

Agenda Worksheet

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

Date: April 2, 2024 6:00pm

Transportation Committee 5:15pm

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

2. AGENDA REVIEW

3. PRESENTATIONS, PUBLIC HEARINGS

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

5. REPORTS

- a. Transportation
- c. Student Services
- d. Superintendent Report

6. CONSENT AGENDA

- a. **AP Manifest**- Batch #43854, \$850.00; Batch #43835, \$5,842.29; Batch #43833, \$449.20; Batch #43848, \$1,356.47; Batch #43875, \$139,626.69; Batch #43873, \$26,105.76; Batch # 43903, \$1,109.17; Batch #43900, \$48.25; Batch #43899, \$117.14; Batch #43894, \$5,278.80; Batch #43923, \$465.15; Batch #43925, \$3,636.31
- b. **Payroll Manifest**- Batch #43878, \$210,163.34; Batch #43917, \$75,809.60, Batch #43918, \$2,230.00; Batch #43919, \$4,590.00

7. MEETING MINUTES

- a. WSB Non Public Minutes 3.19.24
- b. WSB Public Minutes 3.5.24
- c. WSB Public Minutes 3.19.24

8. OLD BUSINESS

9. NEW BUSINESS

- SAFE Grant Awards
- General Assurances
- AREA Agreement Agenda

10. COMMITTEE UPDATES

- Health and Wellness Committee
- Curriculum Committee

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11. POLICIES

- BDD- Board Superintendent Relationship- 1st Reading
- BGAA- Policy Development, Adoption and Review- 1st Reading
- BEC- Non Public Sessions- 1st Reading
- BEDC- Quorum- 1st Reading
- BIE- Board Member Indemnification
- BEDH- Public Participation at Board Meetings- 1st Reading
- JLCF- Wellness- 1st Reading
- BGC- Reference Policy
- BEDG- Reference Policy
- BEA- Reference Policy
- BG- Reference Policy
- BGA- Reference Policy
- BGB- Reference Policy
- BGE- Reference Policy

12. NOMINATIONS/HIRES/RESIGNATIONS

13. FOLLOW-UP

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

15. ADJOURNMENT: PM

Upcoming: The next Wakefield School Board meeting will be held April 16, 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-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 exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

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

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

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

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

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

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

Student Services Report

March 2024

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 8th through August 1st. More information will be shared with families once program details are finalized.

The table below includes a summary of our special education students by grade level. 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.

Special Education Numbers as of 3/27/24		
School	# of identified students	# of students in referral
Paul School (Pre-K)	8	1
Paul School (K-8)	80	4
Paul School Total (Pre-K to 8)	88	5
High School	30	0
Out of District	5	0
District Total	123	5

Superintendent's Report
SAU 101
Wakefield School District
April 2, 2024

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 their 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! .

Respectfully submitted,

Anne L. Kebler
Superintendent, SAU 101

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 63915

Check Batch: 43854
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 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
43854	90319	03/12/2024	1706	CHARTER COMMUNICATIONS	0.00	\$50.00
Totals:					0.00	\$850.00

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

Mary Collins
Mary Collins, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeColfmacken
Robert DeColfmacken, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

9

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 63861

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 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

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43835	90317	03/08/2024	8926	IRVING ENERGY	0.00	1,086.57
	90318	03/08/2024	8927	IRVING ENERGY-PROPANE	0.00	4,755.72
Totals:					0.00	\$5,842.29

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

Mary Collins
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Brennan Peaslee, School Board Member

Robert DeColfmackee
Robert DeColfmackee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 63858

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 Include Payable Information: No
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43833	90316	03/07/2024	1706	CHARTER COMMUNICATIONS	0.00	449.20
Totals:					0.00	\$449.20

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

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Robert DeColfmackey
Robert DeColfmackey, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

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1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 63902

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 Minimum Check Amount: \$0.00

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 Include Authorization Information: Yes

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43848	23135	03/11/2024	9582	MEGHAN KELLY	0.00	1,356.47
Totals:					<u>0.00</u>	<u>\$1,356.47</u>

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

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Brennan Peaslee, School Board Member

Robert DeColfmacke
Robert DeColfmacke, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

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1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 63967

Check Batch: 43875
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 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

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43875	23145	03/15/2024	9690	ACAPELLA TECHNOLOGIES, LLC	0.00	3,500.00
	23146	03/15/2024	310	AMAZON BUSINESS	0.00	2,056.85
	23147	03/15/2024	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	346.50
	23148	03/15/2024	1812	CROWN AWARDS	0.00	93.74
	23149	03/15/2024	9665	Davis, Brad	0.00	40.04
	23150	03/15/2024	9375	DRUMMOND WOODSUM &	0.00	2,388.00
	23151	03/15/2024	9520	KEYSTONE PRESS	0.00	1,015.08
	23152	03/15/2024	9705	Laconia Refrigeration	0.00	1,010.00
	23153	03/15/2024	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	38.45
	23154	03/15/2024	9649	MICROSOFT CORPORATION	0.00	32.50
	23155	03/15/2024	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	4,819.71
	23156	03/15/2024	2128	NAPA AUTO PARTS	0.00	337.76
	23157	03/15/2024	1349	NH ASSOCIATION OF SPECIAL ED	0.00	350.00
	23158	03/15/2024	596	NH SCHOOL HEALTH CARE COALITION	0.00	81,464.50
	23159	03/15/2024	9668	OPTIMUM TRANSPORTATION	0.00	1,425.00
	23160	03/15/2024	2218	OVERDRIVE INC.	0.00	250.00
	23161	03/15/2024	260	PARKER EDUCATION	0.00	6,686.37
	23162	03/15/2024	506	PIONEER MECHANICAL	0.00	2,964.67
	23163	03/15/2024	9530	SOLIAN	0.00	3,826.00
	23164	03/15/2024	9585	ST CHARLES SCHOOL	0.00	10,460.17
	23165	03/15/2024	9679	STORAGE NETWORKS CORPORATION	0.00	344.00
	23166	03/15/2024	762	STRAFFORD LEARNING CENTER	0.00	5,196.80
	23167	03/15/2024	1675	THE HOME DEPOT CREDIT SERVICES	0.00	198.12
	23168	03/15/2024	9191	TORRES, LUIS	0.00	300.16
	23169	03/15/2024	9226	TOWN OF WAKEFIELD - TAX COLLECTOR	0.00	5,448.88
	23170	03/15/2024	9087	TYLER TECHNOLOGIES	0.00	135.00
	23171	03/15/2024	2853	VACHON, CLUKAY & CO., PC	0.00	4,150.00
	23172	03/15/2024	9669	VOYA BENEFITS COMPANY	0.00	182.50

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	23173	03/15/2024	9669	VOYA BENEFITS COMPANY	0.00	485.89
	23174	03/15/2024	1944	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	80.00
Totals:					0.00	\$139,626.69

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT
APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeColfmacken
Robert DeColfmacken, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

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30 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 63963

Check Batch: 43873
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 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
43873	23136	03/15/2024	310	AMAZON BUSINESS	0.00	656.61
	23137	03/15/2024	2081	APPLE COMPUTER INC.	0.00	17,070.00
	23138	03/15/2024	9702	Mannie Nogueira BMX Shows LLC	0.00	999.00
	23139	03/15/2024	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	239.70
	23140	03/15/2024	9609	ROY, ASHIA	0.00	62.86
	23141	03/15/2024	9699	RSU #57	0.00	174.03
	23142	03/15/2024	1259	SCHOLASTIC INC	0.00	370.06
	23143	03/15/2024	9530	SOLJANT	0.00	4,883.50
	23144	03/15/2024	1768	THE MASTER TEACHER, INC.	0.00	1,650.00
Totals:					0.00	\$26,105.76

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

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Robert DeColfmackee
Robert DeColfmackee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

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9 Checks Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 64021

Check Batch: 43903
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 Check Dates: (Earliest) - (Latest)
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Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

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43903	90321	03/22/2024	8926	IRVING ENERGY	0.00	1,109.17
Totals:						\$1,109.17

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 64021

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 DeColfmackee
Robert DeColfmackee, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandra Taliastro, School Board Member

Brennan Peaslee
Brennan Peaslee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

21

I Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 64017

Check Batch: 43900
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 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
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 Minimum Check Amount: \$0.00
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 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

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43900	23176	03/21/2024	9678	ALJE, DAWN	0.00	48.25	
Totals:						0.00	\$48.25

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

Robert DeColfman
Robert DeColfman, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandrea Taliaferro
Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

23

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 64015

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 Minimum Check Amount: \$0.00

Sorted By:
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 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
43899	23175	03/21/2024	9637	DIROCCO, NORMA	0.00	117.14
Totals:						\$117.14

24

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

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Sandra Taliaferro
Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

25

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 64008

Check Batch: 43894
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 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
43894	90320	03/21/2024	669	EVERSOURCE	0.00	5,278.80
Totals:					0.00	\$5,278.80

26

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 64008

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 DeColfmacke
 Robert DeColfmacke, School Board Chairman
- 
Bob Ouellette
 Bob Ouellette, School Board Vice Chairman
- 
Mary Collins
 Mary Collins, School Board Member
- 
Sandra Taliaterra
 Sandra Taliaterra, School Board Member
- 
Brennan Peaslee
 Brennan Peaslee, School Board Member
- 
Carlene Stewart
 Carlene Stewart, Treasurer
- 
Anne Kebler
 Anne Kebler, CEO

27

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 64054

Check Batch: 43923
 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	
43923	90322	03/26/2024	8926	IRVING ENERGY	0.00	465.15	
Totals:						0.00	\$465.15

28

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

Robert DeColfmancker
Robert DeColfmancker, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Brennan Peaslee
Brennan Peaslee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

29

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 64057

Check Batch: 43925
 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
43925	90323	03/26/2024	8927	IRVING ENERGY-PROPANE	0.00	3,636.31
Totals:					0.00	\$3,636.31

30

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

Robert DeCaffmacker
Robert DeCaffmacker, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandra Taliaterra
Sandra Taliaterra, School Board Member

Brennan Peaslee
Brennan Peaslee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

31

1 Check Listed.

Wakefield School Board Public Minutes

March 5, 2024

Held in Paul School Library



NOT APPROVED BY THE BOARD (0-5)

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

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

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

Agenda Review

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

Presentation

None

Public Comment

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

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

Mrs. Peaslee said anything put on the agenda has to have the backup for the public. She said they discussed and voted on that. She went on to say by putting this on the agenda you made this a discussion that they (*the audience*) are allowed to be part of. She said the emails are technically meetings if the Board members are all involved in them. She said if they needed clarification they should have been clarified in non public and then put in the next Board packet. Mr. Ouellette disagreed that it was a meeting. Mrs. Taliaferro passed out paperwork to the audience. (*inaudible everyone talking at once*)

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

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

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

Reports

Superintendent's Report

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

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

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

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

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

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

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

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

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

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

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

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

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

Technology

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

Consent Agenda

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

Meeting Minutes

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

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

New Business

Board Member Emails

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

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

Clarification:

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

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

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

We send our packets out on Friday mornings so that the board members have an opportunity to read through their packets and call the SAU office on Monday with questions they may still

have, so that we have time to bring the answers to those questions on Tuesday night giving accurate information.

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

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

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

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

Respectfully submitted,

Anne L. Kebler

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

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

It actually stemmed from previous emails about closing down the SAU office early on Fridays on one or two holidays and if it's not in their contract and if the state and taxpayers are paying for their salaries and the staff is not required to use their vacation time or sick time to be out she finds that to not be okay. She said she has previous contracts from the 93 pages from Mr. Ouelletts email that showed specific days listed in the contracts. She knew she had seen contract before with the holiday schedule listed. She said that's why she wanted to look at the contracts. She said she offered to scan the contracts so as not take up the SAU employees time.

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

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

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

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

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

Mrs. Peaslee said she wasn't happy being added to the email chain at the very end. She said she heard Mrs. Taliaferro ask for the copies at a previous meeting. She asked and a 91-A was never mentioned. She should have been told she needed a 91-A request. Mrs. Kebler said Mrs. Taliaferro sent her an email and she would be at the SAU on Monday to look at copies. Mrs. Peaslee said she asked to look at copies at a meeting. She sees nothing wrong with the emails besides a School Board member doing her due diligence. She asked to be put on the agenda. She did it the right way and you chose not to do so. She was just asking questions. She doesn't think this should be part of a Board meeting.

