. Bids

Pre bid walkthroughs are being conducted presently for our camera/ Phone system upgrades that have been awarded through SAFE Grant funding. Bids will be submitted by April 30th

Grounds/ Plowing contract bids will be submitted by May 1st for the new 3 yr. contract starting July 1st.



April 2024- Administration Report

March has subsided and April started off with a surprise snow storm! We are grateful to our maintenance crew who supported getting our building back and ready for school to resume. Even with the snowy grounds we had a phenomenal turn out for our eclipse event. We want to thank all the families and community members who came to the event and enjoyed our open house after. We especially want to thank our Paul School Staff for all the hard work they put into making the building welcoming for families. The classrooms and halls reflected the amazing work our students have been doing.

At my last presentation the staff was gearing up to play the students in the annual staff vs. student basketball game. In the first game played the staff won by eight points holding their own against the students. In the second game the students let loose and won against the staff. A highlight for many of our middle school students was that Mr. Fairfield had bet on the staff winning, if they lost...he had to shave his head! Lo and behold he held up the part of his argument and Mr. Fairfield is rocking a new shaved head look.

In eighth grade our science classes had the opportunity to dissect squid. The students were thrilled to do a hands-on science experiment and were even allowed to invite some of our fourth, sixth and third graders to join the fun. Students learned about the internal and external anatomy. An exciting event that happened was that when one third grader cut into the squid there was a fish inside! Mr. Nason is excited to do more dissections as we close out the year.

Our PTA had their Breakfast with the Bunny event which was a huge success. The PTA pulled this off following one of our surprise snow storms. We appreciate all the work they continue to do for our school! As we look toward the end of the year PTA will be supporting many of our classrooms with field trips and we cannot thank them enough.

We have started spring sports and are eager to get our students out on the fields. Mr. Davis has been hard at work preparing our athletic grounds for our spring games. We are looking forward to cheering on our teams. Our second round of clubs is wrapping up and we will be rolling into our third and final round of clubs following April Break. We want to thank the school board for approving the after school clubs and hope to continue this model in the years to come. It has highly benefited our students!

Looking ahead in our calendars, we are getting ready for end of the year field trips, graduation, dances and more! Kindergarten Registration is happening here on May 14th and 15th. Any family looking to have their child register for Kindergarten should call the front office to make an appointment. We cannot wait to meet our newest learners!

Monthly Financial Summary Report
For Period Ending March 31, 2024

<u>GENERAL FUND</u>	<u>REVENUE</u>		<u>EXPENSES</u>
Opening Fund Balance	365,008	Appropriation	11,768,599
YTD Revenue	<u>8,900,312</u>		
TOTAL YTD REVENUE	9,265,320	TOTAL YTD EXPENDITURES	-7,504,588
		YTD Encumbrances	<u>-4,177,471</u>
YTD CASH BALANCE	1,760,732	Total Appropriation Balance	86,540

<u>FOOD SERVICE FUND</u>	<u>REVENUE</u>		<u>EXPENSES</u>
Opening Fund Balance	45,620	Appropriation	250,000
Sales	55,404	Contracted Services	-217,081
FFVP	16,570	Repairs	-1,559
NSLP-State	5,283	Food/Milk	0
NSLP-Federal	<u>110,556</u>	Replace Equipment	<u>-560</u>
TOTAL YTD REVENUE	233,433	TOTAL YTD EXPENDITURES	-219,200
		YTD Encumbrances	<u>-5,240</u>
YTD CASH BALANCE	14,233	Total Appropriation Balance	25,560

NOTES:

Medicaid revenue well below anticipated budget

2510 Fiscal services encumbrances for salary and benefits needs to be adjusted

2820 Technology has a holding account expenditure line for transfer to ESSER III grant

NSLP; free and reduced revenue less than budget due to lower participation

MONTHLY FINANCIAL REPORT

Revenue

Fund 100 General Fund

Fund 200 Food Service Fund

WAKEFIELD SCHOOL DISTRICT
WAKEFIELD SCHOOL DISTRICT REVENUE

Report # 64142

Statement Code: REVENUE 10

Account Number / Description	Approved Est. Revenue 7/1/2023 - 6/30/2024	Revenue Received-To-Date 7/1/2023 - 3/31/2024	Est. Revenue Remaining 7/1/2023 - 3/31/2024
100 GENERAL FUND			
100-1121-40000-0-00-00000 CURRENT APPROPRIATION	(7,578,767.00)	(6,016,523.00)	(1,562,244.00)
100-1121-44000-0-00-00000 PRIOR YEAR UNASSIGNED FUND BALAJ	(365,008.00)	0.00	(365,008.00)
100-1511-40000-0-00-00000 INTEREST/FEES ON CHECKING ACCOUN	(10,000.00)	(14,514.22)	4,514.22
100-1991-40000-0-00-00000 UNANTICIPATED REVENUES	(10,000.00)	(11,951.85)	1,951.85
100-3110-43000-0-00-00000 ADEQUATE EDUCATION GRANT	(1,236,445.00)	(926,260.05)	(310,184.95)
100-3112-40000-0-00-00000 STATE EDUCATION TAX	(2,492,413.00)	(1,929,582.00)	(562,831.00)
100-3190-40000-0-00-00000 OTHER STATE AID	(8,886.00)	0.00	(8,886.00)
100-3240-40000-0-00-00000 CATASTROPHIC AID	(60,000.00)	0.00	(60,000.00)
100-3900-40000-0-00-00000 MEDICAID REIMBURSEMENTS	(15,000.00)	(1,480.67)	(13,519.33)
TOTAL 100 GENERAL FUND	\$(11,776,519.00)	\$(8,900,311.79)	\$(2,876,207.21)

WAKEFIELD SCHOOL DISTRICT WAKEFIELD SCHOOL DISTRICT REVENUE

Report # 64142

Account Number / Description	Approved Est. Revenue 7/1/2023 - 6/30/2024	Revenue Received-To-Date 7/1/2023 - 3/31/2024	Est. Revenue Remaining 7/1/2023 - 3/31/2024
200 FOOD SERVICES			
200-1610-40000-0-00-00000 SALES AT SCHOOL	(50,000.00)	(55,404.00)	5,404.00
200-1990-40000-0-00-00000 FFVP REVENUES	(33,750.00)	(16,570.27)	(17,179.73)
200-3260-40000-0-00-00000 CHILD NUTRITION-STATE	(4,000.00)	(5,283.19)	1,283.19
200-4460-40000-0-00-00000 CHILD NUTRITION-FEDERAL	(162,250.00)	(110,556.21)	(51,693.79)
TOTAL 200 FOOD SERVICES	<u>\$(250,000.00)</u>	<u>\$(187,813.67)</u>	<u>\$(62,186.33)</u>
GRAND TOTAL	<u>\$(12,026,519.00)</u>	<u>\$(9,088,125.46)</u>	<u>\$(2,938,393.54)</u>

MONTHLY FINANCIAL REPORT

Expenditures

Fund 100 General Fund

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
1100 REGULAR EDUCATION						
1. 100-1100-51120-1-00-00000 ELEMENTARY TEACHER SALARIES	1,707,562	1,707,562	117,911	1,071,854	542,580	93,128
2. 100-1100-51140-1-01-00000 SUPPORT SALARIES	61,414	61,414	5,844	56,530	32,396	(27,512)
3. 100-1100-51220-1-00-00000 SUBSTITUTES SALARIES	10,000	10,000	2,975	34,691	0	(24,691)
4. 100-1100-51235-1-00-00000 STUDENT TUTORING SERV - SALAR	7,000	7,000	0	0	0	7,000
5. 100-1100-51250-1-00-00000 STAFF STIPENDS/OTHER	18,000	18,000	1,817	23,499	29,201	(34,700)
6. 100-1100-52110-1-00-00000 TEACHERS HEALTH INSURANCE	452,985	452,985	41,114	292,687	146,795	13,503
7. 100-1100-52110-1-01-00000 SUPPORT STAFF HEALTH INS	4,000	4,000	0	3,400	1,000	(400)
8. 100-1100-52120-1-00-00000 TEACHERS DENTAL INSURANCE	17,387	17,387	1,575	11,724	5,208	455
9. 100-1100-52120-1-01-00000 SUPPORT DENTAL INSURANCE	1,803	1,803	170	1,132	752	(81)
10. 100-1100-52200-1-00-00000 TEACHERS FICA	132,005	132,005	8,785	83,778	68,389	(20,162)
11. 100-1100-52200-1-01-00000 SUPPORT FICA	10,485	10,485	447	4,500	3,000	2,985
12. 100-1100-52310-1-00-00000 SUPPORT RETIREMENT	0	0	0	(4,562)	4,562	0
13. 100-1100-52310-1-01-00000 SUPPORT RETIREMENT	8,309	8,309	1,985	12,668	16,449	(20,808)
14. 100-1100-52320-1-00-00000 TEACHERS RETIREMENT	335,365	335,365	22,927	201,147	115,693	18,525
15. 100-1100-53210-1-00-00000 REGULAR ED - CONTRACTED SERV	38,555	38,555	0	8,840	0	29,715
16. 100-1100-55610-1-00-00000 TUITION-PUBLIC	3,114,712	3,114,712	64,885	1,115,957	1,776,756	221,999
17. 100-1100-56100-1-00-00000 SUPPLIES	44,838	44,838	493	36,802	1,679	6,357
18. 100-1100-56410-1-00-00000 CURRICULUM/TEXTBOOKS	8,107	8,107	1,553	8,082	0	25
19. 100-1100-56500-1-00-00000 REGED SOFTWARE	21,119	21,119	250	19,045	1,827	247
20. 100-1100-57390-1-00-00000 REGED REPLACE EQUIPMENT	2,532	2,532	0	757	0	1,775
21. 100-1100-58100-1-00-00000 REGED DUES	320	320	0	0	0	320
TOTAL 1100 REGULAR EDUCATION	\$5,996,498	\$5,996,498	\$272,731	\$2,982,531	\$2,746,287	\$267,680

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget	Revised Budget	Current Period	Reported Period	Encumbrances	Amount Remaining
	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	3/1/2024 - 3/31/2024	7/1/2023 - 3/31/2024	7/1/2023 - 3/31/2024	7/1/2023 - 3/31/2024
1200 SPECIAL EDUCATION						
22. 100-1200-51120-1-00-00000 SPECIAL ED TEACHER SALARIES	333,605	333,605	26,014	231,477	131,877	(29,749)
23. 100-1200-51140-1-01-00000 SPECIAL ED SUPPORT SALARIES	338,554	338,554	18,564	171,834	93,980	72,740
24. 100-1200-51200-1-00-00000 SUMMER SCHOOL SALARIES	15,000	15,000	0	0	0	15,000
25. 100-1200-51220-1-00-00000 SPECIAL ED - SUBSTITUTES	1	1	0	0	0	1
26. 100-1200-51230-1-01-00000 SPECIAL ED ABA TUTORS - SALARI	270,353	270,353	16,222	154,645	103,694	12,014
27. 100-1200-51235-1-00-00000 TUTORING SERVICES - SALARIES	5,000	5,000	0	1,650	0	3,350
28. 100-1200-51240-1-00-00000 SPED - SUBSTITUTES - SUPPORT ST	15,000	15,000	0	0	0	15,000
29. 100-1200-52110-1-00-00000 SPECIAL ED HEALTH INSURANCE	91,680	91,680	6,361	51,622	24,881	15,177
30. 100-1200-52110-1-01-00000 SPECIAL ED SUPPORT HEALTH INS	79,316	79,316	7,425	50,920	24,173	4,223
31. 100-1200-52120-1-00-00000 SPECIAL ED DENTAL INSURANCE	6,196	6,196	349	2,181	1,144	2,871
32. 100-1200-52120-1-01-00000 SPECIAL ED SUPPORT DENTAL	4,600	4,600	751	5,521	2,383	(3,304)
33. 100-1200-52200-1-00-00000 SPECIAL ED TEACHERS FICA	25,692	25,692	1,840	16,510	16,212	(7,030)
34. 100-1200-52200-1-01-00000 SPECIAL ED SUPPORT FICA	46,581	46,581	2,529	22,927	20,839	2,815
35. 100-1200-52310-1-01-00000 SPECIAL ED SUPPORT RETIREMEN	89,155	89,155	3,523	39,294	20,651	29,210
36. 100-1200-52320-1-00-00000 SPECIAL ED TEACHERS RETIREME	65,692	65,692	5,109	47,323	25,546	(7,177)
37. 100-1200-53210-1-00-00000 SPECIAL ED CONTRACT SRVS	382,256	382,256	200,194	649,747	13,952	(281,443)
38. 100-1200-53210-3-00-00000 CONTRACTED SERVICES - HIGH SC	1	1	0	0	0	1
39. 100-1200-53220-1-00-00000 TESTING	1,500	1,500	0	500	711	289
40. 100-1200-53230-1-00-00000 SLC MEMBERSHIP	4,635	4,635	0	4,037	0	598
41. 100-1200-53240-1-00-00000 CONTRACTED SERV- PARTNER PRC	154,000	154,000	16,538	166,002	0	(12,002)
42. 100-1200-53290-1-00-00000 MEDICAID FEES	11,000	11,000	0	118	1,139	9,743
43. 100-1200-55610-1-00-00000 SPECIAL ED TUITION-PUBLIC - ELE	3,000	3,000	0	0	0	3,000
44. 100-1200-55610-3-00-00000 SPECIAL ED TUITION-PUBLIC - HIG	120,000	120,000	10,776	115,606	193,605	(189,211)
45. 100-1200-55640-1-00-00000 TUITION - PRIVATE - ELEMENTARY	50,000	50,000	17,147	178,578	151,880	(280,458)
46. 100-1200-55640-2-00-00000 TUITION- PRIVATE- MIDDLE SCHOC	61,090	61,090	0	0	0	61,090
47. 100-1200-55640-3-00-00000 TUITION- PRIVATE - HIGH SCHOOL	233,259	233,259	0	92,021	0	141,238
48. 100-1200-55800-1-00-00000 SPECIAL ED TRAVEL	500	500	132	290	0	210
49. 100-1200-56100-1-00-00000 SPECIAL ED SUPPLIES	6,500	6,500	0	2,487	558	3,455
50. 100-1200-56410-1-00-00000 SPECIAL ED BOOKS	1	1	0	90	0	(89)

