

Agenda Worksheet

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

Date: Tuesday January 21, 2025 at 6:00pm

Facilities Committee Meeting 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. Facility
- b. School Administration
- c. Finance

6. CONSENT AGENDA

- a. AP Manifest- Batch #45503, \$246.98; Batch #45487, \$942.23; Batch #44504, \$27,069.77; Batch #45485, \$4,303.72; Batch #45559, \$1,425.78; Batch #45561, \$1,146.06
- b. Payroll Manifest- Batch #45500, \$622.42; Batch #45509, \$5,914.00; Batch #45499, \$1,979.02; Batch #45510, \$762.00; Batch #45555, \$86,744.04; Batch #45543, \$9,529.79

7. MEETING MINUTES

- a. WSB Non Public Minutes 1.2.25
- b. WSB Public Minutes 1.2.25
- c. WSB Public Minutes 1.8.25
- d. WSB Public Minutes 1.13.25

8. OLD BUSINESS

9. NEW BUSINESS

10. POLICIES

- JLP- Parental Notification of and Involvement in Student Welfare (2nd reading)
- ACE- Non-Discrimination on the Basis of Handicap/Disability (2nd reading)
- DAF- Administration of Federal Grant Funds (2nd reading)
- EBCH- Chemical Safety and Chemical Hygiene Plan (1st reading)
- IHBA- Programs for Pupils with Disabilities (1st reading)
- IHBA- R (1)- Programs for Pupils with Disabilities- Section 504- Notice of Parent & Student Rights (1st reading)

11. COMMITTEE UPDATES

12. NOMINATIONS/HIRES/RESIGNATIONS

Frank Markiewicz- BA

13. FOLLOW-UP

14. NON-PUBLIC: RSA 91-A:3 II (C)

WSB Non Public Minutes 1.8.25 Sealed

WSB Non Public Minutes 1.13.25 Sealed

15. ADJOURNMENT:

PM

Upcoming: The next Wakefield School Board meeting will be held February 4, 2025

Agenda Worksheet

Statutory Reasons cited as foundation for the Nonpublic Sessions.

91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

91-A:3, II (b): The hiring of any person as a public employee.

91-A:3, II (c): Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

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

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

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

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

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

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

**Wakefield School District
SAU 101**

Facilities Committee

Agenda

Paul School Library
60 Taylor Way
Sanbornville NH 03872

Tuesday, January 21, 2025 5:15pm

1. Metal Garage Bid
2. Paving Quotes

**SCHOOL ADMINISTRATIVE UNIT #101
Wakefield [NH] School District**

REQUEST FOR QUOTE

Project: Metal Garage

Overview: Wakefield School district invites quotes for metal garage based on the specifications listed below.

Project Contact: Brad Davis

Facilities Manager, SAU #101
76 Taylor Way,
Sanbornville, NH 03872
Email: brad.davis@sau101.org

Due Date: Until 1:00 p.m. local time, on the 6th day of January, 2025, the Wakefield School district will receive the original quote herein set forth in a sealed envelope marked "Metal Garage" at the office of:

School Administrative Unit #101
76 Taylor Way,
Sanbornville, NH 03872
Attn.: Superintendent Anne Kebler

E-mail, fax, or other forms of the quote will not be accepted. Quotes received after the closing date and time will not be accepted.

REJECTION/AWARD OF PROPOSALS: The School district reserves the right to accept or reject any or all quotes, to negotiate with any or all Bidders, and to waive any informalities in the Request for Quote process, and to enter into an agreement with the Bidder whom the School district in its sole discretion determines is in the best interest of the School district even though the Bidder may not submit the lowest bid or proposal. Bidders shall be responsible for any and all expenses that they may incur in preparing their proposals.