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

Role of A School Board Member

Mrs. Kebler read the following and asked for clarification:

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

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

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

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

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

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

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

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

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

Public Comment

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

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

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

Policies (all 1st Reading)

BBB School Board Elections

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

BBBC Board Member or District Officer Resignation

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

BBBE Unexpected Term Fulfillment

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

BCA School Board Member Ethics

Adopting the NHSBA policy

BCB Board Member Conflict of Interest

Policy revised. Adds mechanism to handle nepotism.

BDB Board Officers

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

BBBH (Remove)

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

Follow Up

Non Public

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

The Board returned to Public Session at 8:23.

Adjournment

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

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Wakefield School Board Public Minutes

March 19, 2024

Held in Paul School Library



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

Those Present: Town Administrator Dino Scala, Nicole Cuevas, Katie Howard, Candace Dewey, and Max Gehring from Clearview TV

Mrs. Kebler led those present in the salute to the flag at 6:00.

Board Reorganization

Mrs. Kebler asked for nominations for Chairman.

Mrs. Collins made a motion, seconded by Mr. Ouellette, to elect Mr. DeColfmacker as chair. (Vote 3-2)

Mr. DeColfmacker asked for nominations for Vice-Chair.

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to make Mr. Ouellette Vice Chair. (Vote 5-0)

Agenda Review

Mrs. Kebler added the school calendar, which was approved yesterday by the Union to New Business. She also has the AREA meeting that will be held April 15th at 6:00 and is looking for agenda items.

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to have a second public comment after Committee Updates. (Vote 5-0) There will be two 15 minute public comments.

Mr. Ouellette asked that a clarification statement be placed under Old Business. Mr. Taliaferro said she may have a follow up comment as well. Mr. DeColfmacker asked that the AREA Agreement Exploratory Committee update be put under Committee Updates

Presentation

NH Hunger Solutions

Brodie Deshaies presented the following:

School Districts and Food Access

How can we better feed Wakefield's students?

Presentation by NH Hunger Solutions

for the benefit of the SAU 101 (Wakefield)

- What is NH Hunger Solutions? Who administers federal nutrition programs?
- School board and district's role in student nutrition and food access
- Federal and state nutrition programs school districts can/do utilize
- Community Eligibility Provision and Special Assistance Alternatives
- Local practices school districts can adopt to increase food access
- Conclusion with relevant links and contact information

Mission: We advocate to end food security, improve equitable access to nutritious food, and address hunger's root causes for all New Hampshire residents.

Vision: Hunger is eliminated in New Hampshire.

In order to achieve our mission and vision, NH Hunger Solutions focuses on **these four priority areas:**

1. Engage in policy advocacy to close the gap between those eligible for and those enrolled in federal nutrition programs (SNAP, School Meals, Summer Meals, WIC)
2. Work with schools and communities to increase participation in school meals
3. Increase public awareness of the causes of and solutions to hunger in NH
4. Engage in coalition building among existing and emerging food access councils and coalitions.
5. Administered at the Federal level by the USDA's Food and Nutrition Service
6. At the state level in NH, it is administered by NH Education Department's Office of Nutrition Programs and Services (ONPS)
7. "The Office of Nutrition Programs and Services provides educational leadership, program technical assistance, federal and state funding and general services that promote and fund health, nutritional daily needs of children and adults and nutrition education for all program participants through the administration of USDA Child Nutrition Services in New Hampshire schools, institutes and summer programs."

What is a school district's role in food access and nutrition?

- Uniform Grant Guidance (UGG), 2 CFR Part 200
 - Regulates food service procurement for school districts
- Richard B. Russell National School Lunch Act
 - Establishes the National School Lunch Program in 1946
- Child Nutrition Act of 1966
 - Establishes other federal child nutrition programs like the School Breakfast Program
- Child Nutrition Reauthorization Act
 - Congress votes every 5 years to amend, expand, or create additional nutrition programs
 - Ex. The Healthy, Hunger-Free Kids Act of 2010
- NH RSA 189:11-a
 - Federal and state mandates related to school nutrition for school districts
 -

- Almost every school district participates in both programs, but not all
- National School Lunch Program
 - A federally assisted meal program operating in public and nonprofit private schools and residential child care institutions
 - Provides nutritionally balanced, low-cost or no-cost lunches to children each school day
- School Breakfast Program
 - A federally assisted meal program operating in public and nonprofit private schools and residential child care institutions
 - Provides healthy breakfasts to children, typically before the school day commences
 - In NH, all students who qualify for the free or reduced price school breakfast receive breakfast for free
- Applications
 - Schools send school meal applications at the beginning of each school year
 - Student's school meal applications can be filled out any time during the school year
 - Additional state aid is provided to school districts for every student enrolled in F/R school meals by October 15th of each year
 - The amount of state aid provided per F/R student depends on several aspects of the state's education funding formula
- Qualifications
 - Children in households with incomes up to 130% of the Federal Poverty Level qualify for free school lunches
 - Children in households with incomes from 130% to 185% of the Federal Poverty Level qualify for reduced price school lunches
 - In NH, children in households with incomes up to 185% of the Federal Poverty Level qualify for free school breakfast

Household Size	Free Guidelines	Reduced-Price Guidelines
	Yearly	Yearly
1	\$18,954	\$26,973
2	\$25,636	\$36,482
3	\$32,318	\$45,991
4	\$39,000	\$55,500
5	\$45,682	\$65,009
6	\$52,364	\$74,518
7	\$59,046	\$84,027
8	\$65,728	\$93,536
For each additional family member add:	\$6,682	\$9,509

- DAF: Administration of Federal Grant Funds (specifically DAF-4)
 - Intended to establish the local board's expectations and standards for financial management and other internal controls relative to federal grant awards as required under the UGG
- EF: Food Service Management
 - Establishes local board's expectations and standards for meeting the state and federal mandates established in RSA 189:11-a and other relevant federal statutes
- EFA: Availability and Distribution of Healthy Foods

- Instructs Superintendent to distribute healthy food and implement "developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards" in accordance with federal laws
- EFAA: Meal Charging
 - Meets federal and state mandates for meal charging preventing stigma
- EFE: Vending Machines
 - Establishes regulations for vending machines in schools
- IJO: School, Family and Community Partnerships (also KA)
 - On part of the policy encourages parents to attend school-sponsored parent workshops and several things, including nutrition
- JLCF: Wellness
 - Establishes standards and expectations for meeting federal and state requirements for promoting student wellness and good health
 - Also establishes standards for meeting current federal regulations pertaining to school lunch and breakfast programs and NH Education Department guidelines
- EFC: Free and Reduced-Price Lunch
 - Requires the district to offer free or reduced-price lunches through the National School Lunch Program and establishes a process for families applying
- JLCI: Coordinated School Health Program
 - Creates regulations and expectations for adopting the "Whole School, Whole Community, Whole Child ("WSCC") model framework established by the CDC for addressing health in schools
 - This includes "Nutrition environment and services"

Additional Federal & State Nutrition Programs

- Component of the National School Lunch Program
- Federally assisted snack service that fills the afternoon hunger gap
- Each snack served is reimbursed by the USDA
 - Up to one reimbursement per participant per day
 - Snacks must meet Federal nutrition requirements
 - School districts must offer free or reduced price snack to eligible students
- In order for the afterschool care program to be eligible, it must provide organized, regularly scheduled activities in a structured and supervised environment, including an educational or enrichment activity. Program connects children with nutritious food during the summer when school isn't in session
- Reimburses providers who serve free, nutritious meals and snacks to children
- Meals are served at summer sites in eligible low-income communities
 - Eligible communities have at least 50% of the children eligible for free or reduced price school meals
 - Approved rural communities facing food access issues may provide grab-n-go or delivery
- Children 18 and younger may receive free meals and snacks at any open SFSP site
- Meals and snacks are also available through SFSP to persons with disabilities who are over age 18 and participate in school programs for people with mental or physical disabilities
- **The Carroll County Food Access Network is looking for more organizations, libraries, and school districts to host summer meal sites!**
- Also called Farm to School (F2S)

- Administered by the NH Department of Agriculture with help from:
 - NH Farm to School Program (NHFTS) at the UNH Sustainability Institute
 - NH Food Alliance (NHFA)
 - NH Hunger Solutions
- The program is a USDA non-competitive grant to be used by school districts to purchase local, minimally processed foods for school lunch operations
- Increase access to and consumption of highly nutritious, fresh, unprocessed foods by students and staff
- Federal money disseminated to school districts across NH
 - School districts have unclaimed grant money waiting to be applied for!
 - **SAU 101 has applied and qualifies for at least \$4,086.65!**

Community Eligibility & Special Assistance Alternatives

- Allows eligible schools to offer breakfast and lunch each school day at no cost to all students
- Eliminates unpaid meal charges
- Minimizes stigma related to Free and Reduced Price (F/R) Meal programs
- Reduces the paperwork and administration for school nutrition staff and families
- Streamlines meal service operations in school districts
- 90 schools across NH are eligible to participate in CEP
 - **This estimate is based on 2021-2022 data!**
- Eligibility:
 - Any school district, group of schools in a district, or individual school with 25% or more "identified student" percentage
 - Identified students are those certified for school meals by means other than a household application, and include:
 - Children who are directly certified for free school meals because their household participates in SNAP or TANF; or,
 - Children who are certified for free school meals because they are experiencing homelessness, are considered a runaway, certified as migrant, in foster care, or enrolled in Head Start.
- Reimbursement:
 - Under CEP, all meals are free to all students. Meals are still reimbursed by the USDA but reimbursement for meals in CEP schools is calculated using an Identified Student Percentage (ISP).
 - The ISP is determined by the number of "identified students" (as explained above), divided by the total school district's/group of schools'/individual school's enrollment as of April 1.
 - The percentage of meals reimbursed at the free rate is determined by multiplying the ISP by 1.6.
- **TWO IMPORTANT DISCLAIMERS!**
 - **1. These are NH Hunger Solutions' estimates and not official figures!**
 - **2. SAU 101 has an "Identified Student Percentage" (ISP) of less than 25%, so SAU 101 does not qualify for the Community Eligibility Provision**
- Estimated Costs IF SAU 101 Qualified and Participated in CEP
 - Total Enrollment: 450
 - Estimated Enrollment Eating School Lunch: 315
 - Estimated Enrollment Eating School Breakfast: 203
 - Cost Per Year to Provide No-Cost Lunch: \$163,825
 - Cost Per Year to Provide No-Cost Breakfast: \$62,815
 - Total Cost Per Year to Implement CEP: \$226,641
- **INCREASE YOUR SCHOOL'S IDENTIFIED STUDENT PERCENTAGE (ISP)!**

- Direct Certification into the Free and Reduced Price Meals Program increases your school's ISP
- **Encourage families to participate in federal programs they qualify for so their children can be directly certified for Free and Reduced Price Meals**
- What programs directly certify?
- Any child belonging to a household that participates in...
 - SNAP (food stamps)
 - TANF (Temporary Assistance for Needy Families)
- Or children who are...
 - Migrants
 - Homeless
 - In foster care or Head Start
- Categorically eligible to receive Free or Reduced Price Meals at school
- Children who are categorically eligible for Free or Reduced Price Meals can be directly certified to receive Free or Reduced Price Meals at school without submitting a school meal application to determine their income eligibility
 - **About 75 kids in Wakefield / SAU 101 receive SNAP, but 300 kids live in households at 200% of the Federal Poverty Level or less**
 - **An estimated 225 kids aren't enrolled but qualify for SNAP**
- **Work with the NH Food Bank SNAP Outreach Coordinator for Carroll County**
 - Nadine SanAntonio - sanantn54@gmail.com
- These are "...alternative provisions to the normal requirements for annual determinations of eligibility for free and reduced price school meals and daily meal counts by type (free, reduced price and paid meals) at the point of service."
- Provision 1
 - "This Provision reduces application burdens by allowing free eligibility to be certified for a 2 year period."
- Provision 2
 - **"This Provision reduces application burdens and simplifies meal counting and claiming procedures."**
 - **Recommended Special Assistance Alternative for SAU 101 to explore**
- Provision 3
 - "This Provision reduces application burdens and meal counting and claiming procedures. It allows schools to simply receive the same level of Federal cash and commodity assistance each year..."