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
51. 100-1200-56500-1-00-00000 SPED SOFTWARE	1,850	1,850	0	1,731	0	119
52. 100-1200-57330-1-00-00000 SPED NEW EQUIPMENT	2,500	2,500	0	1,137	0	1,363
53. 100-1200-57390-1-00-00000 SPED - OTHER EQUIPMENT	1,000	1,000	0	0	0	1,000
54. 100-1200-58100-1-00-00000 SPECIAL ED DUES	550	550	0	673	0	(123)
TOTAL 1200 SPECIAL EDUCATION	\$2,420,067	\$2,420,067	\$333,474	\$2,008,921	\$827,225	\$ (416,079)

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
1410 CO-CURRICULAR ACTIVITIES						
55. 100-1410-51120-1-00-00000 CO-CURRICULAR - SALARIES	18,000	18,000	1,794	3,355	0	14,645
56. 100-1410-52200-1-00-00000 CO-CURRICULAR - FICA	1,377	1,377	125	234	0	1,143
57. 100-1410-52310-1-00-00000 RETIREMENT - SUPPORT STAFF	0	0	(13)	0	0	0
58. 100-1410-52320-1-00-00000 RETIREMENT - TEACHER	3,535	3,535	220	398	0	3,137
59. 100-1410-53230-1-00-00000 CONTRACTED SERV - SPECIAL EVE	28,000	28,000	0	760	0	27,240
60. 100-1410-56100-1-00-00000 CO-CURRICULAR - SUPPLIES	1,500	1,500	0	0	0	1,500
TOTAL 1410 CO-CURRICULAR ACTIVITIES	\$52,412	\$52,412	\$2,126	\$4,747	\$0	\$47,665

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
1420 ATHLETICS						
61. 100-1420-51120-1-00-00000 ATHLETIC - SALARIES	9,500	9,500	750	4,750	3,000	1,750
62. 100-1420-52200-1-00-00000 ATHLETIC - FICA	727	727	0	306	230	191
63. 100-1420-52320-1-00-00000 RETIREMENT - TEACHER	1,866	1,866	0	786	589	491
64. 100-1420-53300-1-00-00000 ATHLETICS - UMPIRES & REFEREE	2,945	2,945	540	1,560	0	1,385
65. 100-1420-56100-1-00-00000 ATHLETIC - SUPPLIES	1,026	1,026	(1,290)	(938)	1,079	885
TOTAL 1420 ATHLETICS	\$16,064	\$16,064	\$0	\$6,464	\$4,898	\$4,702

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WAKEFIELD SCHOOL DISTRICT

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Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
1430 SUMMER SCHOOL						
66. 100-1430-51120-1-00-00000 SUMMER SCHOOL - SALARIES	1	1	0	0	0	1
67. 100-1430-52200-1-00-00000 SUMMER SCHOOL - FICA	1	1	0	0	0	1
68. 100-1430-52320-1-00-00000 SUMMER SCHOOL - RETIREMENT	1	1	0	0	0	1
69. 100-1430-56100-1-00-00000 SUMMER SCHOOL - SUPPLIES	1	1	0	0	0	1
TOTAL 1430 SUMMER SCHOOL	\$4	\$4	\$0	\$0	\$0	\$4

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2110 TRUANT OFFICER						
70. 100-2110-51140-1-00-00000 TRUANT OFFICER SALARY	1	1	0	0	0	1
71. 100-2110-52200-1-00-00000 TRUANT OFFICER FICA	1	1	0	0	0	1
72. 100-2110-53210-1-00-00000 CONTRACTED SERVICES - SRO	1	1	0	0	0	1
TOTAL 2110 TRUANT OFFICER	\$3	\$3	\$0	\$0	\$0	\$3

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
2120 GUIDANCE/SOCIAL WORKER						
73. 100-2120-51120-1-00-00000 GUIDANCE/SOCIAL WORKER SALA	141,170	141,170	6,910	60,276	39,548	41,346
74. 100-2120-51150-1-01-00000 SUPPORT STAFF - SALARY	1	1	0	0	0	1
75. 100-2120-52110-1-00-00000 GUIDANCE/SOCIAL WORKER HEAL	17,901	17,901	0	0	0	17,901
76. 100-2120-52120-1-00-00000 GUIDANCE/SOCIAL WORKER DENT	1,202	1,202	123	860	369	(27)
77. 100-2120-52200-1-00-00000 GUIDANCE/SOCIAL WORKER FICA	9,684	9,684	497	4,378	4,611	695
78. 100-2120-52320-1-00-00000 GUIDANCE/SOCIAL WORKER RETII	24,861	24,861	1,357	11,838	7,767	5,256
79. 100-2120-53220-1-00-00000 GUIDANCE ASSESSMENT TEST	11,960	11,960	0	12,729	0	(769)
80. 100-2120-55800-1-00-00000 GUIDANCE/SOCIAL WORKER TRAV	900	900	0	0	0	900
81. 100-2120-56100-1-00-00000 GUIDANCE/SOCIAL WORKER SUPP	345	345	0	0	0	345
82. 100-2120-57510-1-00-00000 GUIDANCE/SOCIAL WORKER NEW	1	1	0	0	0	1
83. 100-2120-58100-1-00-00000 GUIDANCE/SOCIAL WORKER DUES	458	458	0	179	0	279
TOTAL 2120 GUIDANCE/SOCIAL WORKER	\$208,483	\$208,483	\$8,887	\$90,260	\$52,295	\$65,928

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

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2130 NURSE						
84. 100-2130-51130-1-00-00000 NURSE SALARY	53,110	53,110	4,272	39,554	21,358	(7,802)
85. 100-2130-51140-1-01-00000 NURSE - SUPPORT STAFF SALARY	13,845	13,845	2,198	18,921	11,846	(16,922)
86. 100-2130-51150-1-00-00000 NURSE SUB SALARY	2,000	2,000	190	190	0	1,810
87. 100-2130-52110-1-00-00000 NURSE HEALTH INSURANCE	2,000	2,000	1,052	9,076	5,261	(12,337)
88. 100-2130-52140-1-00-00000 NURSE SUPPORT STAFF - DENTAL	489	489	59	414	296	(221)
89. 100-2130-52200-1-00-00000 NURSE FICA	4,063	4,063	327	3,102	1,787	(826)
90. 100-2130-52204-1-00-00000 NURSE SUPPORT STAFF - FICA	1,059	1,059	166	1,330	949	(1,220)
91. 100-2130-52310-1-01-00000 NURSE RETIREMENT SUPPORT	1,873	1,873	345	2,570	1,716	(2,413)
92. 100-2130-52320-1-00-00000 NURSE RETIREMENT	10,431	10,431	839	7,349	4,195	(1,113)
93. 100-2130-53210-1-00-00000 NURSE - CONTRACTED SERVICES	150	150	0	0	0	150
94. 100-2130-56100-1-00-00000 NURSE SUPPLIES	4,478	4,478	271	2,559	110	1,809
95. 100-2130-56500-1-00-00000 NURSE SOFTWARE	2,000	2,000	0	1,650	0	350
96. 100-2130-57300-1-00-00000 NURSE NEW EQUIPMENT	190	190	0	0	0	190
TOTAL 2130 NURSE	\$95,688	\$95,688	\$9,719	\$86,715	\$47,518	\$ (38,545)

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

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2210 PROFESSIONAL DEVELOPMENT						
97.100-2210-52400-1-00-00000 PROF.DEV. TUITION	40,000	40,000	1,799	15,231	597	24,172
98.100-2210-53220-1-00-00000 PROF.DEV. WORKSHOPS	15,000	15,000	350	8,575	700	5,725
TOTAL 2210 PROFESSIONAL DEVELOPMENT	\$55,000	\$55,000	\$2,149	\$23,806	\$1,297	\$29,897

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

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2220 LIBRARY						
99. 100-2220-51130-1-00-00000 MEDIA SPECIALIST SALARY	64,487	64,487	3,308	33,832	16,541	14,114
100. 100-2220-51140-1-00-00000 LIBRARY SUPPORT SALARIES	17,555	17,555	1,010	11,714	4,041	1,800
101. 100-2220-52110-1-00-00000 MEDIA SPECIALIST HEALTH INSUF	24,165	24,165	0	0	0	24,165
102. 100-2220-52120-1-00-00000 MEDIA SPECIALIST DENTAL INSUF	670	670	49	346	148	176
103. 100-2220-52200-1-00-00000 MEDIA SPECIALIST FICA	4,933	4,933	241	2,440	2,025	468
104. 100-2220-52200-1-01-00000 LIBRARY SUPPORT FICA	1,343	1,343	77	669	558	116
105. 100-2220-52310-1-00-00000 LIBRARY SUPPORT RETIREMENT	2,375	2,375	0	0	0	2,375
106. 100-2220-52320-1-00-00000 MEDIA SPECIALIST RETIREMENT	12,655	12,655	650	6,645	3,249	2,761
107. 100-2220-53210-1-00-00000 CONTRACT SERVICES	450	450	0	0	0	450
108. 100-2220-54300-1-00-00000 LIBRARY REPAIRS	1	1	0	0	0	1
109. 100-2220-56100-1-00-00000 LIBRARY SUPPLIES	1,725	1,725	87	87	158	1,480
110. 100-2220-56410-1-00-00000 LIBRARY BOOKS & OTHER PRINTE	14,950	13,750	0	457	919	12,374
111. 100-2220-56500-1-00-00000 LIBRARY SOFTWARE	4,502	4,502	0	0	0	4,502
112. 100-2220-57300-1-00-00000 LIBRARY EQUIPMENT	1	1,201	0	1,205	0	(4)
113. 100-2220-57330-1-00-00000 LIBRARY FURNITURE/FIXTURES	1,030	1,030	0	1,030	0	0
114. 100-2220-57370-1-00-00000 LIBRARY REPLACE FURN/FIXT	1	1	0	0	0	1
115. 100-2220-58100-1-00-00000 DUES & FEES	240	240	0	0	0	240
TOTAL 2220 LIBRARY	\$151,083	\$151,083	\$5,422	\$58,425	\$27,639	\$65,019