November 6, 2024 Bidder Initials AS 1

I. GENERAL INFORMATION

1. Wakefield School district is soliciting quotes for a metal garage to be installed at 60 Taylor Way, Sanbornton, NH
2. The School district intends to enter into an agreement for this project. The selection of the Bidder is conditioned upon the successful Bidder signing a contract agreeable to the School district. If the successful Bidder does not sign the contract, the School district may withdraw its offer and select another Bidder.

II. TERMS AND CONDITIONS

1. Wakefield School district reserves the right to solicit additional information from Bidders to determine which Bidder best meets the needs of the School district. Additional information may include (but is not limited to) past performance records; list of available personnel, plant and equipment; description of work which will be done simultaneously with the School district project; financial statements; on-site tour and evaluation by School district personnel; references, or any other pertinent information. The Wakefield School district also reserves the right to investigate any and all Bidders to determine the Bidder's ability to perform services under the RFQ.
2. Successful Bidder agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$1 million per occurrence and \$2 million aggregate; professional liability with limits not less than \$1 million per occurrence and \$3 million aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit not less than \$1 million per occurrence; Employers Liability with a minimum limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of New Hampshire. Successful Bidder agrees to have the Wakefield School district added as an additional insured with respect to comprehensive general liability insurance and provide the School district with 30 days prior written notice of any material changes in the above insurance. Successful Bidder shall provide the School district with a certificate of the above insurance coverage and amounts upon execution of this agreement.

3. Successful Bidder shall indemnify the School district, its school board members, officers, employees, agents and students from and against any costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, which may

November 6, 2024 Bidder Initials AS 2

arise out of Bidder's performance of services, except to the extent caused by the sole fault or negligence of the School district.

4. The School district may at any time terminate the services and/or Contract with the successful Bidder at the School district's convenience and without cause. In case of termination for the School district's convenience, the successful Bidder shall be entitled to receive payment from the School district limited to actual documented expenses as of the date of termination as its sole remedy. In no event will the School district be responsible for lost profits, compensatory or other consequential damages.

III. SPECIFICATIONS

1. 24'Wx35'Lx12'H
2. Roof Color Black
3. Trim Color Black
4. Sides/Ends Color Burnished Slate
5. 24x35' [Roof 36'] Vertical roof
6. 12' Height
7. Gauge 12
8. 115 MPH/95 PSF Certified
9. 4/12' Roof Pitch
10. Left Lean-To 12x35' [Front]
11. Left Lean-To 7' Height
12. Left lean-To 3/12' Roof Pitch
13. Five [5] Windows 24x36
14. 10x10 Foot Garage Door [Roof Up] on Front Wall
15. 36x80 Inch Walk-In Door [Solid] on Left Wall
16. 1' Overhang on Sides
17. Installation Included in Bid Price

6

IV. BID OPENING

Bids received will be opened at the SAU #101 Office, 76 Taylor Way, Sanbornville, NH, on January 7th, 2025, at 1:00 PM. Bid opening is open to the public.

November 6, 2024 Bidder Initials AS 3

BID SHEET

Building Amount: \$ 23,835 Discounts:

\$ — Sub-Total: \$ 23,835

Additional Charges:

[Detail] Site-specific engineer plans \$ 2,500 + 2.5% fee = \$2,562.50

TOTAL BID PRICE \$ 26,397.50

Bid Submitted By:

Name of Company: Boss Buildings

Address: 116 E Market Street

City Elkin State NC Zip Code 28621

Telephone: _____ Contact Name: Alan S.