Local practices or initiatives increasing food access

- NH ranks 47th out of 50 states for school breakfast participation
- 30-35 schools in NH are not offering breakfast to their children
- Majority of schools in NH do not offer breakfast after the first bell
 - Breakfast is only served before school hours in almost all NH schools
- Benefits of school breakfast:
 - Increased focus in the classroom
 - Fewer hunger visits to school nurses
 - Increased federal revenue for schools
 - Better educational outcomes for students
 - Higher graduation rates
- **SAU 101 has high school breakfast participation rates!**
 - About 67% (2/3s) of students who receive Free or Reduced Price Lunch also receive a Free or Reduced Price Breakfast
 - Most school districts around the state average 45%
- Offers breakfast as a part of the school day rather than before school hours

- An evidence-based practice being adopted across the country
- Multiple models for this school breakfast delivery method...
 - "Grab and go" Breakfast: Prepackaged breakfasts that are distributed to students
 - Second Chance Breakfast: During an extended break (like between a first and second period), students are able to get breakfast in the cafeteria
 - Breakfast in the Classroom: Breakfasts are delivered to students
- Benefits to this local practice:
 - Increases participation in school breakfast
 - Allows children to receive breakfast at any time they are hungry
 - Reduces stigma ("poor kids eat breakfast")
 - Available grants for school districts who need help implementing
- Schools in the challenge work to increase breakfast participation
- The school with the highest increased participation will be awarded the Elaine VanDyke School Breakfast Champion Award and a press conference can be held at your school to announce the winner.
- Grants and support are available through NE Dairy Council and UNH Cooperative Extension
- Apply through the NH Education Department
 - Start by using the Summer Food Service Program (SFSP) Checklist for On-Line Application
- Application deadline is June 15th of each year
- Consider partnering with a nonprofit organization or the NH Food Bank
- Work with direct service providers to ensure families are aware your school is a Summer Meal Site
- **The Carroll County Food Access Network is looking for hosts to help establish more Summer Meal Sites in Southern Carroll County!**
- F/R Meals = Free and Reduced Price Meals
- If more students fill out the application form for F/R School Meals and are accepted into the program, then more students will access school meals
- **Require all families to fill out F/R School Meal Applications**
- Increased school funding!
 - State education aid grants increase when schools have more students enrolled in F/R School Meals
- **Continue offering and promoting your online F/R Meal Applications**
 - Increases access to the paperwork and makes it easier for families
 - It is estimated that only ~12 school districts offer an online application
- Commonly called "Universal Meals" or "No-Cost Meals for All"
- Costs can be mitigated with participation in the Community Eligibility Provision (CEP) or Special Assistance Alternatives for eligible schools
- Free, Reduced Price, and Full-Price Meals will still be reimbursed at the regular federal rates if you don't utilize federal programs
- **Any school district can go to universal meals at any time**
 - PTA, nonprofits, other organizations can help fundraise to cover costs
 - School districts can propose a warrant article requesting the funds from residents/taxpayers
- **MAKE SURE families still fill out the Free and Reduced Price Meals Applications so your state funding isn't negatively impacted**
- **NH Hunger Solutions can help you estimate the cost to implement**
- Create a Strategic Plan for increasing food access in schools
 - You can integrate this plan into any current strategic plan SAU 101 has currently

- Set short and long term goals
 - Use objective statistics to measure success or failure
 - Ensure statistics are applicable and easy to interpret
- Start small and build towards larger overarching goals
 - Example...
 - **Year One:** Increase F/R Meal Application outreach, create a SNAP Outreach Team (coordinate with NH Food Bank), develop a district-wide SNAP Outreach Plan, implement SNAP Outreach Plan in Year Two
 - **Year Two:** Explore Special Assistance Alternative Provision 2 and CEP, develop/finalize MOUs with other school districts, host an open Summer Meal Site, participate in the School Breakfast Challenge
 - **Year Three:** Propose a warrant article for universal meals, supported with additional federal funds from Special Assistance Alternative Provision 2 or CEP, continue other initiatives

Additional Information

- NH Hunger Solutions
 - School Breakfast Challenge
 - Our Advocacy Alerts webpage
 - Our data page with NH specific hunger statistics
 - Sign up for our email list(s)
- NH School Boards Association Policy Portal
- NH ED's Office of Nutrition Programs and Services (ONPS)
- USDA Food and Nutrition Service (FNS)
- USDA FNS Meals for Schools and Childcare
- NH Farm to School
- Food Research Action Center (FRAC)
- Carroll County Food Access Network
- Executive Director, Laura Milliken
 - lmilliken@nhhungersolutions.org
- Deputy Director, Riona Corr
 - rcorr@nhhungersolutions.org
- Policy and Communications Manager, Brodie Deshaies
 - bdeshaies@nhhungersolutions.org
- Child Nutrition Manager, Karyn Rice
 - krice@nhhungersolutions.org
- Complete list of staff: <https://nhhungersolutions.org/about-us/staff-board/>

PTA

Mrs. Howard reported that the PTA had a successful dance that brought in money for their next two appreciation events for the kids. Their next big event is the breakfast with the bunny on Sunday March 24th. They are also looking for a secretary board member. They will be doing snacks and face painting at the eclipse event on April 8th.

Public Comment

Mrs. Dewey thanked Mrs. Kebler and the administration for meeting with her. She said she wants the Board to stop fighting and to reach out and find out what the school needs. She said they don't have what they need.

Board Reorganization

Committees

Budget Committee

Mrs. Collins made a motion, seconded by Mr. DeColfmacker, to appoint Mr. Ouellette to the Budget Committee. (5-0)

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to appoint Mrs. Collins as the alternate to the Budget Committee. (5-0)

CIP

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to appoint Mrs. Collins to the CIP Committee. (5-0)

Curriculum

Mrs. Collins made a motion, seconded by Mr. Ouellette, to appoint Mrs. Taliaferro to the Curriculum Committee. (5-0)

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to appoint Mrs. Collins to the Curriculum Committee. (5-0)

Facility

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to appoint Mr. DeColfmacker to the Facility Committee. (5-0)

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to appoint Mrs. Taliaferro to the Facility Committee. (5-0)

Joint Loss

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to appoint Mr. Ouellette to the Joint Loss Committee. (5-0)

NHSBA Delegate

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to table the NHSBA delegate. (5-0)

Policy

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to appoint Mrs. Collins to the Policy Committee. (5-0)

Mrs. Collins made a motion, seconded by Mr. DeColfmacker to appoint Mr. Ouellette to the Policy Committee. (5-0)

Professional Development

Mrs. Collins made a motion, seconded by Mr. DeColfmacker, to table the Professional Development representative. (5-0)

Rines Road

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to table the Rines Road Committee. (5-0)

Strategic Planning

The Board by consensus tabled the Strategic Planning Committee.

Teacher Negotiations

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to appoint Mr. Ouellette as a School Board Rep. to the Teacher Negotiation Committee. (5-0)

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to appoint Mrs. Taliaferro as a School Board Rep. to the Teacher Negotiation Committee. (2-3)

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to appoint Mrs. Collins as a School Board Rep. to the Teacher Negotiation Committee. (3-2)

Technology

Mrs. Collins made a motion, seconded by Mr. Ouellette, to appoint Mr. DeColfmacker to the Technology Committee. (5-0)

Transportation

Mrs. Taliaferro made a motion, seconded by Mr. DeColfmacker, to appoint Mrs. Peaslee to the Transportation Committee. (5-0)

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to appoint Mrs. Taliaferro to the Transportation Committee. (5-0)

Wellness

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to appoint Mrs. Collins to the Wellness Committee. (5-0)

Reports

School Administration Report

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

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

Mr. Balsler, our athletic director; is looking for an assistant coach for our boys baseball team. If there is anyone in the community who would like to support our young athletes we are in need of an assistant coach. Anyone interested can reach out to the school and ask to speak with Brandon

Balser. We are really hopeful to add another positive role model to our baseball team as assistant coach. This is a stipend position.

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

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

We have a big community event coming up at the beginning of April. Our school will be hosting a viewing party of the Solar Eclipse on April 8th followed by an Open House event. The eclipse will be hosted outside on our athletic fields (weather permitting) at 3:30 pm. Families are invited to join this special event and an RSVP will be sent home next week. We encourage families to fill out the RSVP so we can plan for the number of students who will be staying and who will need to be dismissed as usual. This event will be TOTALITY worth it! She said they had plenty of glasses for everyone. All students will receive the glasses whether they are staying for the event or not.

Mrs. Levitt-Carlson told the Board that they are excited to partner with the PTA for this event. The PTA will be selling snacks and doing face painting. The eighth graders will be selling popcorn. They are hoping to also have music for the event. Some teachers will be showcasing eclipse themed activities and others will be showcasing what they have been working on. We're excited to welcome the community. Mrs. Levitt-Carlson showed features of the pick up patrol and how it works. By using the new ALMA app, they had 1,500 less calls to the office since January. It is user friendly and more efficient. Mr. Ouellette asked if they would like permanent signs as opposed to the cardboard signs. Mrs. Levitt-Carlson said that would be nice. Mr. DeColfmacker said this is an example of positive things happening at school that make things much more efficient and safer.

Mrs. Levitt-Carlson showed a snapshot of how they are doing with office discipline referrals as compared to last year. Overall, the school has made tremendous strides in the area of students losing class time being sent to the office. By and large the students are doing what they are supposed to do. She said the pulse of the building is calmer. She also put up a slide to show of what the write ups are for. Physical aggression has the most write ups but that category actually

contains simple things like shoving in line. It's a very broad category and there has been improvement. There is a huge improvement in in-school and out-of-school suspension. Out of 416 students 278 have not had any referrals this year, no write-ups.

Consent Agenda

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

Meeting Minutes

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

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

Mrs. Collins objected to emails going back to June being added to the minutes that the Board did not discuss. Mrs. Taliaferro felt they should have to correct the record as there were more than two Board members on the emails, which makes it a public record. Mr. DeColfmacker felt those early emails were not within the time frame. Mr. Peaslee said at this point they were handed out to everyone in the public. Might as well just include what was handed to everyone. She agrees it wasn't the topic of conversation but they were handed out to everyone who was sitting here. She said what Mrs. Colbath wrote was fine.

Mr. DeColfmacker said he's not sure the minutes are accurate because the emails were not a topic of conversation. Mrs. Taliaferro said she had told everyone in an email she was going to include the early emails. Mr. Ouellette and Mr. DeColfmacker said it was all very confusing. Mr. Ouellette reminded the Board not to respond to emails sent to the whole Board. Mrs. Taliaferro said she responded because she felt it was a bashing. Mr. DeColfmacker said in hindsight we should have tabled the discussion until all Board members had a chance to read all the emails. He went on to say if you say you are bringing emails we should see them all before we get here.

(Vote 0-5)

Old Business

Approval of Judith Nason Trust Fund

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the Judith Nason Memorial Scholarship. (Vote 5-0)

Mrs. Kebler said this scholarship is open to any college students, not just those currently graduating from high school this year.

Clarification

Mr. Ouellette read the following:

I want to clarify a few things from the last meeting, when Sandra said that I received 93 pages of documents without having to request a 9-A or being charged a fee for copies. I was a board liaison committee member, on the feasibility study that Sandra chaired, and Norma Joy vice chaired. As a feasibility committee member, I was asked to request documents for this committee

for their research. I, as a school board member, asked permission from the school board to see if I could receive those documents for the committee's research and was granted that request.

To clarify, committees have the authority to ask for documents without a 91-A request and are not charged for copies because they are conducting board business with board approval.