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2310 SCHOOL BOARD						
116. 100-2310-51110-1-00-00000 SCHOOL BOARD SALARIES	5,500	5,500	2,750	5,500	0	0
117. 100-2310-51120-1-00-00000 SCHOOL BOARD MODERATOR	125	125	0	125	0	0
118. 100-2310-51130-1-00-00000 SCHOOL BOARD TREASURER	3,000	3,000	750	2,250	750	0
119. 100-2310-51150-1-00-00000 SCHOOL BOARD DISTRICT CLERK	200	200	0	200	0	0
120. 100-2310-51160-1-00-00000 SCHOOL BOARD SECRETARY	5,000	5,000	198	3,363	2,181	(544)
121. 100-2310-52200-1-00-00000 SCHOOL BOARD FICA	1,057	1,057	283	864	537	(344)
122. 100-2310-53220-1-00-00000 SCHOOL BOARD PROF.DEV.	600	600	0	345	0	255
123. 100-2310-53800-1-00-00000 SCHOOL BOARD LEGAL SERVICES	15,000	15,000	6,890	38,021	0	(23,021)
124. 100-2310-53820-1-00-00000 SCHOOL BOARD AUDITOR	13,500	13,500	4,150	4,150	0	9,350
125. 100-2310-55400-1-00-00000 SCHOOL BOARD ADS/NOTICES	5,000	5,000	0	0	0	5,000
126. 100-2310-55410-1-00-00000 SCHOOL BOARD - BACKGROUND (3,000	3,000	0	3,133	0	(133)
127. 100-2310-55450-1-00-00000 SCHOOL BOARD BALLOT PRINTIN	3,549	3,549	0	0	0	3,549
128. 100-2310-55500-1-00-00000 SCHOOL BOARD DISTRICT REPOR	1,000	1,000	1,015	1,040	0	(40)
129. 100-2310-56100-1-00-00000 SCHOOL BOARD - SUPPLIES	500	500	0	299	0	201
130. 100-2310-58100-1-00-00000 SCHOOL BOARD DUES	4,200	4,200	0	3,798	0	402
131. 100-2310-58200-1-00-00000 SCHOOL BOARD - SCHOLARSHIP	500	500	0	0	0	500
132. 100-2310-58900-1-00-00000 SCHOOL BOARD MISC	500	500	0	0	0	500
TOTAL 2310 SCHOOL BOARD	\$62,231	\$62,231	\$16,036	\$63,088	\$3,468	\$(4,325)

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2320 SAU ADMINISTRATION EXPENSE						
133.100-2320-51100-1-00-00000 SUPERINTENDENT SALARY	113,300	113,300	8,715	82,796	30,504	0
134.100-2320-51110-1-00-00000 STUDENT SERVICES DIRECTOR	77,250	77,250	6,154	60,128	19,872	(2,750)
135.100-2320-51150-1-00-00000 SUPPORT STAFF SALARY	95,615	95,615	8,240	77,314	29,806	(11,505)
136.100-2320-52110-1-00-00000 HEALTH INSURANCE	35,837	35,837	4,757	42,434	17,898	(24,495)
137.100-2320-52120-1-00-00000 DENTAL INS	2,430	2,430	497	2,625	1,132	(1,327)
138.100-2320-52140-1-00-00000 DISABILITY INSURANCE	627	627	0	0	0	627
139.100-2320-52200-1-00-00000 FICA	21,892	21,892	1,655	15,821	6,415	(344)
140.100-2320-52310-1-00-00000 RETIREMENT - SAU	50,361	50,361	4,302	36,735	23,482	(9,856)
141.100-2320-53200-1-00-00000 CONFERENCES/COURSES	1,000	0	0	0	0	0
142.100-2320-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000	403	0	403	0	0
143.100-2320-54300-1-00-00000 MAINTENANCE AGREEMENTS	2,500	2,500	0	0	0	2,500
144.100-2320-54420-1-00-00000 COPIER/LEASE	3,000	3,000	0	1,873	0	1,127
145.100-2320-55400-1-00-00000 ADVERTISING	2,000	2,000	0	1,936	0	64
146.100-2320-55610-1-00-00000 TUITION OTHER	3,000	3,000	3,000	3,000	0	0
147.100-2320-55800-1-00-00000 TRAVEL	200	200	0	127	0	73
148.100-2320-56100-1-00-00000 SUPPLIES & FORMS	3,000	4,597	0	3,603	0	994
149.100-2320-56400-1-00-00000 SOFTWARE	500	500	0	1,263	0	(763)
150.100-2320-57340-1-00-00000 COMPUTER HARDWARE & NETWC	200	200	0	0	0	200
151.100-2320-58100-1-00-00000 DUES/FEES	2,000	2,000	0	1,619	0	381
TOTAL 2320 SAU ADMINISTRATION EXPENSE	\$415,712	\$415,712	\$37,320	\$331,677	\$129,109	\$(45,074)

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2410 PRINCIPAL						
152.100-2410-51110-1-00-00000 PRINCIPAL SALARY	97,850	97,850	7,077	67,231	24,769	5,850
153.100-2410-51120-1-00-00000 ASST.PRINCIPAL SALARY	77,250	77,250	5,942	56,452	20,798	0
154.100-2410-51130-1-01-00000 PRINC.SUPPORT SALARY	68,349	68,349	5,001	46,784	20,131	1,434
155.100-2410-52110-1-00-00000 PRINCIPAL HEALTH INSURANCE	24,738	24,738	0	0	0	24,738
156.100-2410-52110-1-01-00000 PRINCIPAL SUPPORT HEALTH INS	2,000	2,000	949	8,345	3,598	(9,943)
157.100-2410-52120-1-00-00000 PRINCIPAL DENTAL INSURANCE	1,188	1,188	247	1,953	990	(1,755)
158.100-2410-52200-1-00-00000 PRINCIPAL FICA	18,824	18,824	1,353	12,871	8,129	(2,176)
159.100-2410-52310-1-01-00000 SUPPORT RETIREMENT	9,248	9,248	690	6,376	4,570	(1,698)
160.100-2410-52320-1-00-00000 PRINCIPAL RETIREMENT	34,396	34,396	2,557	24,291	8,949	1,156
161.100-2410-52400-1-00-00000 PRINCIPAL TUITION	7,000	7,000	0	0	0	7,000
162.100-2410-53220-1-00-00000 PRINCIPAL PROF.DEV.	1,300	1,300	0	0	0	1,300
163.100-2410-54300-1-00-00000 PRINCIPAL REPAIRS/MAINTENANC	4,500	3,000	0	0	372	2,628
164.100-2410-54420-1-00-00000 PRINCIPAL-COPIER/LEASE	10,000	10,000	1,335	3,449	0	6,551
165.100-2410-55340-1-00-00000 PRINCIPAL POSTAGE	4,363	4,363	0	4,239	173	(49)
166.100-2410-55500-1-00-00000 PRINCIPAL PRINTING	300	300	0	245	0	55
167.100-2410-55800-1-00-00000 PRINCIPAL TRAVEL	500	500	0	0	0	500
168.100-2410-56100-1-00-00000 PRINCIPAL SUPPLIES	6,785	8,685	227	6,908	127	1,650
169.100-2410-56500-1-00-00000 PRINCIPAL SOFTWARE	13,250	12,850	0	16,877	0	(4,027)
170.100-2410-58100-1-00-00000 PRINCIPAL DUES	1,170	1,170	0	75	0	1,095
171.100-2410-58900-1-00-00000 PRINCIPAL GRADUATION EXPENSI	3,400	3,400	0	266	0	3,134
TOTAL 2410 PRINCIPAL	\$386,411	\$386,411	\$25,378	\$256,362	\$92,606	\$37,443

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2510 FISCAL SERVICES						
172. 100-2510-51100-1-00-00000 BUSINESS ADMINISTRATOR SALAI	51,500	51,500	6,247	61,771	31,483	(41,754)
173. 100-2510-51120-1-00-00000 SUPPORT STAFF SALARY	61,487	61,487	4,731	45,446	16,559	(518)
174. 100-2510-52110-1-00-00000 HEALTH INSURANCE	8,959	8,959	1,899	17,084	6,359	(14,484)
175. 100-2510-52120-1-00-00000 DENTAL INSURANCE	587	587	65	771	218	(402)
176. 100-2510-52200-1-00-00000 FICA	8,643	8,643	805	7,888	4,952	(4,197)
177. 100-2510-52320-1-00-00000 RETIREMENT-EMPLOYEES	8,319	8,319	775	9,264	3,841	(4,786)
178. 100-2510-53200-1-00-00000 CONFERENCES/COURSES	1,300	1,300	0	89	0	1,211
179. 100-2510-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000	1,000	0	1,150	0	(150)
180. 100-2510-54300-1-00-00000 MAINTENANCE AGREEMENTS	16,085	16,085	135	16,220	0	(135)
181. 100-2510-55800-1-00-00000 TRAVEL	100	100	0	547	0	(447)
182. 100-2510-56100-1-00-00000 SUPPLIES	1,370	1,370	1,376	9,331	0	(7,961)
183. 100-2510-57330-1-00-00000 NEW FURNITURE/FIXTURES	2,000	2,000	0	3,048	0	(1,048)
184. 100-2510-58100-1-00-00000 DUES/FEES	1,500	1,500	0	2,093	0	(593)
TOTAL 2510 FISCAL SERVICES	\$162,850	\$162,850	\$16,033	\$174,702	\$63,412	\$(75,264)

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
2610 OPERATIONS/MAINTENANCE						
185. 100-2610-51110-1-00-00000 OP/MAINT CUSTODIAN SALARY	72,327	154,462	11,734	110,042	(25,802)	70,222
186. 100-2610-51200-1-00-00000 FACILITIES MANAGER SALARY	63,860	63,860	5,000	47,500	(45,000)	61,360
187. 100-2610-52110-1-00-00000 OP/MAINT HEALTH INSURANCE	8,950	8,950	1,884	18,825	6,768	(16,643)
188. 100-2610-52120-1-00-00000 OP/MAINT - DENTAL INSURANCE	601	601	174	1,564	429	(1,392)
189. 100-2610-52200-1-00-00000 OP/MAINT FICA	10,418	10,418	1,240	11,793	8,894	(10,269)
190. 100-2610-52310-1-00-00000 OP/MAINT RETIREMENT	18,426	18,426	2,264	21,325	5,773	(8,672)
191. 100-2610-53200-1-00-00000 OP/MAINT CONTRACTED SERVICE	140,602	58,467	0	35,228	891	22,348
192. 100-2610-54110-1-00-00000 OP/MAINT WATER	11,550	11,550	0	5,555	0	5,995
193. 100-2610-54120-1-00-00000 OP/MAINT SEWAGE	6,000	6,000	5,449	6,732	0	(732)
194. 100-2610-54210-1-00-00000 OP/MAINT RUBBISH REMOVAL	8,330	8,330	969	1,589	3,259	3,482
195. 100-2610-54220-1-00-00000 OP/MAINT SNOW REMOVAL	32,000	32,000	2,575	7,725	24,275	0
196. 100-2610-54230-1-00-00000 OP/MAINT CARE OF BLDG & MAIN	24,000	24,000	12,049	14,090	154	9,756
197. 100-2610-54240-1-00-00000 OP/MAINT CARE OF GROUNDS	23,500	23,500	0	11,200	12,300	0
198. 100-2610-54300-1-00-00000 OP/MAINT REPAIR BUILDINGS	27,750	27,750	0	27,675	0	75
199. 100-2610-54300-1-06-00000 PAUL SCHOOL ROOF REPAIR	1	1	0	0	0	1
200. 100-2610-54320-1-00-00000 MAINTENANCE - SPECIAL PROJEC	1	1	0	0	0	1
201. 100-2610-54420-1-00-00000 OP/MAINT RENTAL OF EQUIPMENT	2,900	2,900	150	825	825	1,250
202. 100-2610-55200-1-00-00000 OP/MAINT PROPERTY & LIABILITY	32,895	32,895	0	32,895	0	0
203. 100-2610-55310-1-00-00000 OP/MAINT INTERNET/PHONES	8,680	8,680	1,649	2,677	1,517	4,486
204. 100-2610-55800-1-00-00000 OP/MAINT TRAVEL	525	525	80	80	0	445
205. 100-2610-56100-1-00-00000 OP/MAINT SUPPLIES	33,900	33,900	4,966	20,859	680	12,361
206. 100-2610-56220-1-00-00000 OP/MAINT ELECTRICITY	74,100	74,100	5,279	42,538	7,462	24,100
207. 100-2610-56230-1-00-00000 OP/MAINT LP GAS	56,080	56,080	8,392	30,403	25,676	1
208. 100-2610-56240-1-00-00000 OP/MAINT FUEL OIL	18,000	18,000	2,661	11,102	6,898	0
209. 100-2610-56500-1-00-00000 OP/MAINT SOFTWARE	800	800	0	800	0	0
210. 100-2610-57310-1-00-00000 OP/MAINT NEW EQUIPMENT	2,000	2,000	0	657	0	1,343
211. 100-2610-57330-1-00-00000 OP/MAINT NEW FURNITURE/FIXTL	8,030	8,030	620	2,932	0	5,098
212. 100-2610-58100-1-00-00000 OP/MAINT DUES/PROF DEVELOPM	650	650	0	0	0	650