Alan Jalape Telephone #: (336) 252-340

_____ alanS @ Bossbuildings.com Email:

_____ when. Jan. 13. 2025 Date:

November 6, 2024 Bidder Initials AS 4



Boss Buildings

📍 116 East Market St., Suite 200
Elkin, North Carolina 28621
✉ nccarportsorders@gmail.com
☎ (336) 673-3065
🌐 <https://www.bossbuildings.com/>

Sales: Alan Salazar

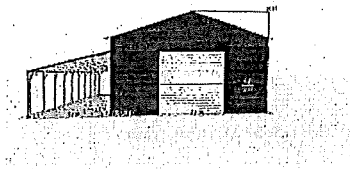
📍 116 East Market St., Suite 200
Elkin, North Carolina 28621
✉ alans@bossbuldings.com

Building Order
ODR-005434

Date
01/13/2025

Total
\$23,835.00

CUSTOMER DETAILS

<p>Brad Davis</p> <p><small>Billing Address</small> 📍 60 Taylor Way Sanbornville, Carroll, New Hampshire 03872</p> <p><small>Shipping Address</small> 📍 60 Taylor Way Sanbornville, Carroll, New Hampshire 03872</p> <p>✉ brad.davls@sau101.org ☎ (603) 977-3919</p>	<p>Standard Garages - 24 x 35 x 12</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Roof Color: Black <input checked="" type="checkbox"/> Trim Color: Black <input checked="" type="checkbox"/> Sides/Ends Color: Burnished Slate <input type="checkbox"/> Wainscot Color: NA <div style="text-align: right;">  </div>
<p>Ready for Installation? <u>Yes</u> Jobsite Level? <u>Yes</u> Permit Required? <u>Customer To Verify</u> Inside City Limit? <u>No</u> Electricity Available? <u>No</u> Installation Surface? <u>Concrete</u></p>	
<p>Building Dimension: 24'W x35'L x12'H Roof Style: Vertical Gauge: 12 Gauge Wind/Snow Rating: will require 90 psf site specific plans Certification Distance on Center: 4 Feet</p>	