The only reason Sandra was asked to submit a 91-A request was because she didn't have board approval for requesting the documents as a board member. Sandra was requesting as a citizen which requires a 91-A request and cost for copies to be made for her personal use. I wanted to apologize to Anne, the board members, and the community for any confusion I may have caused

Mrs. Taliaferro said she would clarify that she asked about contracts at least three different times in meetings and nothing was ever done. She asked again when the Board got the holiday schedule and the Board was told that they did a survey for which day they wanted their floating holiday. She asked to have them scanned to her and the only answer she got back was they weren't allowed to scan contracts. She knew that was wrong, contracts can be scanned. She just wanted clarification on the holidays. When she looked at the contracts she found a lot of mistakes and things that weren't completed.

She said Mr. DeColfmacker gave a directive to a staff member. She asked if Mr. Ouellette remembered why she asked for a non public on November 17th. Mrs. Kebler said to Mrs. Taliaferro I think you have gone from one subject to another. Mrs. Peaslee said as School Board members we are able to get more information on subjects on the agenda to get a better understanding before a vote is taken.

Mr. Collins said an individual Board member is not to speak on behalf of the Board without prior authority. So if you sit at a Board meeting and ask for something and the Board doesn't take action then nothing happens. Mrs. Kebler said not last meeting but the one prior she was asked in the morning to scan contracts to Mrs. Taliaferro and she said she didn't have time. That evening she asked the Board if they wanted the contracts on the next agenda and the Board said no. She said a point of clarification; Mrs. Lambers said you can't scan because our scanner is not working. Mrs. Taliaferro responded that Mrs. Lambert said you're not supposed to scan contracts.

Mr. DeColfmacker also made a point of clarification. He said his discussion with the technology person at school was based off a false statement that was made at a Board meeting. As a member of the technology committee he asked about students having issues with computers. He said it's not appropriate for a School Board member to ask for exceptions for anything for a student.

The DeColfmacker said time to move on. Mrs. Taliaferro continued to talk so the Chair called for a point of order and then he called for a recess at 8:22.

The Chair called the meeting back to order at 8:29.

New Business

MS-22

Mr. Markiewicz gave a summary of the MS-22. There were no questions from the Board. The Board signed the document.

Teacher Certifications

Mrs. Taliaferro asked if they should have information on which teachers are hired under statement of eligibility and when that expires so we can help them get what they need. Mrs. Kebler said we haven't in the past.

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the list of teachers for the next school year. (Vote 3-2)

Mrs. Kebler asked Mrs. Taliaferro and Mrs. Peaslee if they were voting no because they want more information. They both answered no.

School Calendar

Mrs. Kebler said the calendar was approved by the Union on Monday. She said they decided to have three teacher workshop days in August instead of four as is in the contract. They will have the fourth at the end of the year. She is hoping to go to Camp Calumet or some place like that to do some debriefing. The calendar is the same as Rochester. The first day of school is August 26th.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the school calendar. (Vote 5-0)

Policies (all 2nd Reading)

BBB School Board Elections

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve policy BBB. (5-0)

BBBC Board Member or District Officer Resignation

Mrs. Collins made a motion, seconded by Mrs. Peaslee, to approve Policy BBBC. (Vote 5-0)

BBBE Unexpected Term Fulfillment

Mrs. Peaslee made a motion, seconded by Mr. Ouelette, to approve Policy BBBE. (Vote 5-0)

BCA School Board Member Ethics

Mrs. Collins made a motion, seconded by Mr. Ouelette, to approve Policy BCA. (Vote 5-0)

BCB Board Member Conflict of Interest

Mrs. Collins made a motion, seconded by Mr. Ouelette, to approve Policy BCB. (Vote 5-0)

BBH Board Officers

Mrs. Collins made a motion, seconded by Mrs. Peaslee, to approve Policy BBH. (Vote 5-0)

Committee Updates

Culture and Climate

No questions

AREA Exploratory Committee

Mr. DeColfmacker told the Board that they were able to gather all the documents. The latest version of the agreement is 2018. We are looking at splitting the committee into two subcommittees. One will look at our current policy and procedure for lotteries etc. The other would be looking at the actual agreement itself. We have asked Mrs. Kebler to get some legal council as we move through this process. Mrs. Peaslee said the Committee would like the Board chair and vice chair to meet with other Board members from other schools.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, for the chair and vice chair to start a conversation and to gather information with some of the surrounding school districts, specifically Kingswood at this point. (Vote 5-0)

The next meeting will be another data gathering meeting. They are purposely taking this slow. There will be a lot of work.

Public Comment

Mrs. Howard asked if she would get a response from someone about having the PTA on the agenda. Mrs. Kebler said she would respond and in order to have anything in the packet it has to be in by Thursday morning.

Mr. Ouellette asked if the Board will have an orientation. Mrs. Kebler will contact Matt Upton.

Mr. Ouellette made a motion, seconded by Mrs. Collins to have Mr. Upton conduct an orientation at his convenience. (Vote 5-0)

Non Public

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to enter non public session under 91-A:3, 11 (c) at 9:01. Roll call vote: Collins aye, DeColfmacker aye, Ouellette aye, Taliaferro aye, Peaslee aye. (Vote 5-0)

The Board returned to Public Session at 9:37.

Adjournment

Mrs. Collins made a motion, seconded by Mrs. Peaslee, to adjourn the meeting at 9:37 (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Department of Education Security Action for Education (SAFE) Grant Agreement
Funded by State of New Hampshire Public School Infrastructure Funds

The New Hampshire Department of Education and the Grantee hereby mutually agree as follows:

1. GENERAL PROVISIONS: IDENTIFICATION.

1.1. State Agency Name: Department of Education (NHED)

1.2. State Agency Address: 25 Hall Street, Concord, NH

1.3. Grantee Award Number: **157465**

1.4. Grantee Name (School District): **Wakefield**

1.5. District #: **543**

1.6. School Name: **Paul Elementary School**

1.7. School ID #: **22110**

1.8. SAU #: **101**

1.9. Grant Amount not to exceed: \$ **63511.05**

1.10. School Contact for Grant: **Frank Markiewicz**

1.11. School Contact Email: **frank.markiewicz@sau101.org**

1.12. Last day to obligate funds: June 30, 2024

1.13. Last day to complete all expenditures and activities: December 31, 2024

1.14. Last day to request reimbursement in GMS: January 30, 2025

1.15. Grantee understands public school *construction* projects must comply with Department of Education Rule - Ed 321.13 - Fire Safety Requirements, including: obtaining a letter from the State Fire Marshal's Office (SFMO) approving the project. For more information on obtaining approval from the SFMO, see:

<https://www.nh.gov/safety/divisions/firesafety/building/engineering/>

Please Initial N/A (if project does not involve construction, state "NA")

1.16. Grantee Signatures: Designated Signing Authority

Designated Signing Authority for Public Schools: Superintendent, School Board Chair
Designated Signing Authority for Charter Schools: School Director, Board of Trustees Chair

Signature
Print Name: _____ Title: _____
Date: _____

Signature
Print Name: _____ Title: _____
Date: _____

1.17. New Hampshire Department of Education Signature:



Signature
Print Name: Frank Edelblut Title: Commissioner of Education
Date: 2/16/2024

2. SCOPE OF ALLOWABLE USE OF FUNDS: In exchange for grant funds from the State, acting through the Agency identified in Paragraph 1.1 (hereinafter referred to as “NHED), the Grantee identified in Paragraph 1.4 (hereinafter referred to as “the Grantee”), agrees and covenants that the funds will be used solely for improvements to school security and safety in the categories of access control, emergency alerting, or surveillance, as defined in the submitted application as: **Security and Camera System.**

3. EFFECTIVE DATE/OBLIGATION DATE/REIMBURSEMENT REQUEST DEADLINE. This Agreement is entered into and authorized by the Governor, in consultation with the Public School Infrastructure Commission, and approved by the Fiscal Committee of the General Court and the Executive Council per 198:15-y, and shall become effective on the date of approval of this Grant Agreement by NHED. All funds must be obligated as soon as possible and no later than June 30, 2024. This Grant, including all activities and expenditures required by this Agreement, shall be completed in their entirety prior to December 31, 2024. All requests for reimbursement must be completed by January 30, 2025.

4. GRANT AMOUNT/LIMITATION ON AMOUNT/PAYMENT. The Grant Amount is 100% of the eligible project cost not to exceed the maximum Grant Amount identified in paragraph 1.9. NHED will reimburse the Grantee following monthly reimbursement requests via GMS, with final requests for reimbursement submitted no later than January 30, 2025.

To the extent that the Grant amount does not cover all of the Grantee’s allowable expenses, nothing in this Agreement shall be construed to limit the Grantee’s ability to pursue other relief

that may be available. However, under this Agreement, NHED shall have no liabilities to the Grantee other than the Grant Amount.

5. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Grant, the Grantee shall comply with all statutes, laws, regulations, and orders of State, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

6. RECORDS AND ACCOUNTS.

Between the Effective Date and December 31, 2029 (five (5) years after the Completion Date) the Grantee shall keep detailed accounts of all expenses incurred in connection with the Grant, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents. Grantee will keep receipts and photos of the project neatly organized and clearly marked.

Between the Effective Date and December 31, 2029 (five (5) years after the completion date), at any time during the Grantee's normal business hours, and as often as NHED requests or shall demand, the Grantee shall make available to NHED all records pertaining to matters covered by this Agreement. The Grantee shall permit NHED to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, personnel records, data, and other information relating to all matters covered by this Agreement.

7. REPORTING: Grantee is required to submit monthly expenditure reports to NHED through GMS. Upon completion of the project, Grantee will submit attestation of: (a) current 2023 Emergency Operations Plan (EOP) on file with New Hampshire Homeland Security and Emergency Management; (b) current fire inspection report completed per RSA 153.14 II(b);(c) current school floor plans have been submitted to first responders and NH 911 through the NH Information and Analysis Center; and (d) a physical security assessment has completed within the last three years with New Hampshire Homeland Security and Emergency Management. Final reimbursements are contingent upon submission of the above attestations.

8. CONDITIONAL NATURE OF AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of NHED hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall NHED be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, NHED shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

9. EVENT OF DEFAULT:

Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

Failure to perform the Grant satisfactorily or on schedule;

Failure to maintain, or permit access to, the records required hereunder; or

Failure to perform any of the other covenants and conditions of this Agreement.

Upon the occurrence of any Event of Default, NHED may refuse reimbursement. If school has already been reimbursed at the time of Event of Default, NHED may require the school to repay the State 100% of the state grant received.

10. TERMINATION.

Grantees may at any time withdraw from the Agreement, relinquishing their rights to the award. In the event the Grantee is unable to complete the project, they are required to notify NHED not later than fifteen (15) days after the decision, so that grant funds can be distributed to other applicants.

11. CONFLICT OF INTEREST. No officer, member or employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Grant is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Grant, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

12. LOBBYING: As required by New Hampshire RSA 15:5 - **Prohibited Activities**, the applicant certifies that:

1. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.

2. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

13. GRANTEE'S RELATION TO NHED. In the performance of this Agreement, the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent

contractors and are neither agents nor employees of the NHED. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the NHED nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the NHED to its employees.

14. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the NHED, its officers and employees, from and against any and all losses suffered by the NHED, its officers and employees, and any and all claims, liabilities or penalties asserted against the NHED, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the NHED, which immunity is hereby reserved to the NHED. This covenant shall survive the termination of this Agreement.

15. INTEROPERABILITY OF EQUIPMENT. Any internet protocol enabled equipment acquired with this grant funds must be PCP/IP version 4 compatible and must use open standard non-proprietary protocols. Any such equipment can be used with integrated security platforms and must include a capability of communicating instantaneously with law enforcement and/or their call centers.

16. ELIGIBILITY. Grantee must operate an approved school facility offering grades of K – 12.

17. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.