W

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget	Revised Budget	Current Period	Reported Period	Encumbrances	Amount Remaining
	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	3/1/2024 - 3/31/2024	7/1/2023 - 3/31/2024	7/1/2023 - 3/31/2024	7/1/2023 - 3/31/2024
	\$686,876	\$686,876	\$67,135	\$466,611	\$34,999	\$185,266

TOTAL 2610 OPERATIONS/MAINTENANCE

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
2721 REGULAR STUDENT TRANSPORTATION						
213. 100-2721-51110-1-00-00000 REG TRANS- MANAGER SALARY	28,000	28,000	2,060	23,690	6,368	(2,058)
214. 100-2721-51120-1-00-00000 REG TRANS - DRIVERS SALARY	194,865	194,865	10,476	114,232	73,090	7,543
215. 100-2721-51140-1-00-00000 REG TRANS - SUBSTITUTIE	6,584	6,584	0	0	0	6,584
216. 100-2721-52110-1-00-00000 REG TRANS - HEALTH INSURANCE	17,919	17,919	5,385	36,439	12,606	(31,126)
217. 100-2721-52120-1-00-00000 REG TRANS - DENTAL INSURANCE	0	0	(195)	0	0	0
218. 100-2721-52200-1-00-00000 REG TRANS - FICA	23,633	23,633	1,052	10,188	9,006	4,439
219. 100-2721-52310-1-00-00000 REG TRANS - RETIREMENT	30,153	30,153	0	0	0	30,153
220. 100-2721-53210-1-00-00000 REG TRANS - CONTRACT SERVICE	5,000	5,000	6,160	35,995	860	(31,855)
221. 100-2721-53320-1-00-00000 REG TRANS - DRIVER TRAINING	5,000	5,000	60	120	0	4,880
222. 100-2721-53900-1-00-00000 REG TRANS - TESTING	3,500	3,500	145	947	301	2,252
223. 100-2721-54300-1-00-00000 REG TRANS - REPAIR & MAINT	60,000	60,000	606	55,369	982	3,649
224. 100-2721-55800-1-00-00000 REG TRANS - TRAVEL	1	1	0	0	0	1
225. 100-2721-56100-1-00-00000 REG TRANS - SUPPLIES	1,500	1,500	0	1,500	0	0
226. 100-2721-56260-1-00-00000 REG TRANS- FUEL	65,000	65,000	10,348	31,478	4,865	28,657
227. 100-2721-56500-1-00-00000 REG TRANS - SOFTWARE	4,700	4,700	0	3,600	0	1,100
228. 100-2721-57390-1-00-00000 REG TRANS - EQUIP. REPLACEMENT	1,500	1,500	0	0	450	1,050
229. 100-2721-58100-1-00-00000 REG TRANS - DUES & FEES	1,235	1,235	0	0	0	1,235
TOTAL 2721 REGULAR STUDENT TRANSPORTATION	\$448,590	\$448,590	\$36,097	\$313,558	\$108,528	\$26,504

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
2722 SPECIAL EDUCATION STUDENT TRANSPORTATION						
230.100-2722-51100-1-00-00000 SPED TRANS - DRIVERS SALARY	26,000	26,000	5,208	33,118	16,300	(23,418)
231.100-2722-51140-1-00-00000 SPED TRANS - SUBSTITUTE	4,950	4,950	0	0	0	4,950
232.100-2722-52110-1-00-00000 SPED TRANS - HEALTH	1	1	0	0	0	1
233.100-2722-52200-1-00-00000 SPED TRANS - FICA	1,989	1,989	398	2,534	1,993	(2,538)
234.100-2722-52310-1-00-00000 SPED TRANS - RETIREMENT	3,517	3,517	0	0	0	3,517
235.100-2722-53200-1-00-00000 SPED TRANS - CONTRACTED SERV	76,634	76,634	27,894	112,594	6,656	(42,616)
TOTAL 2722 SPECIAL EDUCATION STUDENT TRANSPORTATIO.	\$113,091	\$113,091	\$33,500	\$148,246	\$24,949	\$ (60,104)

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
2724 ATHLETICS STUDENT TRANSPORTATION						
236. 100-2724-51100-1-00-00000 ATHLETIC TRANS - SALARY	3,000	3,000	0	0	0	3,000
237. 100-2724-52200-1-00-00000 ATHLETIC TRANS - FICA	230	230	0	0	0	230
TOTAL 2724 ATHLETICS STUDENT TRANSPORTATION	\$3,230	\$3,230	\$0	\$0	\$0	\$3,230

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATIO						
238.100-2725-51100-1-00-00000 FIELD TRIP/CO-CURR TRANS - SAL	4,300	4,300	422	1,743	0	2,557
239.100-2725-52200-1-00-00000 FIELD TRIP/CO-CURR TRANS - FIC	329	329	32	133	0	196
240.100-2725-52310-1-00-00000 FIELD TRIP/CO-CURR. TRANS. - RE	582	582	0	0	0	582
TOTAL 2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATIO	\$5,211	\$5,211	\$454	\$1,876	\$0	\$3,335

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
2820 TECHNOLOGY						
241.100-2820-51180-1-00-00000 TECHNOLOGY SALARIES	0	42,350	357	40,139	0	2,211
242.100-2820-52110-0-00-00000 HEALTH INSURANCE	0	24,684	0	11,393	0	13,291
243.100-2820-52200-1-00-00000 TECHNOLOGY - FICA	0	0	24	2,863	0	(2,863)
244.100-2820-52310-1-00-00000 TECHNOLOGY - SUP RETIREMENT	0	6,216	0	5,236	0	980
245.100-2820-53200-1-00-00000 TECHNOLOGY CONTRACTED SER	108,900	35,650	3,500	25,973	10,500	(823)
246.100-2820-54350-1-00-00000 TECHNOLOGY SOFTWARE MAINTN	6,200	6,200	33	2,638	65	3,497
247.100-2820-54430-1-00-00000 HOLDING ACCOUNT-GRANTS & O	0	1	344	18,697	1,376	(20,072)
248.100-2820-56100-1-00-00000 TECHNOLOGY SUPPLIES	2,500	2,499	604	3,196	0	(697)
249.100-2820-57380-1-00-00000 TECHNOLOGY COMPUTER + EQUI	1	1	0	2,225	0	(2,224)
TOTAL 2820 TECHNOLOGY	\$117,601	\$117,601	\$4,862	\$112,360	\$11,941	\$(6,700)

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WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
2900 OTHER BENEFITS						
250.100-2900-52140-1-00-00000 DISABILITY INSURANCE	10,000	10,000	1,697	7,846	1,300	854
251.100-2900-52170-1-00-00000 LIFE INSURANCE	1	1	0	0	0	1
252.100-2900-52190-1-00-00000 UNEMPLOYMENT	6,598	6,598	0	12,101	0	(5,503)
253.100-2900-52201-0-00-00000 WELLNESS INCENTIVE FICA	1,000	1,000	0	427	0	573
254.100-2900-52600-1-00-00000 WORKER'S COMP	20,895	20,895	0	20,865	0	30
TOTAL 2900 OTHER BENEFITS	\$38,494	\$38,494	\$1,697	\$41,239	\$1,300	\$(4,045)



WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
5252 TRANSFERS TO/FROM TRUST FUNDS						
255.100-5252-59300-1-02-00000 TRANS TO EXPEND TRUST-BOILEI	50,000	50,000	0	50,000	0	0
256.100-5252-59300-1-04-00000 TRANS TO EXPEND TRUST-TRANS	90,000	90,000	0	90,000	0	0
257.100-5252-59300-1-10-00000 TRANS TO EXPEND TRUST-SPED E	50,000	50,000	0	50,000	0	0
258.100-5252-59300-1-17-00000 TRANS TO EXPEND TRUST-BUILD-	23,000	23,000	0	23,000	0	0
259.100-5252-59300-1-55-00000 PAVING OF 76 TAYLOR WAY	75,000	75,000	0	75,000	0	0
260.100-5252-59300-1-57-00000 TRANS TO EXPEND TRUST-MAINI	30,000	30,000	0	30,000	0	0
261.100-5252-59300-1-58-00000 WELL REPLACEMENT	15,000	15,000	0	15,000	0	0
TOTAL 5252 TRANSFERS TO/FROM TRUST FUNDS	\$333,000	\$333,000	\$0	\$333,000	\$0	\$0
GRAND TOTAL	\$11,768,599	\$11,768,599	\$873,020	\$7,504,588	\$4,177,471	\$86,540

CW

MONTHLY FINANCIAL REPORT

Expenditures

Fund 200 Food Service Fund

WAKEFIELD SCHOOL DISTRICT

Wakefield Monthly Expenditure Report

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Current Period 3/1/2024 - 3/31/2024	Reported Period 7/1/2023 - 3/31/2024	Encumbrances 7/1/2023 - 3/31/2024	Amount Remaining 7/1/2023 - 3/31/2024
3100 FOOD SERVICE						
1. 200-3100-53100-1-00-00000 FOOD SERVICE-CONTRACTED SERVI	246,900	246,900	0	217,081	5,240	24,579
2. 200-3100-54300-4-00-00000 FOOD SERVICE REPAIRS	2,000	2,000	1,559	1,559	0	441
3. 200-3100-56300-4-00-00000 FOOD SERVICE FOOD/MILK	100	100	0	0	0	100
4. 200-3100-57370-4-00-00000 FOOD SERV: REPLACE/EQUIPMENT	1,000	1,000	0	560	0	440
TOTAL 3100 FOOD SERVICE	\$250,000	\$250,000	\$1,559	\$219,200	\$5,240	\$25,560
GRAND TOTAL	\$250,000	\$250,000	\$1,559	\$219,200	\$5,240	\$25,560

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WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report#64110

Check Batch: 43946
 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 j Amount
43946	90324	04/02/2024	834	WASTE MGMT OF NH-ROCHESTER	0.00	966.15
	90325	04/02/2024	1706	CHARTER COMMUNICATIONS	0.00	449.20
Totals:					0.00	\$ 1,415.35

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

<i>Robert DeColfinacker</i>	Robert DeColfinacker, School Board Chairman
<i>Bob Ouellette</i>	Bob Ouellette, School Board Vice Chairman
<i>Mary Collins</i>	Mary Collins, School Board Member
<i>Sandra Taliaferro</i>	Sandra Taliaferro, School Board Member
<i>Brennan Peaslee</i>	Brennan Peaslee, School Board Member
<i>Carlene Stewart</i>	Carlene Stewart, Treasurer
<i>Anne Kebler</i>	Anne Kebler, CEO

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2 Checks Listed .