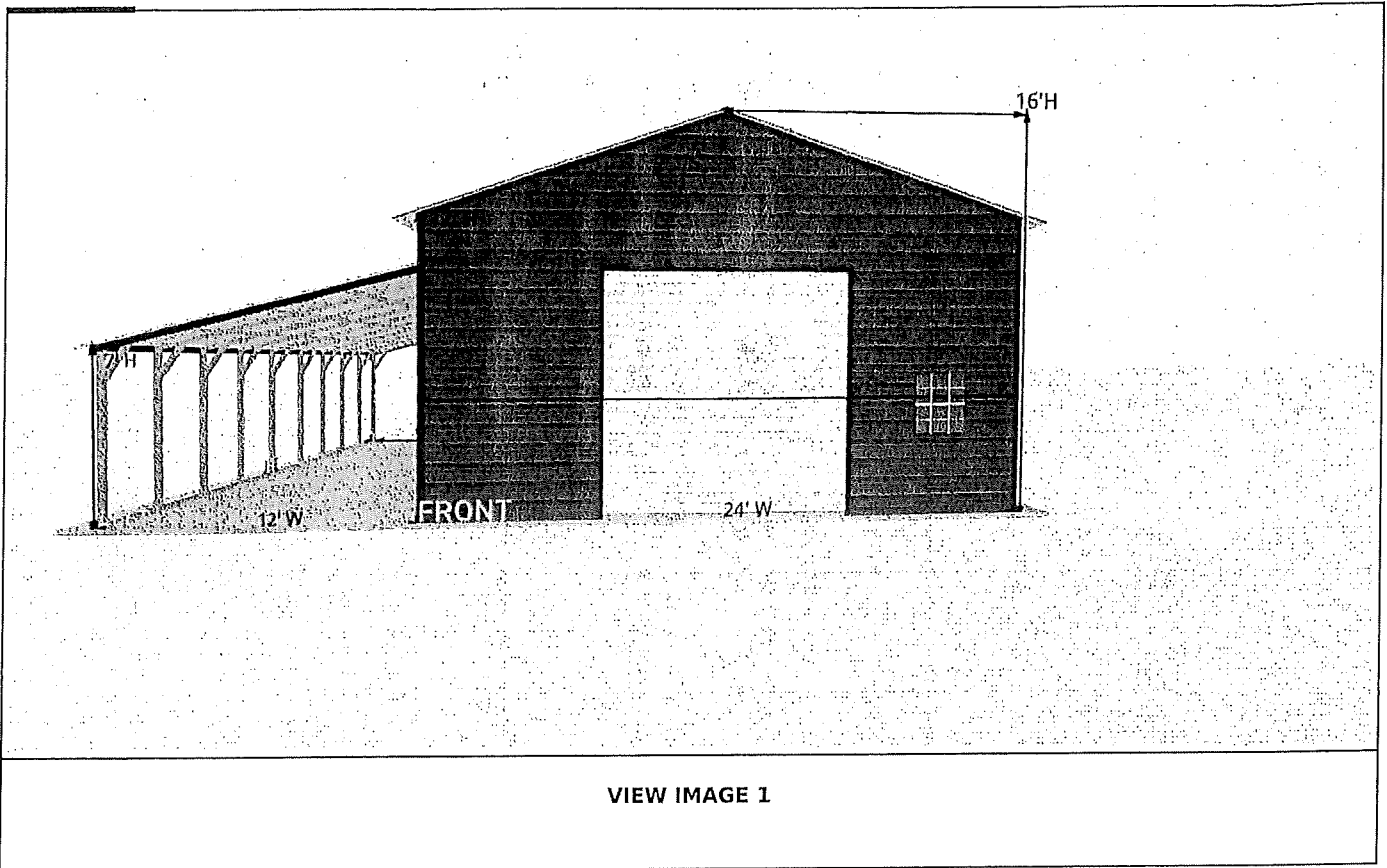
PAYMENT MODE

Payment Option Cash	Finance Company	Application Id	Plan No.	Expiry Date
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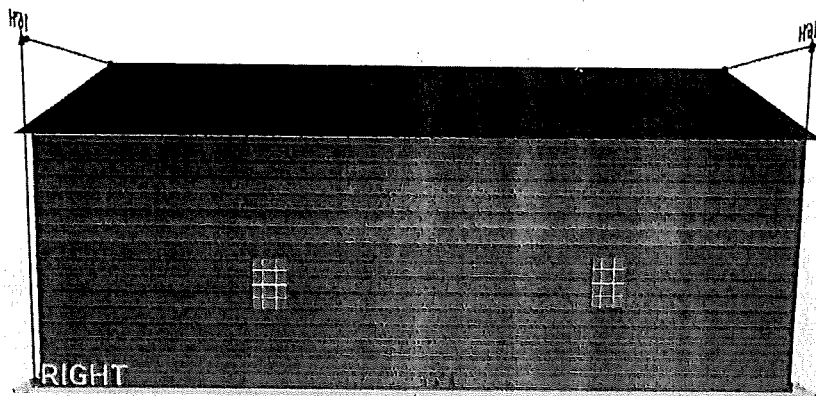
24X35' (Roof 36') Vertical Roof	1	\$5,750.00
12' Height (Reinforced Legs Baseraill)	1	\$840.00
Gauge : 12	1	\$0.00
will require 90 psf site specific plans Certification	1	\$0.00
4/12' Roof Pltch	1	\$2,100.00
Front Wall Closed Horizontal	1	\$1,640.00
Back Wall Closed Horizontal	1	\$1,640.00
Left Closed Horizontal	1	\$890.00
Right Closed Horizontal	1	\$890.00
Left Lean-to 12x35' (Front)	1	\$2,875.00
Left Lean-to 7' Height	1	\$70.00
Left Lean-to 3/12' roof pitch	1	\$0.00
24x36 Inch Window (Standard) on Right Wall	2	\$360.00
24x36 inch Window (Standard) on Back Wall	2	\$360.00
30x36 Inch Window (Standard) on Front Wall	1	\$225.00