Department of Education Security Action for Education (SAFE) Grant Agreement
Funded by State of New Hampshire Public School Infrastructure Funds

The New Hampshire Department of Education and the Grantee hereby mutually agree as follows:

1. GENERAL PROVISIONS: IDENTIFICATION.

1.1. State Agency Name: Department of Education (NHED)

1.2. State Agency Address: 25 Hall Street, Concord, NH

1.3. Grantee Award Number: **157466**

1.4. Grantee Name (School District): **Wakefield**

1.5. District #: **543**

1.6. School Name: **Paul Elementary School**

1.7. School ID #: **22110**

1.8. SAU #: **101**

1.9. Grant Amount not to exceed: \$ **28322**

1.10. School Contact for Grant: **Frank Markiewicz**

1.11. School Contact Email: **frank.markiewicz@sau101.org**

1.12. Last day to obligate funds: June 30, 2024

1.13. Last day to complete all expenditures and activities: December 31, 2024

1.14. Last day to request reimbursement in GMS: January 30, 2025

1.15. Grantee understands public school *construction* projects must comply with Department of Education Rule - Ed 321.13 - Fire Safety Requirements, including: obtaining a letter from the State Fire Marshal's Office (SFMO) approving the project. For more information on obtaining approval from the SFMO, see:

<https://www.nh.gov/safety/divisions/firesafety/building/engineering/>

Please Initial N/A (if project does not involve construction, state "NA")

1.16. Grantee Signatures: Designated Signing Authority

Designated Signing Authority for Public Schools: Superintendent, School Board Chair
Designated Signing Authority for Charter Schools: School Director, Board of Trustees Chair

Signature
Print Name: _____ Title: _____
Date: _____

Signature
Print Name: _____ Title: _____
Date: _____

1.17. New Hampshire Department of Education Signature:



Signature
Print Name: Frank Edelblut Title: Commissioner of Education
Date: 2/16/2024

2. SCOPE OF ALLOWABLE USE OF FUNDS: In exchange for grant funds from the State, acting through the Agency identified in Paragraph 1.1 (hereinafter referred to as “NHED), the Grantee identified in Paragraph 1.4 (hereinafter referred to as “the Grantee”), agrees and covenants that the funds will be used solely for improvements to school security and safety in the categories of access control, emergency alerting, or surveillance, as defined in the submitted application as: **Phone System.**

3. EFFECTIVE DATE/OBLIGATION DATE/REIMBURSEMENT REQUEST DEADLINE. This Agreement is entered into and authorized by the Governor, in consultation with the Public School Infrastructure Commission, and approved by the Fiscal Committee of the General Court and the Executive Council per 198:15-y, and shall become effective on the date of approval of this Grant Agreement by NHED. All funds must be obligated as soon as possible and no later than June 30, 2024. This Grant, including all activities and expenditures required by this Agreement, shall be completed in their entirety prior to December 31, 2024. All requests for reimbursement must be completed by January 30, 2025.

4. GRANT AMOUNT/LIMITATION ON AMOUNT/PAYMENT. The Grant Amount is 100% of the eligible project cost not to exceed the maximum Grant Amount identified in paragraph 1.9. NHED will reimburse the Grantee following monthly reimbursement requests via GMS, with final requests for reimbursement submitted no later than January 30, 2025.

To the extent that the Grant amount does not cover all of the Grantee’s allowable expenses, nothing in this Agreement shall be construed to limit the Grantee’s ability to pursue other relief

that may be available. However, under this Agreement, NHED shall have no liabilities to the Grantee other than the Grant Amount.

5. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Grant, the Grantee shall comply with all statutes, laws, regulations, and orders of State, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

6. RECORDS AND ACCOUNTS.

Between the Effective Date and December 31, 2029 (five (5) years after the Completion Date) the Grantee shall keep detailed accounts of all expenses incurred in connection with the Grant, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents. Grantee will keep receipts and photos of the project neatly organized and clearly marked.

Between the Effective Date and December 31, 2029 (five (5) years after the completion date), at any time during the Grantee's normal business hours, and as often as NHED requests or shall demand, the Grantee shall make available to NHED all records pertaining to matters covered by this Agreement. The Grantee shall permit NHED to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, personnel records, data, and other information relating to all matters covered by this Agreement.

7. REPORTING: Grantee is required to submit monthly expenditure reports to NHED through GMS. Upon completion of the project, Grantee will submit attestation of: (a) current 2023 Emergency Operations Plan (EOP) on file with New Hampshire Homeland Security and Emergency Management; (b) current fire inspection report completed per RSA 153.14 II(b);(c) current school floor plans have been submitted to first responders and NH 911 through the NH Information and Analysis Center; and (d) a physical security assessment has completed within the last three years with New Hampshire Homeland Security and Emergency Management. Final reimbursements are contingent upon submission of the above attestations.

8. CONDITIONAL NATURE OF AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of NHED hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall NHED be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, NHED shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

9. EVENT OF DEFAULT:

Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

Failure to perform the Grant satisfactorily or on schedule;

Failure to maintain, or permit access to, the records required hereunder; or

Failure to perform any of the other covenants and conditions of this Agreement.

Upon the occurrence of any Event of Default, NHED may refuse reimbursement. If school has already been reimbursed at the time of Event of Default, NHED may require the school to repay the State 100% of the state grant received.

10. TERMINATION.

Grantees may at any time withdraw from the Agreement, relinquishing their rights to the award. In the event the Grantee is unable to complete the project, they are required to notify NHED not later than fifteen (15) days after the decision, so that grant funds can be distributed to other applicants.

11. CONFLICT OF INTEREST. No officer, member or employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Grant is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Grant, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

12. LOBBYING: As required by New Hampshire RSA 15:5 - **Prohibited Activities**, the applicant certifies that:

1. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.

2. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

13. GRANTEE'S RELATION TO NHED. In the performance of this Agreement, the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent

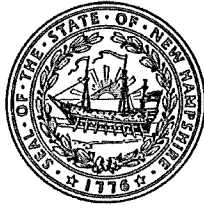
contractors and are neither agents nor employees of the NHED. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the NHED nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the NHED to its employees.

14. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the NHED, its officers and employees, from and against any and all losses suffered by the NHED, its officers and employees, and any and all claims, liabilities or penalties asserted against the NHED, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the NHED, which immunity is hereby reserved to the NHED. This covenant shall survive the termination of this Agreement.

15. INTEROPERABILITY OF EQUIPMENT. Any internet protocol enabled equipment acquired with this grant funds must be PCP/IP version 4 compatible and must use open standard non-proprietary protocols. Any such equipment can be used with integrated security platforms and must include a capability of communicating instantaneously with law enforcement and/or their call centers.

16. ELIGIBILITY. Grantee must operate an approved school facility offering grades of K – 12.

17. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

March 5, 2024

TO: Superintendents

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2025

The New Hampshire Department of Education (NHED) has developed the attached "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all agencies and organizations that receive federal funds through the NHED. The federally funded programs which flow money through the NHED require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The submission of general assurances is required in part by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHED has consolidated the general assurances into one document which also now includes requirements and definitions in an effort to provide more guidance relative to implementation of the underlying assurances. NHED requests an annual submission for each Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that the NHED Commissioner of Education certify to the Secretary of Education the status of all LEAs.

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In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy determines which type of entity may apply for federal funds. As such, both the Superintendent and the local School Board Chairperson are required to sign the certifications of the attached document.

I am requesting that you and the local School Board complete the certifications at the end of the enclosed general assurance document; initial each page in the spaces provided and upload the document in its entirety to the district's homepage on GMS. The Bureau of Federal Compliance office will notify the appropriate NHED program approving federal funds to LEA's when it has received each assurance. The various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHED programs.

Compliance with these general assurances will be subject to review by NHED staff during on-site federal compliance monitoring. Annual audits by CPA's in accordance with the Single Audit Act may also include compliance checks.

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return the document by uploading it to the district GMS homepage no later than **June 1, 2024**.

If you should have any questions regarding these general assurances, please contact Lindsey Labonville, Administrator of the Bureau of Federal Compliance at Lindsey.L.Labonville@doe.nh.gov or at 603-731-4621.

New Hampshire Department of Education

FY2025

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHED) must submit a signed copy of this document to the NHED Bureau of Federal Compliance prior to any formula grant application being deemed to be “substantially approvable” or any discretionary grant receiving “final approval.” Once a formula grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHED (34 CFR 708).

Any funds obligated by the subrecipient prior to the application being in substantially approvable form will not be reimbursable even upon final approval of the application by the NHED.

While there have been no significant changes notable in the last year, this FY2025 general assurances document contains a few minor differences from the FY2024 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements and deadlines to which you are agreeing.

Following your review and acceptance of these General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated.

Please note that the practice of the School Board authorizing the Superintendent to sign on behalf of the School Board Chair is not acceptable to the NHED in this case and will be considered non-responsive.

Once the document is fully executed, please upload a signed copy of these General assurances to the LEA homepage within GMS for review and approval. General assurances must be uploaded for each district applying for federal funds.

Should you have any questions please contact Lindsey Labonville at 603-731-4621 or Lindsey.L.Labonville@doe.nh.gov.

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. The subrecipient will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
 - (a) Per 2 CFR 200.330 the non-Federal entity is required to submit reports at least annually on the status of real property in which the Federal Government retains an interest.
- 4) The subrecipient will comply with the requirements of the assistance awarding agency (2 CFR 200.1 Definitions 'Federal Awarding Agency') with regard to the drafting, review and approval of construction plans and specifications.
- 5) The subrecipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
- 6) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 7) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 8) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;

- (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 - 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - 11) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
 - 12) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
 - 13) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - 14) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
 - 15) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
 - 16) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a subrecipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

- 17) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 18) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 19) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 20) The subrecipient will comply with the Stevens Amendment.
- 21) The subrecipient will comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 22) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 23) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

- 24) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.

- 25) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or

report relating to each program will be made readily available to parents and other members of the general public upon request.

- 26) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 27) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 28) The subrecipient will submit a fully executed and accurate Single-Audit Certification (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2024. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website.
- 29) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 30) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 31) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 32) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 33) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 34) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 35) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 36) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- 37) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 38) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 39) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).
- 40) The subrecipient will comply with the Prohibition on Certain Telecommunications and Video Surveillance Equipment requirement per 2 CFR 200.216.
- 41) The subrecipient will comply with the Protection for Whistleblowers per 41 U.S.C. §4712.

B. Explanation of Grants Management Requirements

The following section elaborate on certain requirements included in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

1. Financial Management Systems

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- e) Generate comparisons of expenditures with budget amounts for each federal award.

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988		N/A
Procurement Policy & Procedure	2 CFR 200.317-327		
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)		N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)		
District Travel Policy	2 CFR 200.475(b)		N/A
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy & Procedure	2 CFR 200.430		
Records Retention Policy & Procedure	2 CFR 200.334		
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA Section 8546		N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)		N/A
Gun Free School Act	Gun Free School Act of 1994		N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305		
Nonsmoking Policy for Children's Services	ESEA Section 8573		N/A

3. Internal Controls

The subrecipient must:

- a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable measures to safeguard and protect personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- e) Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.334.

4. Allowable Costs

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are;

- a) in payment of obligations incurred during the approved project period;
- b) in conformance with the approved project;
- c) in compliance with all applicable statutes and regulatory provisions;
- d) costs that are allocable to a particular cost objective;
- e) spent only for reasonable and necessary costs of the program; and
- f) not used for general expenses required to carry out other responsibilities of the subrecipient.

5. Audits

This part is applicable for all non-federal entities as defined in 2 CFR 200, Subpart F.

- a) In the event that the subrecipient expends \$750,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHED. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities;

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509), and ensure it is properly performed and submitted no later than nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) Upon request by the NHED Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHED template provided by the BFC for audit findings related to NHED funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide an explanation for findings not resolved or only partially resolved to the BFC for findings related to all NHED funded programs. The BFC will review the subrecipient’s submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

6. Reports to be Submitted

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be

submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpjf0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjf0hmyh1r45p1po1))/account/login.aspx)

Copies of other reports or management decision letter(s) shall be submitted by or on behalf of the subrecipient directly to:

- a) **New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301 Or via email to: federalcompliance@doe.nh.gov**
- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the NHED pursuant to this agreement shall be submitted in a timely manner.

Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2024**. A copy of the forms will be provided to each subrecipient by the NHED via email.

7. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined in 2 CFR 180.120, 180.125 and 180.200, no contract shall be made to parties identified on the General Services Administration's *Excluded Parties List System* as excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences – for example, disallowance of cost, termination of project, or debarment.