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 64076

Check Batch: 43934
 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
43934	23177	03/29/2024	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	2,180.11
	23178	03/29/2024	9289	CONWAY TECHNOLOGY GROUP	0.00	147.60
	23179	03/29/2024	9090	ELAINE M. MILLEN	0.00	11,500.00
	23180	03/29/2024	9565	MILLEN, ELAINE	0.00	11,750.00
	23181	03/29/2024	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	4,615.00
	23182	03/29/2024	9530	SOLLANT	0.00	8,392.50
Totals:						\$38,585.21

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 64076

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

Robert DeColfinacker

Robert DeColfinacker, School Board Chairman

Bob Ouellette

Bob Ouellette, School Board Vice Chairman

Mary Collins

Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Carlene Stewart

Carlene Stewart, Treasurer

Anne Keble

Anne Keble, CEO

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6 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 64078

Check Batch: 43935
 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
43935	23183	03/29/2024	310	AMAZON BUSINESS	0.00	832.33
	23184	03/29/2024	9708	BORELLI, SARA	0.00	131.90
	23185	03/29/2024	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	857.73
	23186	03/29/2024	1190	CLEAN-0-RAMA	0.00	2,447.58
	23187	03/29/2024	958	CONSOLIDATED COMMUNICATIONS	0.00	1 48.90
	23188	03/29/2024	9665	DAVIS, BRAD	0.00	40.01
	23189	03/29/2024	9375	DRUMMOND WOODSUM &	0.00	4,502.13
	23190	03/29/2024	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	14,266.62
	23191	03/29/2024	434	GOVERNOR WENTWORTH REGIONAL HEALTH TRUST	0.00	61,424.84
	23192	03/29/2024	585	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	11,133.74
	23193	03/29/2024	2161	LONGMEADOW FARM & HOME SUPPLY	0.00	2,575.00
	23194	03/29/2024	1005	MILTON SCHOOL DISTRICT	0.00	1 4.48
	23195	03/29/2024	2026	NAPA AUTO PARTS	0.00	3,829.15
	23196	03/29/2024	2128	NEW ENGLAND BACKFLO W, INC	0.00	83.98
	23197	03/29/2024	192	NEW ENGLAND CENTER FOR CHILDREN	0.00	165.00
	23198	03/29/2024	1366	ONE SOURCE SECURITY	0.00	1 6,537.50
	23199	03/29/2024	370	OPTIMUM TRANSPORTATION	0.00	9,318.50
	23200	03/29/2024	9668	PAGE STREET LEASING, LLC	0.00	2,575.00
	23201	03/29/2024	9290	ROCHESTER TRUCK REPAIR	0.00	75.00
	23202	03/29/2024	688	SOLUTION TREE INC	0.00	268.72
	23203	03/29/2024	9707	ILENE B. SPITZER, M.D.	0.00	799.00
	23204	03/29/2024	1950	STRAFFORD LEARNING CENTER	0.00	2,275.00
	23205	03/29/2024	762	TORRES, LUIS	0.00	1, 850.1 8
	23206	03/29/2024	9191	TREASURER , STATE OF NH	0.00	525.28
	23207	03/29/2024	804	VERIZON WIRELESS	0.00	5,063.87
	23208	03/29/2024	1532	YOYA BENEFITS COMPANY	0.00	450.98
	23209	03/29/2024	9669	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	213.01
	23210	03/29/2024	1944		0.00	65.00

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
Totals:					0.00	\$142,470.43

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Robert DeColfinacker

 Robert DeColfinacker, School Board Chairman

Bob Ouellette

 Bob Ouellette, School Board Vice Chairman

Mary Collins

 Mary Collins, School Board Member

 Sandra Taliaferro, School Board Member

 Brennan Peaslee, School Board Member

Carlene Stewart

 Carlene Stewart, Treasurer

Anne Kebler

 Anne Kebler, CEO

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28 Checks Listed.

Wakefield School Board Public Minutes

April 2, 2024

Held in Paul School Library

Draft



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

Those Present: Heather Powers, Katie Howard, Mary Soares from Clearview TV

Mr. DeColfmacker led those present in the salute to the flag at 6:00.

Agenda Review

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to have two public comment fifteen minutes a piece.

Mr. DeColfmacker explained that when he set up the agenda he felt the current policy would stay in effect until a new policy is approved. **(Vote 2-3)**

Presentation

None

Public Comment

Mrs. Howard asked if teachers are being backed up so they're not stressed.

Reports

Student Services

March has been a busy, but exciting month in the world of student services. On March 15th during our school-wide professional development day, all staff spent the morning attending professional development on literacy instruction. In the afternoon, paraprofessionals and ABA tutors spent some time getting set up on Master Teacher, the recently purchased, online professional development platform funded through our IDEA grant. All paraprofessionals in the district have an account and are able to complete assigned modules during professional development time or move through training modules on their own time.

During this March 15th para meeting, paras and ABA tutors spent time reviewing model and individual student plans (IEP's), Learning more about the documents and how all the pieces work together. Our team had some great conversations around student needs and support as well as effective communication strategies within teams. At the end of the session staff received information about Para II training requirements, and the plan for the school leadership team to investigate the possibility of providing the training and Para II test in our district this summer.

This month we started the process of planning for a new preschool playground, funded through our IDEA grant. Mrs. DiRocco, Mrs. Leavitt-Carlson, Mrs. Boston, Mr. Davis, and I met to review initial proposals, space options, and next steps in this process. We are excited to work together to create a safe, engaging outdoor space for our youngest learners. We will continue to meet and plan in the upcoming weeks, and hope to have the playground ready for the start of the 2024-25 school year,

In the upcoming month, our school team will be working on finalizing plans for our summer school program, which will be available to all recommended students and will include services provided by Title 1 and Special Education. The summer school program will run from July 5th through August 1st. More information will be shared with families once program details are finalized. We continue to see slight changes in numbers as students are referred, evaluated or discharged, or when students move in or out of the district.

Mrs. Howard said the playground area they are looking at for kindergarten will be in the back of the building where there are some gardens from the UNH Cooperative Extension. They have been working with Brad whose wife is a master gardener at UNH. The gardens will be moved over by the middle school wing by the playground.

Superintendent Report

Positive Happenings in the Wakefield School District Thank you to Brianna Valdepena, our Family Liaison for getting the 64 hours of hunger started. We are currently serving 20 students with the weekend backpack program and are heading into our 9th week. Since implementing the program, we have noticed positive impacts on the student's involved. Also, the school will be hosting a craft fair on April 13th with all funds raised going directly to the program. We would love to have the support of some of the board members at the craft fair. It will be a great event to bring the school and community together. We have 30 vendors currently signed up with many of them being local to the Wakefield community.

Our behavioral health team worked together to bring to the school an "Anti-Bullying Assembly" hosted by a New England local speaker and BMX bike rider named Mannie Nogueira. I was able to attend the first of two sessions, and the kids all had a wonderful time! Thanks to the brave volunteers, Meaghan DeColfmacker and Brianna Valdepena for trusting Mannie enough to allow him to jump his bike over their bodies lying down on the gym floor - brave souls!

Congratulations to Gavin Peaslee, Joseph Janice and Donavin McKellar for finishing up their high school careers in January! Nice Job Wakefield seniors!

Just a reminder to those who are watching who have seniors in high school, it is scholarship time. There are many scholarships available to seniors and they are all listed on our website and the Gaffney Library website. In addition, many have been posted to our Facebook page as well as the "Wakefield NH - A Community Working Together. If you have any questions about

scholarships please feel free to contact the SAU office. There is a new scholarship this year which is the Judith Nason Scholarship fund. This scholarship is open to any Wakefield student who is attending college and has recently been posted. Good luck to all the seniors as they pursue their next phase of education, we are proud of you!!

This past week, I had the opportunity to spend some time in the first grade classrooms while they worked with their 5th grade reading buddies. The two grades try to get together weekly to read together, a great way to provide good models for our younger students and build leadership in our older students. This week's activity was all three fifth grade classes visiting their first grade reading buddies for a fun craft. The students created hoppy spring pictures that were hung in the hallway, as a bunny trail, from grade one up to grade five. Take a look around, they are great pictures. Thank you 1st and 5th grade teachers for making time in your schedule to do this type of activity, it is a great way to build community.

In Title 1 we have great news! Since December, three of our students have been released from reading services and 6 from math. We are so excited to see the growth of our children and wanted to share the news. This allows us to pick up more students in need of support :)

Recently our own Dominick Roy, now a ninth grader at Spaulding, was asked to join the "Mental Health Awareness Club" at Spaulding High School. This is a club that encompasses students from all four grades, and Dominick was asked by the principal Mr. Roy to join. The club attends conferences to discuss the importance of mental health programs in high schools. In addition to these conferences, they have meetings to discuss what they can do in their school, they fundraise in order to be able to offer programs in their school and there is a large focus on suicide , awareness. Congratulations Dominick! You are a true leader.

Professional Development Day - March 15, 2024

We had a very exciting professional development day on Friday, March 15th. The focus of the day was literacy, as that is the current focus for our development of standards. Elaine Millen, a consultant that works with us talked in the morning about the current educational landscape, and the way things have changed in education. As Elaine often says, we can never go back, education has changed and it is our job to determine how we engage our new group of learners. Elaine has been working with our literacy team to develop a literacy block which includes all aspects of the instruction of literacy, and she was followed up by a presentation from our literacy team, Elaine Ellis, Penny Huckins, Diane O'Neil and Ann Gehring. The presentation was focused on developing a literacy block in classrooms, and we asked all our classroom teachers and paraprofessionals to be a part of this presentation, as literacy is something that can and should be taught across the curriculum. The presentation was well received, and staff were able to bring with them concrete information about the important components of literacy instruction. The literacy team's next step with the consultation from Elaine is to develop "lunch and learn" professional development sessions. They have been planning these sessions and they will begin the second week of April. In the afternoon staff was sent back to their classrooms to have collegial conversations about their roles in teaching literacy, and taking an inventory and developing a needs list of what they need to help promote literacy in their classrooms. As always, the staff were very thankful for the time given to them to have these collegial conversations. There is such limited time in their daily schedule to have these conversations and the conversations are vital to improving our student achievement. The staff is very thankful that the board approved the early release days for next year's calendar, and we will be providing a

very focused approach to these early release days. The day ended with an ice cream social, which was very well received by all! A big thank you to all involved in making the day such a success!

Mrs. Collins asked about the schools spelling bee champion and if she progressed any further. Mrs. Kebler will find that out.

Mrs. Soares said that there will be thirty two vendors at the craft fair and they will be having a raffle as well. This will help support End 68 Hours of Hunger.

Mrs. Taliaferro asked if the Book Buddy program be extended to other grades. Mrs. Kebler answered that other grades may be doing it as well. She's not sure. Mrs. Kebler said she wants to share the good things happening at Paul School and the high school. If parents have things they'd like to share please let her know. She said if people want to come to the Superintendent Chats she'd be happy to start them up again.

Public Comment

Mrs. Soares said the Lions Club has opened their scholarship to any student attending college or technical school. Mrs. Kebler said the Judy Nason Scholarship is specific to college.

Consent Agenda

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the Consent Agenda (Vote 3-2)

Meeting Minutes

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the non public minutes of 3-19-24 with corrections. (Vote 5-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the public minutes of 3-5-24 with corrections. (Vote 4-0-1)

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the public minutes of 3-19-24. (Vote 5-0)

The no vote from two Board members to approve the teachers contracts for next year was discussed. Perhaps a different format was suggested.

New Business

SAFE Grant Award

Mrs. Kebler said we were awarded an \$82,000 Safe Grant. We will be updating our phone and camera system. The Chair of the Board and Superintendent must sign it in order to upload it into the Grant Management System.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to have Mrs. Kebler and the Chair sign the document. (Vote 5-0)

General Assurances

Mrs. Kebler explained these are the general assurances for all federal grant we receive. Each grant has an assurance and there is an assurance for all of the grants collectively. All have to be initialed by the school board and signed by the Chair.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to have Mrs. Kebler and the Chair sign the documents for the General Assurances. (Vote 5-0)

AREA Agreement Agenda

Mrs. Kebler had two items for the agenda. There used to be disciplinary hearings and someone from the LEA and School Board members attended. She said this year it would have been helpful to have a disciplinary hearing for some of our students attending Spaulding. She will be attending both the Spaulding and Kingswood graduations and hopes a School Board member will attend. She will also attend the Scholarship Awards Night this year to present scholarships. Mrs. Peaslee asked if there was a policy when we were part of SAU 64 about hearings. Mrs. Kebler said she remembered getting a letter from the Rochester Superintendent. Mrs. Howard said she doesn't believe they have disciplinary hearings any longer since the discipline law went into effect. Mrs. Kebler would like agenda items sent to her by the end of the week.

Committee Updates

Health and Wellness

Mrs. Collins said she attended this meeting. Some members came to the Policy Committee meeting as the policy had to be updated because of changes from the state.

Curriculum Committee

Mrs. Kebler attended this meeting and said it was exciting to see that we are getting closer to being able to identify our key learning targets so that we're not looking at 195 pages of standards. We are narrowing it down.

Exploratory Committee

Policies (all 1st Reading)

BDD Board Superintendent Relationship

Mrs. Collins said we are combining the NHSBA policy with the Wakefield policy. This policy will come back with corrections.

BGAA Policy Development, Adoption and Review

Adopting the NHSBA policy. Mrs. Collins said there is a policy that they have to approve and adopt and then we can remove the other policies referenced. This policy is intended to merge five NHSBA policies; BG, BGA, BGB, BGP and BGC.

BEC Non Public Session

Adopting NHSBA policy. Mrs. Taliaferro suggested listing the RSA's on the policy.

BEDC Quorum

Adopting NHSBA policy.

BIE Board Member Indemnification

Adopting NHSBA policy.

BEDH Public Participation at Board Meetings

Mrs. Taliaferro asked if both public comment sections have always been agenda items only. Mr. Ouellette believes that is so.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to add; speakers may make a comment for three minutes on a topic on the agenda at each fifteen minute session. (Vote 4-1) Mrs. Peaslee feels there should be a Q&A section after every presentation. Board members had several suggestions on what to do if a crowd shows up to a meeting. Mrs. Taliaferro asked to have the NHSBA policy BEDH at the next meeting.

JLCF Wellness

The state determines what is allowed and the food service company abides by these rules. Mrs. Peaslee said if a child is dropped off at school with iced coffee we're not providing it and the parent is condoning it. Mrs. Collins said one teacher at the Wellness Committee meeting told the committee that if the state came in we'd be written up because there is a lot of candy, energy drinks and a lot of gum that has to be scraped off desks, floors and furniture. The policy has been very lax. Mrs. Kebler said teachers who come to the policy meeting would like to see this policy better enforced and hold kids accountable.

Mrs. Collins said the kids bring in bags of candy eating it and then not eating lunch. Mr. DeColfmacker asked if there was a way to break this out so it doesn't include everyone in the school. A very long conversation ensued about what food and drink would be allowed. Also, if teachers have to abide by the same rules. Mrs. Taliaferro said she likes Wolfeboro's system where they pick a couple days a year and go through all the policies. She said they do the policies every year. Mrs. Kebler said she believes a workshop would be a good idea. The Board chose to send this policy back to the Wellness Committee to be reworded.

Mrs. Peaslee made a motion to table this policy, seconded by Mrs. Taliaferro. (Vote 5-0)

Follow Up

Mrs. Taliaferro asked about getting the results of the state testing the Board had requested in February. The scores per grade level and if the zeros count against the school for those who opt out. Mr. Ouellette said that the principal and vice principal had gotten back to him a while ago and they are still working on it. Mr. Ouellette said he did find out that opting out would be a zero. Mrs. Taliaferro also asked how many laptops do we have and how many broken laptops do we have and is it the best idea to get rid of all the apples. She said she got a message from a teacher that they were waiting for approval to order parts. The teacher had really good information like questions like does the \$10 insurance cover anything. She said she got a couple of emails from teachers about finding a loaner laptop. Mr. DeColfmacker said on the technology piece it would be best to route those questions back to the technology teacher. Mrs. Taliaferro

said she believes these teachers are part of the tech committee. She was given some information and that made her have questions. She asked about the number of laptops, broken laptops, turnaround time, Insurance fees, is it the same cost to repair as to replace etc. And they shouldn't have to determine if it's junk or been misused. Mrs. Kebler answered that there are currently 68 damaged Chromebooks. There are 23 unused macs. There are 14 unused computers for staff. Each and every student has a Chromebooks and there are 8 loaners. The computer teacher believes it is cheaper to replace a screen or fix a computer than buy new ones. The expectation is that a Chromebook should last three years. Mrs. Taliaferro asked what the damage was to the 68 computers.

Non Public

Mrs. Collins made a motion, seconded by Mr. Ouellette to enter non public session under 91-A:3, 11 (c) at 7:44. Roll call vote: Collins aye, DeColfmacker aye, Ouellette aye, Taliaferro aye, Peaslee aye. (Vote 5-0)

The Board returned to Public Session at 8:30.

Adjournment

Mrs. Collins made a motion, seconded by Mr. Ouellette, to adjourn the meeting at 8:30. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath

School Board Secretary

I've never been a fan of History class, nor have I ever had an English teacher with whom I found I could resonate with; however, I will never forget my U.S. History class in sophomore year or my English III class in junior year, and the wonderful teachers who changed my view of myself forever. I sat in the front corner of my History class, and when the teacher sat at his desk, I was behind him and out of his view. He rarely approached me, knowing that I would get my work in on time everytime, as I had always done. For only the first few weeks did he pay close attention to me, noticing that I constantly had my laptop open, typing away on other assignments or short stories. Sometimes, even playing a few games while he talked to keep my brain stimulated in order to stay awake. This was a normal thing I executed in each of my classes.

My teachers would often tell me to close my laptop, but my History teacher was the only one who noticed how much more miserable I became without something to do. Listening to him lecture for an hour straight often put me to sleep, so he responded to this by no longer enforcing "no laptops during class." I was a good student, I turned in all of my assignments early, and received an A on each without fail, so what did it matter if I had my computer open?

One day, I struggled with an assignment; I felt as though I was rushing it. I approached my teacher and explained my issue, saying that I was worried I did not have enough time to finish the project and submit my best possible work. He looked at the three full pieces of paper I had already filled out and smiled.

"Ash. You do not need to be perfect." His words have put me in a standstill even now. As someone who had grown up being told I *needed* to be perfect, I was confused. "This is A material already; I can tell from just looking at it and not reading it. You don't need to put so much effort into being perfect when you're already good enough as is."

These words carried me throughout the rest of my sophomore year and my entire junior year, where I met an English teacher who reiterated these words in a different way. It reminded me once again to take a step back every once in a while and make sure I'm not pushing myself too far beyond my limits and ending up over the edge. I owe both of them for keeping me sane throughout my toughest years of high school. I fell back onto these words when I needed them most, reminding myself that I didn't need to make everything I do perfect. It was certainly an adjustment from how I had grown up, but these teachers saw me almost drowning in high standards.

While I sometimes try to make everything I do perfect, I've learned that, realistically, I will never be able to attain my own view of perfection. This realization entwined with the words of my History and English teachers has kept me from falling behind in my classes: submitting work that was a great effort, but not perfection. On many assignments, I second guess myself. "Oh, I could do better on that," is a thought that I've come to understand that giving in will keep me stuck in an endless loop of trying to reach the peak of my performance, but I know deep in my heart that this idea is unattainable in my own eyes. I owe these realizations to those teachers. Thank you to the ones who saw the constant battle in my mind, and made an effort to fix it.

NON-PUBLIC SESSIONS

The Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. **Non-public sessions may only occur after a duly noticed public meeting has been called to order, and before that meeting is adjourned.** Once the public meeting has been convened, the Board may enter non-public session at any time during such meeting if a majority of the Board, by roll-call vote, find that sufficient grounds under 91-A:3, II exists. A non-public session may occur during a duly notice meeting irrespective of whether a non-public session appeared on either the meeting notice or meeting agenda.

The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory reason(s) for entering non-public session.

The Board shall record minutes of all non-public sessions, and such minutes shall be made available and or "sealed", in accordance RSA 91-A:3. Required content and availability regarding minutes of non-public sessions are described in Board policy BEDG – Minutes.

The minutes of the non-public session constitute the record of that session. Information discussed in non-public session shall remain confidential except to the extent the same is required to be disclosed subject to applicable law or court order, or as authorized by the Board.

The Board shall require the presence of the Superintendent or his/her designee (see N.H. Dept. of Education Rule Ed 303.01(f)), except those non-public sessions that pertain to the Superintendent's employment.

Each year the Superintendent is directed to obtain and provide to each Board member copies of any NHSBA Non-Public Session Checklist, and update the same during the year as made available by NHSBA.

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-A3, 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

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

Adopted by the Board: 18 December 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

exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

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

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

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

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

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

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

Legal References:

RSA 91-A:3, Non-Public Sessions

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

RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

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NON-PUBLIC SESSIONS

The Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Upon motion, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory reason(s) for entering non-public session.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board will only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective or fruitless or;
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

Board members should refrain from publicly discussing matters that were discussed in a non-public session.

The Superintendent or his/her designated representative may attend all non-public sessions at the pleasure of the Board, except those non-public sessions that pertain to the Superintendent's employment.

Legal References:

- RSA 91-A:3, Non-Public Sessions
- RSA 91-A:4, Minutes and Records Available for Public Inspection
- RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

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

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

Policy BEC: Non-Public Sessions

Status: ADOPTED

Original Adopted Date: 05/01/2006 | Last Revised Date: 09/01/2021 | Last Reviewed Date: 09/01/2021

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 - Sept. 2021; New policy - May 2006
NHSBA revision notes, September 2021, elements of BEC that were specific to non-public minutes were moved to sample policy BEDG such that all minutes provisions are in one comprehensive sample policy. Additional changes to BEC include language clarifying on the one hand that non-public sessions may only occur during a public meeting, on the other hand may occur even if there is no reference on the meeting notice or agenda that such a session might occur. Final revisions include reference to Ed 303.01 directing Boards to require the presence of the Superintendent/designee at Board meetings, as well as a reminder that information discussed in non-public is confidential.

The Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Non-public sessions may only occur after a duly noticed public meeting has been called to order, and before that meeting is adjourned. Once the public meeting has been convened, the Board may enter non-public session at any time during such meeting if a majority of the Board, by roll-call vote, find that sufficient grounds under 91-A:3, II exists. A non-public session may occur during a duly notice meeting irrespective of whether a non-public session appeared on either the meeting notice or meeting agenda.

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The minutes of the non-public session constitute the record of that session. Information discussed in non-public session shall remain confidential except to the extent the same is required to be disclosed subject to applicable law or court order, or as authorized by the Board.

The Board shall require the presence of the Superintendent or his/her designee (see N.H. Dept. of Education Rule Ed 303.01(f)), except those non-public sessions that pertain to the Superintendent's employment.

Each year the Superintendent is directed to obtain and provide to each Board member copies of any NHSBA Non-Public Session Checklist, and update the same during the year as made available by NHSBA.

District Policy History:

First reading: _____

60

BOARD-SUPERINTENDENT RELATIONSHIP

The Board believes that policy making is a primary function of the School Board and that the execution of those policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues.

The Superintendent will keep the Board informed in all areas pertaining to the operation of the schools. He/she will prepare or cause to be prepared reports to the Board to facilitate its decisions. He/she will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when his contract is being considered.

He/she will administer the schools in conformity with the adopted policies of the Board, the State Board of Education, and state law, making such administrative rules and regulations as may be necessary. He/she will be ultimately responsible for all areas reporting directly to him/her which include instruction, business management, personnel, pupil personnel, technical, vocational and continuing education, employee relations, information and community services, and federal and special programs. He/she will coordinate these functions to obtain the efficient operation of schools for the benefit of the total community.

The responsibilities of the Superintendent in a cooperative climate with the Board are identified as:

<u>BOARD</u>	<u>SUPERINTENDENT</u>
1. To select a competent, established, educational leader as Superintendent.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
2. To serve as a policy-making body.	To make Board policy effective through efficient administration.
3. To allow the Superintendent to administer the schools	To keep the Board informed on financial matters, provide sound long-range planning, and keep current expenditures within the approved budget.
4. To exercise sound judgment in business affairs of the school corporation.	To administer effectively and provide the professional and educational leadership necessary.

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5. To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent and the community.	To deal always in an honest, professional, straight-forward, open-and-above-board manner with the staff and community.
6. To provide necessary personnel within budget limitations.	To present personnel needs to the Board.
7. To approve an organizational pattern for the Administration.	To make assignments for each position with the Board's authorization.
8. To take legal action required by law.	To recommend to the Board all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
10. To function as a Board rather than as individuals.	To deal with the Board as a whole rather than with individual members.
11. To carry on communications with members through the Superintendent.	To see that the staff can have necessary communication through the Superintendent with the Board.
12. To hold the Superintendent accountable for results.	To accept responsibility for the results.
13. To remember that schools exist for the benefit of the students and community.	To remember that schools exist for the students and community.
14. To fulfill such other duties required by regulations of the State Board of Education.	To fulfill such other duties required by regulations of the State Board of Education and state law.