To assure that this requirement is met, there are four options for obtaining satisfaction that subrecipients and contractors are not suspended, debarred, or disqualified. They are:

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

8. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 the subrecipient certifies that it will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
 - o The dangers of drug abuse in the workplace.
 - o The recipient's policy of maintaining a drug-free workplace.
 - o Any available drug counseling, rehabilitation, and employee assistance programs.
 - o The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - o Abide by the terms of the statement.
 - o Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service
U.S. Department of Education
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]
Washington, D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
 - o Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
 - o Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

9. General Education Provisions Act (GEPA) Requirements - Section 427 (Federal Requirement) Equity for Students, Teachers, and Other Program Beneficiaries

The purpose of Section 427 of GEPA is to ensure equal access to education and to promote educational excellence by ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in proposed projects, and to promote the ability of such students, teachers, and beneficiaries to meet high standards. Further, when designing their projects, grant applicants must address the special needs and equity concerns that might affect the ability of students, teachers, and other program beneficiaries to participate fully in the proposed project.

Program staff within the NHED must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).*

The statute highlights **six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, and age.** Based on local circumstances, the applicant can determine whether these or other barriers may prevent participants from access and participation in the federally assisted project, and how the applicant would overcome these barriers.

These descriptions may be provided in a single narrative or, if appropriate, may be described in connection with other related topics in the application. Subrecipients should be asked to state in the table of contents where this requirement is met.

NHED program staff members are responsible for screening each application to ensure that the requirements of this section are met before making an award. If an application has been selected for funding and program staff determine that the requirements of this section are not met, program staff will contact the subrecipient to find out why this information is missing. If an oversight occurred, the program staff may give the applicant another opportunity to satisfy this requirement but must receive the missing information before making the award, 34 CFR 75.231. Documentation must be in the project file indicating that this review was completed before the award is made.

All applicants for new awards must satisfy this provision to receive funding. Those seeking *continuation* awards do not need to submit information beyond the descriptions included in their original applications.

10. Gun Possession (Local Education Agencies (LEAs) only)

As required by Title XIV, Part F, and Section 14601 (Gun-Free Schools Act of 1994) of the Improving America's Schools Act:

The LEA assures that it shall comply with the provisions of RSA 193:13 III.

RSA 193:13, III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

The LEA assures that it has adopted a policy, which allows the Superintendent or Chief Administrating officer to modify the expulsion requirement on a case by case basis. RSA 193:13, IV.

The LEA assures that it shall report to the NHED in July of each year, a description of the circumstances surrounding any expulsions imposed under RSA 193:13, III and IV including, but not limited to:

- a) The name of the school concerned;
- b) The grade of the student disciplined;
- c) The type of firearm involved;
- d) Whether or not the expulsion was modified, and
- e) If the student was identified as Educationally Disabled.

The LEA assures that it has in effect a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Ed 317.03 Standard for Expulsion by Local School Board.

- a) A school board which expels a pupil under RSA 193:13, II or III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, II.
- b) School boards shall make certain that the pupil has received notice of the requirements of RSA 193-D and RSA 193:13 through announced, posted, or printed school rules.
- c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
 - 1) Whether a firearm is legally licensed under RSA 159; or
 - 2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
 - 1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
 - 2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 193:13, III and therefore is subject to expulsion.

11. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR 82.105 and 82.110, the applicant certifies that:

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or

cooperative agreement.

- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

New Hampshire RSA 15:5 - Prohibited Activities.

- I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.
- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

12. Subrecipient Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, subrecipient monitoring procedures may include, but not be limited to, on-site or remote visits by NHED staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHED. In the event the NHED determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHED staff to the subrecipient regarding such audit.

13. More Restrictive Conditions

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be "high risk" shall be subject to the imposition of more restrictive conditions as determined by the NHED.

14. Obligations by Subrecipients

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel was performed, and/or when facilities are used (see 34 CFR 76.707).

15. Personnel Costs – Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430 and will be based on payrolls

documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

- a) Reflect an after-the-fact distribution of the actual activity of each employee
- b) Account for the total activity for which each employee is compensated
- c) Prepared at least monthly and must coincide with one or more pay period
- d) Signed and dated by the employee

16. Protected Prayer in Public Elementary and Secondary Schools

As required in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, LEAs must certify annually that they have no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools.

17. Purchasing/Procurement

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and 2 CFR 200.317- 2 CFR 200.327 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

1. Informal procurement methods
 - a. Micro-purchases
 - b. Small purchases
2. Formal procurement methods
 - a. Sealed bids
 - b. Proposals
3. Noncompetitive procurement

18. Retention and Access to Records

Requirements related to retention and access to project/grant records, are determined by federal rules and regulations. Federal regulation 2 CFR 200.334, addresses the retention requirements for records that applies to all financial and programmatic records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal or Project award. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Access to records of the subrecipient and the expiration of the right of access is found at 2 CFR 200.337 (a) and (c), which states:

a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHED] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.

d) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

19. The Stevens Amendment

All federally funded projects must comply with the Stevens Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

20. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the State have a procedure to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required or chooses to enroll. In New Hampshire, that assurance is statutory and found at RSA 193-D:8.

The relevant portions of the federal and state law appear below.

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.
- b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

C. Definitions (2 CFR 200.1)

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.

- 2) **Management decision** - *Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) **Pass-through entity** - *Pass-through entity (PTE)* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
- 4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.
- 5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- 6) **Subrecipient** - *Subrecipient* mean an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

CERTIFICATION

Instructions: The Superintendent, or other Qualifying Administrator, if the School District or School Administrative Unit (SAU) does not have a Superintendent, (*See* RSA 194-C:5, II) **must** consult with the School Board for the School District/SAU by informing said School Board about the District's/SAU's participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Superintendent and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHED. **No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

Superintendent or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 17 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on _____, _____, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU Number: _____ District or SAU Name: _____

District UBI: _____ SAM.gov Expiration Date: _____

Typed Name of Superintendent

Signature

Date

School Board Certification:

I, the undersigned official representing the School Board, acknowledge that the Superintendent, or other Qualifying Administrator, as identified above, has consulted with all members of the School Board, in furtherance of the School Board's obligations, including those enumerated in RSA 189:1-a, and pursuant to the School Board's oversight of federal funds the District will be receiving and of the General Assurances, Requirements and Definitions for Participation in Federal Programs in said programs.

Typed Name of School Board
Chair (on behalf of the School Board)

Signature

Date

Once the document is fully executed, please upload a signed copy of these General assurances to the LEA homepage within GMS for review and approval. General assurances must be uploaded for each district applying for federal funds.

AREA AGREEMENT BOARD MEETING

Agenda Items:

Disciplinary Hearings

Graduation

Paul School Health & Wellness Committee Agenda

Meeting #3

Date: March 14, 2024

Agenda Item	Person to Share/Timing Time Keeper:	Notes
<p>Welcome & driving question to guide discussion</p>		
<p>Discussion topics:</p> <ul style="list-style-type: none"> ● Staff wellness challenge ● Recipe swap ● Health & hygiene donations? ● Staff Cookbook ● Candy and drinks go against policy <p><u>Current Wellness Plan</u></p>		<p>Elayne- wellness challenge- can we add our steps weekly instead of daily?</p> <p>Staff initiatives- We could look into groups of classes (K-2) to provide snacks in the staff lounge</p> <p>Staff cookbook? Could be done digitally.</p> <p>Hygiene products could be sent home with the end 68 hours of hunger bags (deodorant, toothpaste, etc.)</p> <p>We are in danger of consequences if any parents make a phone call to complain about the candy and coffee.</p> <p>Admin needs to enforce the wellness policy, coffee and treats should not be allowed in the building. (Add blurb in Wakefield Weekly)</p> <p>Policy meetings every 3rd Thursday @ 9:30 (Brandon get sub?)</p> <p>Mary- Brody from GWRSD will be coming to discuss nutritional info</p> <p>Chris from Fresh Picks should attend our next meeting</p> <p>End 68 Hours of Hunger going well, update from Bri next meeting</p>

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		<p>Mary- Make notes on the handbook vs. policy</p> <p>Fruit & veggie snack cart at end of day being utilized by students</p>
<p>Clarifying questions</p>		
<p>Brainstorm next steps</p>		<p><u>Meeting #4 Agenda:</u></p>



Present: Ms. Sullivan, Mr. Balse, Ms. Ellis, Ms. O'Neill, Ms. Huckins, Ms. Osmer, Ms. Pollack, Ms. Alie; Mary Collins (school board) joined

March 14th 2024 3:30-4:45 Room 400

Attendees:

Lauree Royle
Laura Courts
Sandrea Taliaferro
Anne Kebler
Kim Hurley
Lindsay Hurley
Shannon Siegler
Ivy Leavitt-Carlson
Andrea Levesque
Lindsay Reynolds

The notes on this session are brief as we primarily discussed the identification of power standards. As a committee we focused on ELA standards SL (Speaking and Listening) and L (Language) and examined the standards that are taught in other content areas (technology) and considered ways to group our standards to be most effective with time and impact.

We identified a need for a common vocabulary program, at least by grade strand, so students could build on previous knowledge. We also talked about collapsing some of our standards into a power standard with sub groups.

We also discussed collapsing our writing standards and the need to use writing across the disciplines and to ensure that students write in a variety of styles and use language appropriately in their writing.

We have completed a first draft of identified power standards- the next steps are to share with teams, collapse and reconfigure, and share with the staff.

[Click here](#) for the first draft.

Our next curriculum meeting will be April 11th at 6pm over google meets.

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.

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

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

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.

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

Adopted by the Board: 6 December 2000
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BOARD-SUPERINTENDENT RELATIONSHIP

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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

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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.

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
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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: _____

POLICY DEVELOPMENT, ADOPTION AND REVIEW

The development and adoption of policies that govern the School District is one of the School Board's most important functions. Board policies establish the goals, direction and structure of the district under the authority of applicable statutes and regulations. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the Superintendent and other administrators in the management of the district, to guide the education program, and to provide clear expectations for school staff, students and parents.

Board policies are intended to provide the framework for district operations and the educational system. In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board may adopt administrative procedures concerning its own operations, or when an issue is of sufficient legal importance to warrant a Board-level procedure.

- A. Policy Committee Responsibilities and Meetings. The Board's Policy Committee with the advice and counsel of the Superintendent, is responsible for recommending policies and policy actions to the full Board for its consideration, including adopting new policies, revising existing policies and deleting obsolete policies.
- B. Policy Committee Meetings and Agendas. The Superintendent or his/her designee, in consultation with the Policy Committee Chair shall prepare all agendas for the meetings of the Policy Committee.
- C. Review of Existing Manual. The Policy Committee shall establish a schedule for reviewing existing Board policies, and forming recommendations regarding the same for the Board [consistent with policy BGC].
- D. Procedures for Policy Development and Review.
 1. Individual Board members, Board standing or special committees, the Superintendent or other interested persons may submit policy suggestions, concerns, and/or drafts to the Policy Committee, in care of the Superintendent.
 2. The Superintendent or designee is responsible for notifying the Board and the Policy Committee of all policy updates and revisions provided by the New Hampshire School Boards Association. The Policy Committee will review such updates and make recommendations deemed appropriate under this policy.
 3. The Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate. The Policy

Mr. Robert DeColfinacker, Chair
Mr. Bob Ouellette, Vice Chair
Mrs. Brennan Peaslee
Mrs. Mary Collins
Mrs. Sandrae Taliaferro

Committee may delegate research and initial drafting to other Board standing committees, to District staff or others at the discretion of the Policy Committee and the Superintendent. (E.g., a policy concerning computer use may first be delegated to the Technology Committee.) If a policy is referred to a committee, staff, professional or other person for initial review/drafting, the policy shall be reviewed by the Policy Committee before submission to the full Board.