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BOARD-SUPERINTENDENT RELATIONSHIP

The Board believes that policy making is a primary function of the School Board and that the execution of those policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues.

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: 5 September 2012

Appendix BDD-R(1): Board-Superintendent Relationship

Status: ADOPTED

Original Adopted Date: 05/01/2022 | Last Reviewed Date: 05/01/2022

ADOPTION/REVISION NOTES -

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

- a. This sample - as with virtually all NHSBA samples designated with "-R", "-F", or "-E" - is intended as an aid toward administrative implementation of the corresponding sample policy. Because this sample is not intended as a board policy, neither the original adoption, nor revisions / amendments to the same, require approval by the board any more than other administrative regulations or procedures promulgated under the superintendent's direction.
- b. General - As with all sample documents, 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 document. 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 May 2022

The Superintendent will keep the Board informed in all areas pertaining to the operation of the schools. He/she will prepare or cause to be prepared reports to the Board to facilitate its decisions. He/she will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when his contract is being considered.

He/she will administer the schools in conformity with the adopted policies of the Board, the State Board of Education, and state law, making such administrative rules and regulations as may be necessary. He/she will be ultimately responsible for all areas reporting directly to him/her which include instruction, business management, personnel, pupil personnel, technical, vocational and continuing education, employee relations, information and community services, and federal and special programs. He/she will coordinate these functions to obtain the efficient operation of schools for the benefit of the total community.

The responsibilities of the Superintendent in a cooperative climate with the Board are identified as:

BOARD	SUPERINTENDENT
1. To select a competent, established, educational leader as Superintendent.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
2. To serve as a policy-making body.	To make Board policy effective through efficient administration.
3. To allow the Superintendent to administer the schools	To keep the Board informed on financial matters, provide sound long-range planning, and keep current expenditures within the approved budget.
4. To exercise sound judgment in business affairs of the school corporation.	To administer effectively and provide the professional and educational leadership necessary.
5. To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent and the community.	To deal always in an honest, professional, straight-forward, open-and-above-board manner with the staff and community.

6. To provide necessary personnel within budget limitations.	To present personnel needs to the Board.
7. To approve an organizational pattern for the Administration.	To make assignments for each position with the Board's authorization.
8. To take legal action required by law.	To recommend to the Board all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
10. To function as a Board rather than as individuals.	To deal with the Board as a whole rather than with individual members.
11. To carry on communications with members through the Superintendent.	To see that the staff can have necessary communication through the Superintendent with the Board.
12. To hold the Superintendent accountable for results.	To accept responsibility for the results.
13. To remember that schools exist for the benefit of the students and community.	To remember that schools exist for the students and community.
14. To fulfill such other duties required by regulations of the State Board of Education.	To fulfill such other duties required by regulations of the State Board of Education and state law.

District History:

First reading: _____

Second reading/adopted: _____

Appendix BDD-R(2): Board-Superintendent Relationship

Status: ADOPTED

Original Adopted Date: 05/01/2022 | Last Reviewed Date: 05/01/2022

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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 sample - as with virtually all NHSBA samples designated with "-R", "-F", or "-E" - is intended as an aid toward administrative implementation of the corresponding sample policy. Because this sample is not intended as a board policy, neither the original adoption, nor revisions / amendments to the same, require approval by the board any more than other administrative regulations or procedures promulgated under the superintendent's direction.*
- (b) *General - As with all sample documents, 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 document. 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.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised May 2022

=====

The Superintendent will keep the Board informed in all areas pertaining to the operation of the schools. He/she will prepare or cause to be prepared reports to the Board to facilitate its decisions. He/she will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when his contract is being considered.

He/she will administer the schools in conformity with the adopted policies of the Board, the State Board of Education, and state law, making such administrative rules and regulations as may be necessary. He/she will be ultimately responsible for all areas reporting directly to him/her which include instruction, business management, personnel, pupil personnel, technical, vocational and continuing education, employee relations, information and community services, and federal and special programs. He/she will coordinate these functions to obtain the efficient operation of schools for the benefit of the total community.

The responsibilities of the Superintendent in a cooperative climate with the Board are identified as:

BOARD	SUPERINTENDENT
1. To select a competent, established, educational leader as Superintendent.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
2. To serve as a policy-making body.	To make Board policy effective through efficient administration.
3. To allow the Superintendent to administer the schools	To keep the Board informed on financial matters, provide sound long-range planning, and keep current expenditures within the approved budget.
4. To exercise sound judgment in business affairs of the school corporation.	To administer effectively and provide the professional and educational leadership necessary.

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5. To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent and the community.	To deal always in an honest, professional, straight-forward, open-and-above-board manner with the staff and community.
6. To provide necessary personnel within budget limitations.	To present personnel needs to the Board.
7. To approve an organizational pattern for the Administration.	To make assignments for each position with the Board's authorization.
8. To take legal action required by law.	To recommend to the Board all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
10. To function as a Board rather than as individuals.	To deal with the Board as a whole rather than with individual members.
11. To carry on communications with members through the Superintendent.	To see that the staff can have necessary communication through the Superintendent with the Board.
12. To hold the Superintendent accountable for results.	To accept responsibility for the results.
13. To remember that schools exist for the benefit of the students and community.	To remember that schools exist for the students and community.
14. To fulfill such other duties required by regulations of the State Board of Education.	To fulfill such other duties required by regulations of the State Board of Education and state law.

District History:

First reading: _____

Second reading/adopted: _____

QUORUM

A simple majority of the Board shall constitute a quorum for the transaction of business.

Participating Electronically from a remote location

When it is not reasonably practical for a member to attend in person, the member may attend via telephone, skype, or other electronic means. RSA 91-A:2, III. The following is required:

1. The reason it is not reasonably practical for the member to attend in person must be included in the minutes of the meeting.
2. The member participating electronically must identify anyone present at the location the member is participating from.
3. All votes taken during the meeting must be by taken by roll call vote.
4. The public attending the meeting and all members must be able to simultaneously hear or see communication between the member participating remotely and those participating in person. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern the meeting discussion contemporaneously at the meeting location specified in the meeting notice.
5. Except for an emergency meeting, if a member is allowed to participate electronically from a remote location, there must be a quorum of the school board physically present at the location specified in the meeting notice. Except in an emergency, the members participating electronically from a remote location will not count towards satisfying the quorum requirement.
6. When, in an emergency, the quorum requirement is satisfied in part by one or more members participating electronically from a remote location, the facts requiring immediate action before a physical quorum can be gathered shall be included in the minutes of the meeting.

Legal References:

RSA 91-A2, Meetings Open to the Public

Mr. Robert DeColfmacker, Chairman
 Mr. Bob Ouellette, Vice Chairman
 Mrs. Brennan Peaslee
 Mrs. Mary Collins
 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: 17 October 2012
 Revised by the Board: 6 March 2013

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QUORUM

A simple majority of the board shall constitute a quorum for the transaction of business.
A majority vote in the affirmative of the members present is required.

Board members unable to attend a meeting in person may communicate via electronic means in accordance with Policy BEA and RSA 91-A:2, III. However, in all circumstances, a quorum shall be met when a quorum of the board is physically present at the meeting.

Legal References:

RSA 91-A2, Meetings Open to the Public

Mrs. Judith Nason, Chairperson
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: 17 October 2012
Revised by the Board: 6 March 2013

Policy BEDC: Quorum

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.*
- 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 2017

Revised: September 2008

Reviewed: February 2004

Revised: July 1998

NHSBA Revision Note: This policy is revised to conform with legislative amendment of the Right-to-Know law, RSA Chapter 91-A.

~~~~~  
A simple majority of the Board shall constitute a quorum for the transaction of business.

Participating Electronically from a remote location

When it is not reasonably practical for a member to attend in person, the member may attend via telephone, skype, or other electronic means. RSA 91-A:2, III. The following is required:

1. The reason it is not reasonably practical for the member to attend in person must be included in the minutes of the meeting.
2. The member participating electronically must identify anyone present at the location the member is participating from.
3. All votes taken during the meeting must be by taken by roll call vote.
4. The public attending the meeting and all members must be able to simultaneously hear or see communication between the member participating remotely and those participating in person. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern the meeting discussion contemporaneously at the meeting location specified in the meeting notice.
5. Except for an emergency meeting, if a member is allowed to participate electronically from a remote location, there must be a quorum of the school board physically present at the location specified in the meeting notice. Except in an emergency, the members participating electronically from a remote location will not count towards satisfying the quorum requirement.
6. When, in an emergency, the quorum requirement is satisfied in part by one or more members participating electronically from a remote location, the facts requiring immediate action before a physical quorum can be gathered shall be included in the minutes of the meeting.

BOARD MEMBER INDEMNIFICATION

The members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who violates the oath of office, or otherwise engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

Legal References:

RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives
 RSA 31:105, Powers and Duties of Towns: Indemnification for Damages
 RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act
 RSA 31:107, Powers and Duties of Towns: Purchase of Insurance

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Brennan Peaslee
Mrs. Mary Collins
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: 17 October 2012

Page 1 of 1

BOARD MEMBER INDEMNIFICATION

The members of the board and its employees and agents act as agents of the district. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the district and the state and federal governments.

In order to protect the individual members of the board, its employees and other agents, and the educational interest of the community, the board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify board members and agents of the district for their official actions in the service of the school district.

Legal References:

- RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives
- RSA 31:105, Powers and Duties of Towns: Indemnification for Damages
- RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act
- RSA 31:107, Powers and Duties of Towns: Purchase of Insurance

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: 17 October 2012

Policy BIE: Board Member Indemnification

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 05/01/2022 | Last Reviewed Date: 05/01/2022

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 2022, Nov. 1999, July 1998

NHSBA revision notes, May 2022, revised to include exception to indemnification when board member violates his or her oath of office, or otherwise acts outside his/her authority. Also included additional legal references.

The members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who violates the oath of office, or otherwise engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. 30 minutes will be set aside for the public to address the Board. The first 15 minutes will be on the agenda after the Agenda Review and the last 15 minutes will be on the agenda after Follow Up. Speakers may make a comment for three minutes on a topic on the agenda at each 15 minute session. ~~Speakers will be allotted three minutes per person. There will be one opportunity for public comment on items that are on the agenda which will be at the beginning of the public meeting.~~ Speakers will only be able to speak once, and speakers may not relinquish their speaking time to other public speakers.

2. ~~If there are not enough speakers at the beginning of the meeting to exhaust the full 30 minutes, the Board will move forward and conduct the business of the board agenda. The amount of time left from the 30 minutes will be noticed, and the board chair will recognize a member of the public for comment should a new member of the public enter the meeting.~~

3. Members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Superintendent and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.

4. Consistent with RSA 91-A:3, Policy BEDB, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB.

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

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 2 January 2008
Reaffirmed by the Board: 19 September 2012
Revised by the Board: 21 August 2013
Reaffirmed by the Board: 4 June 2019
Revised by the Board: 7 February 2023

5. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated

6. Any comments which do not adhere to the above rules of order, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.

7. In order to comply with the minute requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.

Legal Reference:

RSA 91-A:2, Meeting Open to Public

RSA 91-A:3, Non-Public Sessions

RSA 189:74

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

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 2 January 2008
Reaffirmed by the Board: 19 September 2012
Revised by the Board: 21 August 2013
Reaffirmed by the Board: 4 June 2019
Revised by the Board: 7 February 2023

PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. 30 minutes will be set aside for the public to address the Board. Speakers will be allotted three minutes per person. There will be one opportunity for public comment on items that are on the agenda which will be at the beginning of the public meeting. Speakers will only be able to speak once, and speakers may not relinquish their speaking time to other public speakers.
2. If there are not enough speakers at the beginning of the meeting to exhaust the full 30 minutes, the Board will move forward and conduct the business of the board agenda. The amount of time left from the 30 minutes will be noticed, and the board chair will recognize a member of the public for comment should a new member of the public enter the meeting.
3. Members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Superintendent and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.
4. Consistent with RSA 91-A:3, Policy BEDB, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB.
5. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated

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

Adopted by the Board: 6 December 2000
 Reaffirmed by the Board: 6 May 2002
 Reaffirmed by the Board: 2 January 2008
 Reaffirmed by the Board: 19 September 2012
 Revised by the Board: 21 August 2013
 Reaffirmed by the Board: 4 June 2019
 Revised by the Board: 7 February 2023

6. Any comments which do not adhere to the above rules of order, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.

7. In order to comply with the minute requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.

Legal Reference:

RSA 91-A:2, Meeting Open to Public

RSA 91-A:3, Non-Public Sessions

RSA 189:74

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

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 2 January 2008
Reaffirmed by the Board: 19 September 2012
Revised by the Board: 21 August 2013
Reaffirmed by the Board: 4 June 2019
Revised by the Board: 7 February 2023

Policy BEDH: Public Comment and Participation at Board Meetings

Status: ADOPTED

Original Adopted Date: 02/01/2004 | Last Revised Date: 08/01/2022 | Last Reviewed Date: 08/01/2022

Category: Recommended

ADOPTION/REVISION NOTES -

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

- a. **SPECIAL NOTE:** With the adoption of SB410 (codified as new RSA 189:74), school boards are now required to provide a minimum of 30 minutes of opportunity for public comment at most board meetings. Previously, such public comment was optional under both state law and the First Amendment. The new statute is largely in accord with NHSBA's past recommendations for public comment periods, and generally reflects some of the principles under First Amendment law regarding "time, place and manner" rules, and other viewpoint neutral speaker limitations. Although RSA 189:74 includes specific mandated parameters, it leaves to local boards much discretion with respect to how those parameters are implemented. For instance, although boards must provide time for "no less" than 30 minutes, the law does not dictate when or how during a meeting the 30 minutes shall occur. Accordingly, the placement and limitations included in this sample policy are only suggestions. In adopting/revising its own policy, re: public comment period, a board may, among other things, choose language: (1) allowing more than the required 30 minutes, (2) breaking the 30 minutes into more than one session, or (3) including a provision to the effect that "if there are not enough speakers at the beginning of the meeting to exhaust the full 30 minutes, the Board will provide opportunity at the end of the meeting for additional public comment of no less than the balance of the 30 minutes." Additionally, although the statute allows boards to prohibit disclosure of student & staff PII and other confidential information, it does not require such a provision. Boards wishing to explore allowable options for their public comment periods should contact NHSBA's staff attorney or their district's private counsel.
- 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 Aug. 2022, Sept. 2019, May 2007, Nov. 1999, July 1998 and Feb. 2004
NHSBA revision notes, Aug. 2022, revised to reflect the enactment of RSA 189:74 (see, SB 410). The new statute now requires school boards to provide no less than 30 minutes public comment opportunity at each of its meetings. Previously, while most school boards included public comment periods in their meetings, it was not required. The law leaves boards with choices about how the public comment period is administered. E.g., boards may: (1) request - but not require - pre-registration, (2) set per speaker time limitations, (3) restrict comment that disclose student/staff PII, and/or (4) exclude/allow remote comments. **September 2018:** This sample policy is updated to more specifically recognize the distinction between board business, and public comment, and how that distinction relates to the benefit of public input at board meeting, as well as emerging judicial decisions regarding the need for viewpoint neutrality relative to public comment rules.

A. General Meeting Policy.

Meetings of the Board shall be open to the press and public. ¹Delete fn.] -

The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. Additionally, the Board will provide opportunity for members of the public to provide input and comment at Board meetings consistent with the meeting and participation rules as described below.

This policy sets forth the standards and meeting rules that apply to the public in attendance at Board meetings, and to the opportunity for the public to provide comment at Board meetings.

B. Opportunity for Public Comment.

Consistent with RSA 189:74, the Board will provide the opportunity for members of the public to comment on school district matters at all Board meetings with the exception of emergency meetings called under RSA 91-A:2, II, or at meetings for which the sole purpose is to address one or more issues in non-public session under RSA 91-A:3.

In order to ensure that persons who wish to appear before the Board may be heard and, at the same time, ensure that the Board may conduct its business and meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

1. Members of the public shall not speak unless recognized by the Board Chair or other person presiding over the meeting ("Chair" shall apply to either in this policy).
2. The Board will generally schedule the public comment period in the first half of its meetings. *[some boards have policies that establish an agenda order. Those boards will need to assure that their agenda "templates" match the placement of public comment in a revised BEDH]*
3. The Board will provide a minimum of thirty ____² Delete Fn.] minutes *[[optional]and a maximum of ____ [e.g. forty-five, thirty, etc] minutes to hear public comment. This period may be extended by a majority vote of the Board. Additionally, the Board may include additional public comment periods for specific agenda items with a time limit for public comment specified on the pertinent agenda. If speakers do not fill the minimum 30 minute public comment period,³ Delete fn.] the Board will move to table the remainder of the time until the end of the meeting *[[or] later in the meeting [or for Boards who move into nonpublic session directly after the meeting] immediately before scheduled nonpublic session]. If insufficient speakers remain to fill the 30 minutes, the Board will close public comment.**
4. Individual speakers will be allotted ____*[e.g. three, five, etc.]* minutes per person and each speaker will be permitted equal time. Speakers may not relinquish allotted time to another speaker. The Board may at the outset of the public comment period increase or decrease the individual time limit for all speakers (but may not decrease the aggregate time below 30 minutes).
5. {OPTIONAL} Speakers are requested to sign up prior to the meeting *[describe method, online form, email, sheet outside of the meeting room, etc]. Although such pre-registration is not required as a condition for offering public comment, the Chair will recognize speakers on a first come basis using the pre-registered list as the starting point.⁴ delete Fn.] If a person declines to speak or is not present at the time called, the Chair will move to the next name on the list.*
6. {OPTIONAL} The Board makes most meetings accessible online in real time with meeting links included on the meeting notice. Although the Board will allow public comment remotely, attendance in person to offer public comment is highly encouraged. The Board cannot and will not assure that in all cases the technology will/can function adequately. If technological issues arise either before or during the meeting such that the comments are not reasonably audible at the meeting location, the Chair may terminate opportunity for remote public comment, or terminate the speaker's comment period.
7. {OPTIONAL}.The Board will provide opportunity for written public comment for persons unable to attend the meeting. Written comments that meet the requirements of this paragraph and other provisions of this policy, will either (a) be included in the materials publicly available at the meeting, (b) briefly described in the minutes (in the same manner as comments made in person), or (c) attached to the minutes. In the event that the full thirty minutes for public comment have not been exhausted, the Board may read the written comments aloud at the meeting on a first received basis until the comment period has expired. Written comments must be submitted at least ____ *[e.g., two, three, etc.]* prior to a Board meeting, and shall be limited to ____ *[e.g., 425, etc.]*⁵ words. Anonymous written comments will not be accepted as part of public comment as RSA 91-A:2, II requires that meeting minutes include the names of persons appearing at public meetings. Only one written comment is permitted per individual for each meeting. Written comments including PII or other confidential information will only be disclosed/made public as required under RSA 91-A:4 and 5, and Board policy *{**}EH*. This paragraph is not intended to limit other correspondence to the school district, but only pertains to writings intended to be included as public comment at a school board meeting.
8. In order to comply with the official minutes requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.

9. During the public comment period, an individual may offer comments on agenda items or any other District matters (e.g., operations, budget, and other issues directly relating to the District's school policies, programs and operations.) However, consistent with RSA 189:74, I, and in the interest of protecting personally identifiable information ("PII") as well as other confidential information, comments (including complaints) regarding individual students, volunteers, or employees (other than the Superintendent) should be directed to the Superintendent or otherwise as provided under the complaint/grievance resolution processes set forth in School Board policies (**)KE and/or (**)KEB.
10. Defamatory statements, comments threatening bodily harm, or other unprotected speech will not be tolerated.
11. Comments which do not adhere to the above provisions, may be ruled out of order by the Chair. Repeated violations may result in the Chair terminating the speaker's privilege of address, and possibly deeming the violations a disruption to be treated as discussed in section C below.
12. Persons appearing before the Board are reminded that the public comment period is an opportunity for members of the public to provide their input to the Board but is not a question and answer session. Board members are without authority to answer spontaneously on behalf of the Board. Thus, in most instances, Board response, if any, will be deferred pending consideration by the full Board.
13. In addition to the opportunity to offer input during the public comment period of a Board meeting, members of the public may also request initiatives or other such items to be placed on the Board's agenda. The determination whether or not to include the matter on a Board meeting agenda will be made consistent with Board Policy (**)BEDB. Requests to have a matter placed on an agenda should be presented in writing to the Superintendent no less than fourteen days prior to the next Board meeting and must set forth the specifics of the subject to be addressed.

C. Meeting Disruptions. The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. While members of the public have the right to attend and offer input during the public comment period of meetings, they do not have the right to disrupt the meetings. Impermissible disruptions include, but are not limited to:

- Shouting at any time, or speaking while someone else has been recognized by the Chair;
- Obstructing the view of others with posters or otherwise;
- Refusing to terminate public comment after that speaker's time has expired;
- Any other sustained or intentionally loud noises after the Chair has called for order; or
- Any other conduct intended to disrupt the meeting or person speaking.

If, after at least two warnings from the Chair, an individual continues to disrupt the meeting by words or actions, the Chair may direct the person to leave the meeting. Upon refusal, the Chair may request assistance from law enforcement officials to have the individual removed, with the potential for criminal charges. Interruptions may result in a recess, or, provided the thirty minutes for public comment has expired, and adjournment of the meeting.

¹ [Delete fn.] RSA 189:74 uses the term "public". Formerly many boards' public comment policies (but not NHSBA's sample) restricted comment to groups with identifiable connections to the district (parents, residents, etc.). Boards should discuss continuance of those limitations with District counsel.

² [Delete fn.] May be more, but not fewer than 30 minutes.

³ [Delete fn.] The first sentence of 189:74 implies that the Board needs to provide "opportunity" for public comment, while the second sentence says the period must be "no less than 30 minutes." One reasonable reading would be that the "opportunity" for 30 minutes would suffice. This sample, however, suggests that if not enough speakers are present at the point in the agenda for public comment, the board can table the remainder until the end of the meeting. If no speakers are then present, the board could adjourn.

⁴ [Delete Fn.] Boards may request that persons register in advance but may not require pre-registration as a condition of participating in the public comment period.

⁵ [Delete Fn.] A speech of 425 words will take approximately 3 minutes to read at a normal speed.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Technology Committee Notes

March 20, 2024

Ordering:

1. Sub Committee to meet

Computers:

1. Review of proposals

Subscriptions:

1. Determined how the committee was going to review forms.

Chromebooks:

1. Determined we are going to create a new student contract
2. Determination of buyback program and follow up

Culture and Climate Committee
April Meeting Notes
4-2-24

Attendees: Kathy Frothingham, Sara Gillikin, Angela Boston, Juliana Purvis
Meeting time: 3:20-4:15

Discussion:

*Solar Eclipse

*How is the culture of the school?

*Teacher Appreciation in May 6th -10th:

*Walking tacos?

*What is PTA doing for this?- Kathy ask

*Google doc list of supplies needed or reimbursement

*Snacks and drinks on a Friday?

*Dessert?

*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/

*Next culture climate meeting May 7th

*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 May- Linda

*Contact Julie about getting money for the flowers-Kathy

*Birthday board- create a survey next year with birthdays (staff can opt out of sending that information), also include allergies

*Clean up the teachers lounge- April 30th

- *Fundraiser- What are the steps to get a fundraiser approved?- Juliana to ask Norma
 - *Create one by the end of the year
 - *Bakesale?
 - *After school dance?

Needs:

- *Order flowers- Linda
- *Work on sending out more thank you notes.
- *Ask about fundraisers
- *Clean up teachers lounge

Ideas for future:

Shout outs for Staff-
Potentially making some treats for staff in Teacher Workshop
Fundraiser

Completed Item

AREA AGREEMENT BOARD MEETING

Agenda Items:

Disciplinary Hearings

Graduation