4. The Superintendent, should seek counsel of the School Board's attorney or the New Hampshire School Boards Association when there may be a question of legality or proper legal procedure in the substance of any proposed or current board policy.
 5. The Policy Committee may also seek input from other affected persons and/or groups as appropriate.
 6. The Policy Committee will provide report to the full board [state frequency _____]. The reports will include the Policy Committee's recommendations for new policies (including full text of policies/revisions to be considered for action by the Board), as well as recommendations for repeal of existing policies. Policy Committee reports should also include any information requested by the full board, and any other information deemed appropriate by the Policy Committee,
- E. Board Actions Required to Approve, Revise or Repeal Policies. Any final action regarding the approval of a new policy, or revision or repeal of an existing policy, requires a majority vote of a quorum of the board at a public meeting.
1. Policy Committee reports shall be placed on the agenda of a regular Board meeting and will be made part of the agenda package for that meeting.
 2. All new policies, and/or revisions to existing board policies are subject to a "first reading" by the full board to occur at a regular board meeting. (There is no requirement that proposed policies/revisions be read aloud at the meeting, although either a majority of the Board or the Chair may determine that actual reading is appropriate).
 3. The Board will allow opportunity for public comment on policy proposals per Board policy {**} as follows: _____] *[NOTE: this section should reflect the existing public comment practice/procedure/policy of school board. E.g., some boards do not allow public comment at all, some have a specific slot in the agenda dedicated to public comment, some allow it as agenda items come up. NHSBA recommended practice is to allow comment on agenda items, but how that is managed is a matter for each board. A board could provide special time for public comment as to policies on the agenda, but apply the same or similar restrictions (e.g., 3 minutes, 20 minutes total, etc.).]*

Mr. Robert DeColfmacke, Chair
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4. Any changes agreed upon or requested by the board during the first reading shall be made by the *[Superintendent OR Policy Committee OR _____]* prior to the second reading.
5. At the next Board meeting (or a later meeting if so agreed by the Board), the policy shall be placed on the agenda for a second (or additional) reading, and action. Amendments may be made and acted upon at that meeting, or may be referred for further revision, etc..
6. Prior to final approval by the Board, each policy will be titled, dated, and *[coded consistent with the classification system used by the New Hampshire School Boards Association.]* **OR {if the district does not use the NHSBA/NEPN code system}** *[include a reference to the appropriate policy code assigned by the New Hampshire School Board's Association to allow for tracking updates.]*
7. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
8. Approved policies become effective immediately unless the motion to approve the policy, or the policy itself, includes a specific implementation date.

F. Suspension of Policy Process.

1. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that public notice of the proposed action was given at least *[days? weeks? at a previous Board meeting?]* and that each Board member was notified of the proposed action. For purposes of notification, a meeting agenda delivered to each Board member is deemed sufficient if it identifies the policy to be acted upon.
2. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.

G. Policy Dissemination, Records and Manual Updates.

1. All Board policies, and any written administrative rules and regulations implementing such policies constitute governmental records and are subject to the provisions of RSA 91-A.
2. Notice of new, revised and deleted policies should be provided to affected groups (i.e., school staff, students, parents) and posted on the district website and by other such appropriate means determined by the Superintendent.
3. The Superintendent shall retain as government records copies of all policies deleted from the Board policy manual.

Mr. Robert DeColfmacker, Chair
Mr. Bob Ouellette, Vice Chair
Mrs. Brennan Peaslee
Mrs. Mary Collins
Mrs. Sandrae Taliaferro

4. An up-to-date policy manual shall be maintained on the District's website with a hard copy, in the Superintendent's Office [and *{if applicable}* in each school building] The Superintendent shall also assure that all hard copies of the District's policy manual are recalled annually and updated as appropriate.

Mr. Robert DeColfmacker, Chair
Mr. Bob Ouellette, Vice Chair
Mrs. Brennan Peaslee
Mrs. Mary Collins
Mrs. Sandrae Taliaferro

Policy BGAA: Policy Development, Adoption, and Review

Status: ADOPTED

Original Adopted Date: 11/01/2020 | Last Reviewed Date: 11/01/2020

Category: Recommended

ADOPTION/REVISION NOTES -

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

- a. This policy is intended as an alternative to and replacement of NHSBA sample policies BG, BGA, BGB, BGC & BGE. If a Board adopts this policy, it should concurrently withdraw policies BG - BGE. Additionally, it should review its current manual for other related policies (e.g., BGD), and make such adjustments as are necessary for continuity, to reduce redundancies, as well as local preference and practice.
- 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: New policy – November 2020

NHSBA notes, November 2020 - This new sample policy BGAA was created after inquiries from multiple districts. It is intended to merge and clarify subject matter from 5 current NHSBA policies (BG, BGA, BGB, BGC and BGE.) As such, Boards intending to adopt this alternate policy BGAA should take care to withdraw those five policies, and to further review other related policies (e.g., BDE, BDF, and BGD), and make such modifications so as to clarify, and minimize redundancies and/or contradictions.

The development and adoption of policies that govern the School District is one of the School Board's most important functions. Board policies establish the goals, direction and structure of the district under the authority of applicable statutes and regulations. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the Superintendent and other administrators in the management of the district, to guide the education program, and to provide clear expectations for school staff, students and parents.

Board policies are intended to provide the framework for district operations and the educational system. In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board may adopt administrative procedures concerning its own operations, or when an issue is of sufficient legal importance to warrant a Board-level procedure.

- A. Policy Committee Responsibilities and Meetings. The Board's Policy Committee with the advice and counsel of the Superintendent, is responsible for recommending policies and policy actions to the full Board for its consideration, including adopting new policies, revising existing policies and deleting obsolete policies.
- B. Policy Committee Meetings and Agendas. The Superintendent or his/her designee, in consultation with the Policy Committee Chair shall prepare all agendas for the meetings of the Policy Committee.
- C. Review of Existing Manual. The Policy Committee shall establish a schedule for reviewing existing Board policies, and forming recommendations regarding the same for the Board [consistent with policy BGC].
- D. Procedures for Policy Development and Review.
 - 1. Individual Board members, Board standing or special committees, the Superintendent or other interested persons may submit policy suggestions, concerns, and/or drafts to the Policy Committee, in care of the Superintendent.
 - 2. The Superintendent or designee is responsible for notifying the Board and the Policy Committee of all

policy updates and revisions provided by the New Hampshire School Boards Association. The Policy Committee will review such updates and make recommendations deemed appropriate under this policy.

3. The Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate. The Policy Committee may delegate research and initial drafting to other Board standing committees, to District staff or others at the discretion of the Policy Committee and the Superintendent. (E.g., a policy concerning computer use may first be delegated to the Technology Committee.) If a policy is referred to a committee, staff, professional or other person for initial review/drafting, the policy shall be reviewed by the Policy Committee before submission to the full Board.
4. The Superintendent, should seek counsel of the School Board's attorney or the New Hampshire School Boards Association when there may be a question of legality or proper legal procedure in the substance of any proposed or current board policy.
5. The Policy Committee may also seek input from other affected persons and/or groups as appropriate.
6. The Policy Committee will provide report to the full board [state frequency _____]. The reports will include the Policy Committee's recommendations for new policies (including full text of policies/revisions to be considered for action by the Board), as well as recommendations for repeal of existing policies. Policy Committee reports should also include any information requested by the full board, and any other information deemed appropriate by the Policy Committee,

E. Board Actions Required to Approve, Revise or Repeal Policies. Any final action regarding the approval of a new policy, or revision or repeal of an existing policy, requires a majority vote of a quorum of the board at a public meeting.

1. Policy Committee reports shall be placed on the agenda of a regular Board meeting and will be made part of the agenda package for that meeting.
2. All new policies, and/or revisions to existing board policies are subject to a "first reading" by the full board to occur at a regular board meeting. (There is no requirement that proposed policies/revisions be read aloud at the meeting, although either a majority of the Board or the Chair may determine that actual reading is appropriate).
3. The Board will allow opportunity for public comment on policy proposals per Board policy {**} as follows: _____] [NOTE: this section should reflect the existing public comment practice/procedure/policy of school board. E.g., some boards do not allow public comment at all, some have a specific slot in the agenda dedicated to public comment, some allow it as agenda items come up. NHSBA recommended practice is to allow comment on agenda items, but how that is managed is a matter for each board. A board could provide special time for public comment as to policies on the agenda, but apply the same or similar restrictions (e.g., 3 minutes, 20 minutes total, etc.)]
4. Any changes agreed upon or requested by the board during the first reading shall be made by the [Superintendent OR Policy Committee OR _____] prior to the second reading.
5. At the next Board meeting (or a later meeting if so agreed by the Board), the policy shall be placed on the agenda for a second (or additional) reading, and action. Amendments may be made and acted upon at that meeting, or may be referred for further revision, etc..
6. Prior to final approval by the Board, each policy will be titled, dated, and [coded consistent with the classification system used by the New Hampshire School Boards Association.] OR [if the district does not use the NHSBA/NEPN code system] [include a reference to the appropriate policy code assigned by the New Hampshire School Board's Association to allow for tracking updates.]
7. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
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F. Suspension of Policy Process.

1. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that public notice of the proposed action was given at least [days? weeks? at a previous Board meeting?] and that each Board member was notified of the proposed action. For purposes of notification, a meeting agenda delivered to each Board member is deemed sufficient if it identifies the policy to be acted upon.
2. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.

G. Policy Dissemination, Records and Manual Updates.

1. All Board policies, and any written administrative rules and regulations implementing such policies constitute governmental records and are subject to the provisions of RSA 91-A.
2. Notice of new, revised and deleted policies should be provided to affected groups (i.e., school staff, students, parents) and posted on the district website and by other such appropriate means determined by the Superintendent.
3. The Superintendent shall retain as government records copies of all policies deleted from the Board policy manual.
4. An up-to-date policy manual shall be maintained on the District's website with a hard copy, in the Superintendent's Office [and *(if applicable)* in each school building] The Superintendent shall also assure that all hard copies of the District's policy manual are recalled annually and updated as appropriate.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

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.

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

Mr. Robert DeColfmaeker, 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

Page 1 of 1

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

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

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.

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.

District Policy History:

First reading: _____

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 DeColmacker, 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

Page 1 of 1

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
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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. There will be one opportunity for a member of the public to comment on items that are on the agenda during the 30 minutes allotted for public comment. 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

WELLNESS POLICY

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

Goals:

1. The District shall teach, encourage, support and model healthy eating habits for students.
2. The District shall teach, encourage, support, and model age appropriate daily physical activity.
3. The District shall educate students, employees, school board and community members to the important benefits of a healthy lifestyle.
4. The Schools shall comply with the nutrition guidelines outlined in this policy in a manner designed to facilitate the adoption of healthier eating habits such that 100% compliance is achieved no later than the 2011/2012 School Year.

Nutrition Guidelines:

The School District's nutritional standards are based upon standards established by the USDA and New Hampshire Healthy School Coalition/Best Practice. These nutrition guidelines, apply to all foods available to students on school grounds during the school day, including but not limited to, the school lunch and breakfast program, foods and beverages sold in vending machines/school stores and as part of classroom lessons/activities, parties, celebrations or fundraising efforts. As needed the Wellness Committee will request that the Superintendent notify each School Board regarding any changes that have occurred in federal and state nutrition guidelines that need to be reflected in this Policy. \

- A. **School Meals:** School Meals served in the District shall meet or exceed the nutrition requirements established by the USDA, laws, and regulations. Administration of the school meal program will be by qualified school food service staff. School lunches and breakfast programs will offer variety of foods and choices for students. Nutritional information about school meals will be available for students and parents through menus, websites and other appropriate school media.
- B. **Free and Reduced Meals:** Eligibility for and distribution of free and reduced priced meals will be provided with confidentiality in accordance with state and federal requirements.
- C. **Breakfast & Lunch:** In order to meet the nutritional needs of children and enhance their ability to learn it is recommended that all schools in the District provide a breakfast program in addition to their already established lunch programs.

WELLNESS POLICY

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

Adopted by the Board: 21, June 2006
 Revised by the Board: 7 September 2011
 Adopted by the Board: 20 September 2022

(continued)

D. Meal Times and Scheduling: Schools whenever possible:

- Shall ensure students have sufficient time to eat breakfast and lunch in accordance with the federal Child Nutrition and WIC Reauthorization Act of 2004.
- Shall schedule meal periods at appropriate times in accordance with NH Healthy School Best Coalition recommendations. Lunch should normally be scheduled between 11:00 AM and 1:00 PM.
- Shall not schedule tutoring, club, or organizational meetings/activities during mealtimes, unless students may eat during such activities.
- Shall schedule lunch periods to follow recess periods as schedule will allow.

E. Food Sales: All food items available through schools and school functions should meet or exceed nutritional standards established by the NH Healthy School Best Coalition.

Elementary Schools. The school food service program will approve and provide all food and beverage sales to students in elementary schools. Foods in elementary schools should be sold as balanced meals.

Middle/Junior High and High Schools. In middle/junior high and high schools, all Foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, school stores, concessions, fundraising, etc.) to students during the school day, will meet the following nutrition and portion size standards:

Beverages: Beverages sold on school property include: plain bottled water, low fat or skim milk, 100% fruit juices, 100% vegetable juice, light juice, low-fat or fat free chocolate milk (trivial amount of caffeine).

Beverages not sold on school property include: soda, caffeinated drinks (coffee, hot chocolate, ice tea, and sodas), sports drinks, lemonade, and punch.

Foods: Any item sold individually:

- Shall meet or exceed nutritional guidelines established by the USDA and NH Healthy School Coalition Best Practices Health Snack Coalition
- Shall have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
- Shall have no more than 35% of its *weight* from added sugars;

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

Adopted by the Board: 21, June 2006
 Revised by the Board: 7 September 2011
 Adopted by the Board: 20 September 2022

WELLNESS POLICY*(continued)*

- Shall contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups;
- Shall contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- A choice of at least two fruits and/or non-fried vegetables shall be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes Limit portion sizes of foods and beverages sold individually to those listed below:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
- One ounce for cookies;
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- Eight ounces for non-frozen yogurt;
- Twelve fluid ounces for beverages, excluding water; and
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

F. Outside Food and Drink: Food/Drinks brought into the building from home must follow the same guidelines as food/drinks provided by the school. Soda, coffee, energy drinks and gum are not permitted. Sugary snacks, including candy need to be in compliance with the food serving guidelines. Any classroom party needs to comply with the Wellness Committee Guidelines.

Nutrition Guidelines for Reimbursable School Meals:

In no circumstances will the guidelines for reimbursable school meals be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Foods should be served

Robert DeColfmaeker, Chairman
 Bob Ouellette, Vice Chairman
 Sandra Taliaferro
 Brennan Peaslee
 Mary Collins

Adopted by the Board: 21, June 2006
 Revised by the Board: 7 September 2011
 Adopted by the Board: 20 September 2022

with consideration toward variety, appeal, taste, safety, and packaging to ensure that students will participate in consuming high quality meals.

WELLNESS POLICY

(continued)

Plan for Measuring Implementation:

The School Board instructs the Superintendent to establish procedures for implementation of this policy that include targets in support of the goals set forth in this Policy. Each Building Principal is charged with the operational responsibility for ensuring that their school follows the guidelines set forth in this policy and implements strategies for achieving the targets set forth in the procedures established by the Superintendent. The Wellness Committee will periodically assess the nutrition and physical activity environment throughout the District and provide input to each Building Principal and the Superintendent regarding progress on the current targets, recommend any new targets and identify strategies in support of the goals stated in this Policy. The Superintendent and Building Principals will decide upon the targets and strategies in support of the goals stated in this Policy. Annual progress reports will be provided to the School Board.

Community Involvement:

The Board will establish a Wellness Committee that will periodically assess the nutrition and physical activity environment throughout the District. This group will assess progress on the current goal targets; recommend any new goal targets and identify strategies for achieving them. The committee will be appointed by the School Board in consultation with the Principal. The Committee will consist of a group representing parents, students, the school's food service program, the School Board, administrators, regular and wellness related faculty and staff as well as members of the public with wellness related expertise. The purpose of this advisory Committee is to provide content area expertise, and community input, when possible.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

NH Code of Administrative Rules, Section Ed. 303.01 (g), Duties of School Boards

NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services

NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed. 306.41, Physical Education Program

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

Adopted by the Board: 21, June 2006
Revised by the Board: 7 September 2011
Adopted by the Board: 20 September 2022

POLICY REVIEW AND EVALUATION/MANUAL ACCURACY CHECK

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for board action and administrative decision, the Wakefield School Board will review its policies on a continuing basis.

The board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies, which it has adopted.

The superintendent is given the continuing responsibility of calling to the board's attention all policies that are out of date or need revision.

The board directs the superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and board review.

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

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

MINUTES

The secretary will keep a record of the board meetings. The minutes of the board will be kept in an official minute book and will include resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method. Additional revisions to policy BEDG include merged minute sections regarding non-public sessions from policy BEC.

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

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

Legal References:

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

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

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

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

Adopted by the Board: 19 November 1991
Reaffirmed by the Board: 6 December 2000
Revised by the Board: 6 August 2008
Revised by the Board: 2 January 2024

REGULAR BOARD MEETINGS
(Procedure)

The Wakefield School Board cordially invites the public to attend all regular meetings. Legal notice of the meetings will be as prescribed by the NH Revised Statutes Annotated. In order to provide for the orderly conduct of its meeting and to inform the board and public prior to the time of the meeting of the items to be considered, the Wakefield School Board has adopted the following procedures:

1. The Superintendent in advance of the meeting shall prepare the agenda for the regular meeting of the Wakefield School Board. All agenda items must be submitted to the Superintendent's Office no later than 12:00 noon on Thursday, prior to the meeting. Agendas along with supporting materials will be mailed to board members on Friday or as soon as possible. Only those matters listed on the agenda will be discussed in open meeting. In the event of an emergency, items may be added to the agenda at the meeting by a majority vote of the board members present.
2. Principals are to have items for the agenda submitted to the Superintendent's office no later than noon on Thursday prior to the meeting.
3. If any member of the School District wishes to have a topic brought before the School Board s/he may request by communicating with the Chairman of the Board or the Superintendent of Schools. It is recommended that these items be submitted in writing with the name or names of the person or persons submitting the request. This is deemed advisable in order that the School Board Members may have a clear understanding of the topic prior to the meeting. The Board also believes that any individual who feels a certain topic should be taken up before the Board should be willing to assume responsibility for this by signing his/her request. The Board reserves the right to insist upon a complaint being submitted in writing.

In considering the procedures outlined in the above paragraph, it should be clearly understood that responsibilities for matters involving teacher-pupil and Superintendent-teacher relationships shall be discussed with the faculty member, the school principal and the Superintendent in that order. If after such a discussion the individual is not satisfied, he may submit a request for consideration by the School Board.

When a group is to appear before the Board, it is to select one of its members, in advance, to serve as a spokesman of the group.

In the interest of economy of time, each visitor will be limited to 3 minutes and any group will be limited to fifteen minutes for its presentation.

Mr. Robert Ouellette, Chairperson
Mr. Relf Fogg
Ms Mary Collins
Mr. Lino Avellani
Ms Sheena Robbins

Adopted by the Board: 6 September 1977
Revised by the Board: 16 June 1987
Revised by the Board: 19 November 1991
Revised by the Board: 2 August 1995
Reaffirmed by the Board: 10 July 1998
Revised by the Board: 6 May 2002
Revised by the Board: 3 September 2014
Revised by the Board: 4 April 2018
Revised by the Board: 21 January 2021

- 4. Board meetings will be held on the 1st and 3rd Tuesday of the month. They will start at 6:00 P.M. The Board may, however, alter this schedule as is deemed appropriate. Visitors will ordinarily be heard immediately after the meeting is called to order.

REGULAR BOARD MEETINGS
(Procedure)

(Continued)

A topic submitted for School Board attention will be discussed at the earliest date possible after submission. Prior requests and other urgent matters may cause some delay in getting the item on the agenda.

- 5. The Board wishes to call attention to the fact that it would not be in the best interest of the parties involved if matters concerning personalities and specific teachers' salaries and/or performance were to be discussed publicly. In this regard, the Board reserves the right to go into Non Public Session for purposes of discussing such matters.

Individuals submitting topics that are not acceptable for public discussion will be informed of the Board's disposition on the next business day following the meeting.

- 6. The agenda will be posted in the building where the meeting is held and in the foyer of the Superintendents Office in accordance with RSA 91-A-.2.
- 7. Items not recorded on the agenda may be added at the discretion of the superintendent or board chairman.

Statutory Reference:

RSA 91-A

Mr. Robert Ouellette, Chairperson
Mr. Relf Fogg
Ms Mary Collins
Mr. Lino Avellani
Ms Sheena Robbins

Adopted by the Board: 6 September 1977
Revised by the Board: 16 June 1987
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Revised by the Board: 6 May 2002
Revised by the Board: 3 September 2014
Revised by the Board: 4 April 2018
Revised by the Board: 21 January 2021

BOARD POLICY DEVELOPMENT

The Wakefield School Board will develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of our public schools.

The board considers policy development its chief function, along with providing the resources such as personnel, buildings, materials, and equipment for the successful interpretation and evaluation of its policies.

Policies are principles adopted by the board to chart a course of action. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, which sets the rules and regulations to provide specific directions to the School District personnel.

It is the Wakefield School Boards' intention that its policies serve as sources of information and guidance for all people who are interested in or connected with the public schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the school board policies. The board welcomes suggestions for ongoing policy development from citizens, students, and staff in the district.

Action on such proposals whatever their source is taken finally by the board after receiving the recommendation of the superintendent. The superintendent bases his/her recommendations upon the outcomes of study and upon the judgment of the professional staff and appropriate study committees. The superintendent shall seek counsel of the School Attorney when there may be a question of legality or proper legal procedure in the development of a proposed School Board Policy.

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

Adopted by the Board: 6 December 2000
Revised by the Board: 6 May 2002
Revised by the Board: 17 October 2012

POLICY DEVELOPMENT SYSTEM

The board endorses policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the board for consideration and action, policy dissemination, policy evaluation, and the maintenance of an easy-to-use policy manual.

Policy Adoption, Dissemination and Review

- A. The board may adopt, amend, or repeal written policies at any meeting by a majority vote of board members in attendance, provided that notice of the proposed action was given at a previous board meeting and that each board member was notified of the proposed action. For purposes of notification, the meeting agenda delivered to each board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.
- C. The board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption, unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open for and available for public inspection.
- H. Manuals will be provided to each board member and at least one master copy will be kept in each school district and one master copy in the SAU central office.
- I. All board policies will be reviewed and evaluated by the school board on a regular and continuing basis. The board's policy manual will be updated due to actions taken as a result of this review and evaluation.

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

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

J. The superintendent or designee is responsible for notifying the board of all policy updates and revisions provided by the New Hampshire School Boards Association. The board will then schedule time for review of such updates and will take action accordingly regarding the adoption, revision or repeal of such policies.

A member of the SAU staff is to be designated and delegated by the superintendent with the responsibility to maintain the board's policy reference files, to draft policy proposals as instructed by the board and/or superintendent, to maintain the board policy manual, and to serve as liaison between the board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

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

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

POLICY ADOPTION

Except for policy actions to be taken on emergency measures, the adoption of board policies should follow this sequence which will take place at at least two regular or special meetings of the Board.

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the board shall be reference and/or made part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the district marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedures:

On matters of unusual urgency, the board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the superintendent shall inform concerned groups or individuals about the reasons for this necessity

Mr. Stephen Brown, Chairperson
Mrs. Bonnie Cyr
Mr. Relf Fogg
Mr. Robert Ouellette
Mrs. Norma Joy

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 1 November 2006
Revised by the Board: 17 October 2012
Revised by the Board: 20 November 2013
Revised by the Board:

POLICY DISSEMINATION

The policy manual is a public document. The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the board and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend to all employees of the school system, to members of the board, and to persons in the community insofar as conveniently possible. Manuals will be available for inspection at the superintendent's office, each principal's office, and the Gafney Library.

All policy manuals shall remain the property of the Wakefield School Board.

The superintendent is responsible for ensuring an annual update of all manuals.

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

Adopted by the Board: 19 November 1991
Revised by the Board: 6 May 2002
Reaffirmed by the Board: 2 October 2002
Revised by the Board: 17 October 2012