10x10 ft Garage Door (Roll-Up) on Front Wall	1	\$945.00
36x80 Inch Walk-In Door (6 Panel) on Left Wall	1	\$650.00
1' Overhang On Sides	1	\$2,287.50
Extra Bows (Included)	1	\$0.00
4ft On Center	1	\$975.00
Single Bubble (Roof Only)	1	\$1,137.50
Side Connection Fees	1	\$200.00
Permit Required : Customer To Verify		
Installation Ready : Yes		
Installation Surface Leveled : Yes		
NOTES Customer aware 1/2 balance due prior to scheduling.----- Will require 90 psf site-specific plans for this building PLUS THE COST OF SITE SPECIFICS WHICH WILL BE BILLED DIFFERENTLY		Building Amount: \$23,835.00 Manufacturer Discount: \$0.00 Sub Total: \$23,835.00 Additional Charges \$0.00 Grand Total \$23,835.00 Pay Now Downpayment \$3,575.25 Balance Due \$20,259.75

BUILDING VIEW

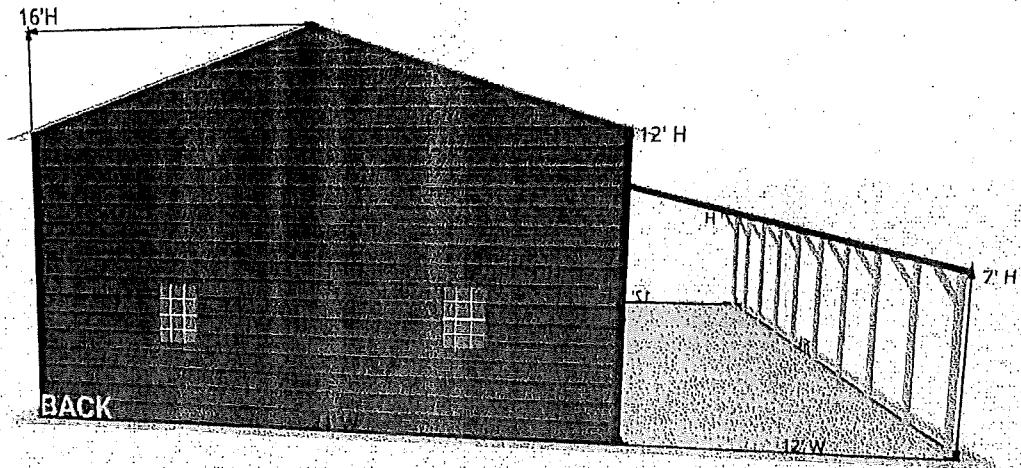


BUILDING VIEW



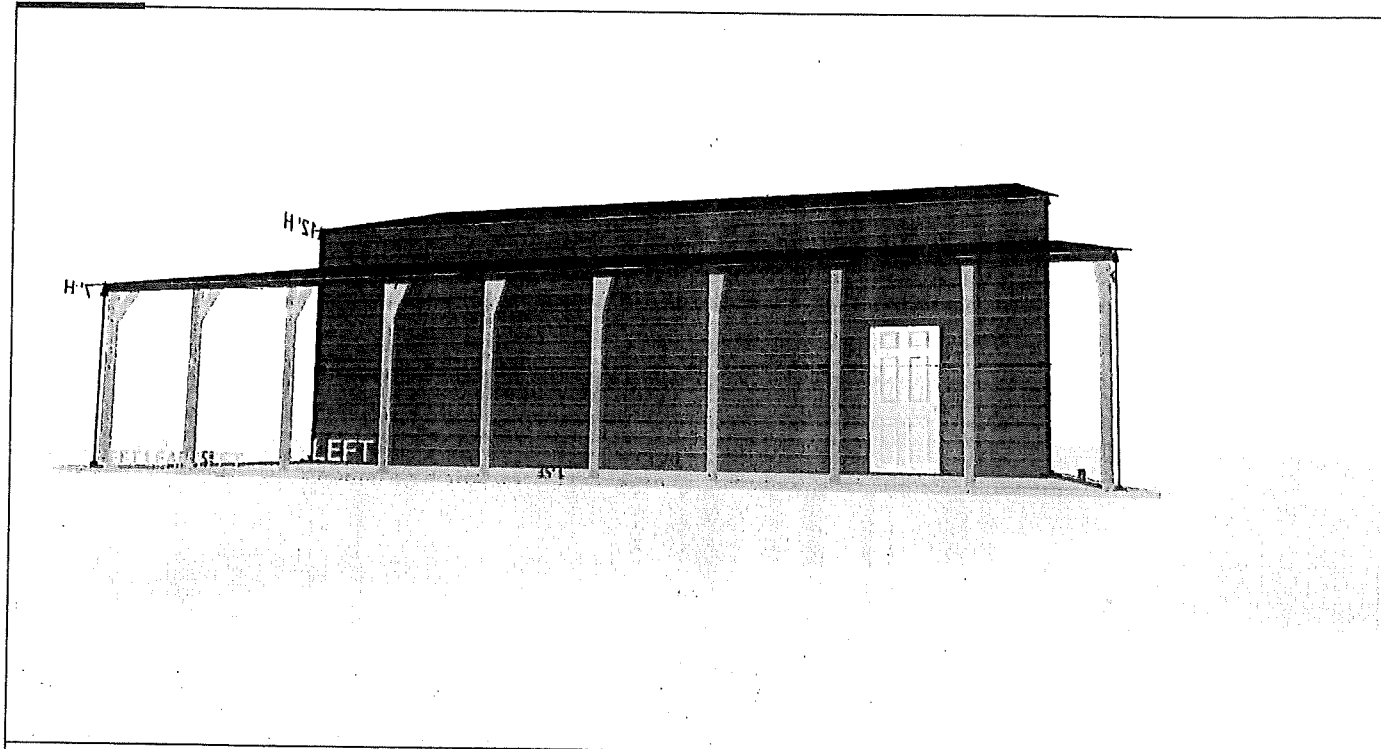
VIEW IMAGE 2

BUILDING VIEW



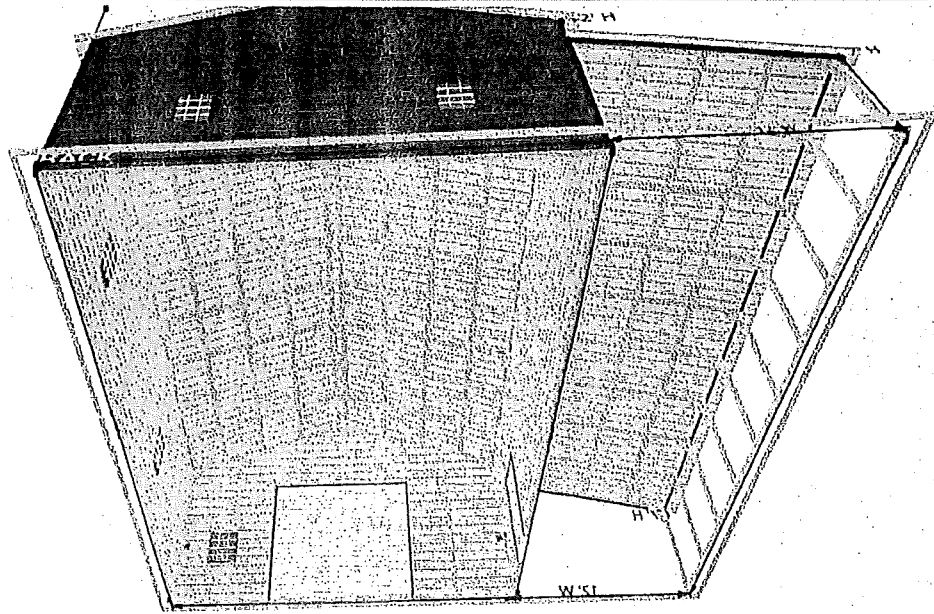
VIEW IMAGE 3

BUILDING VIEW

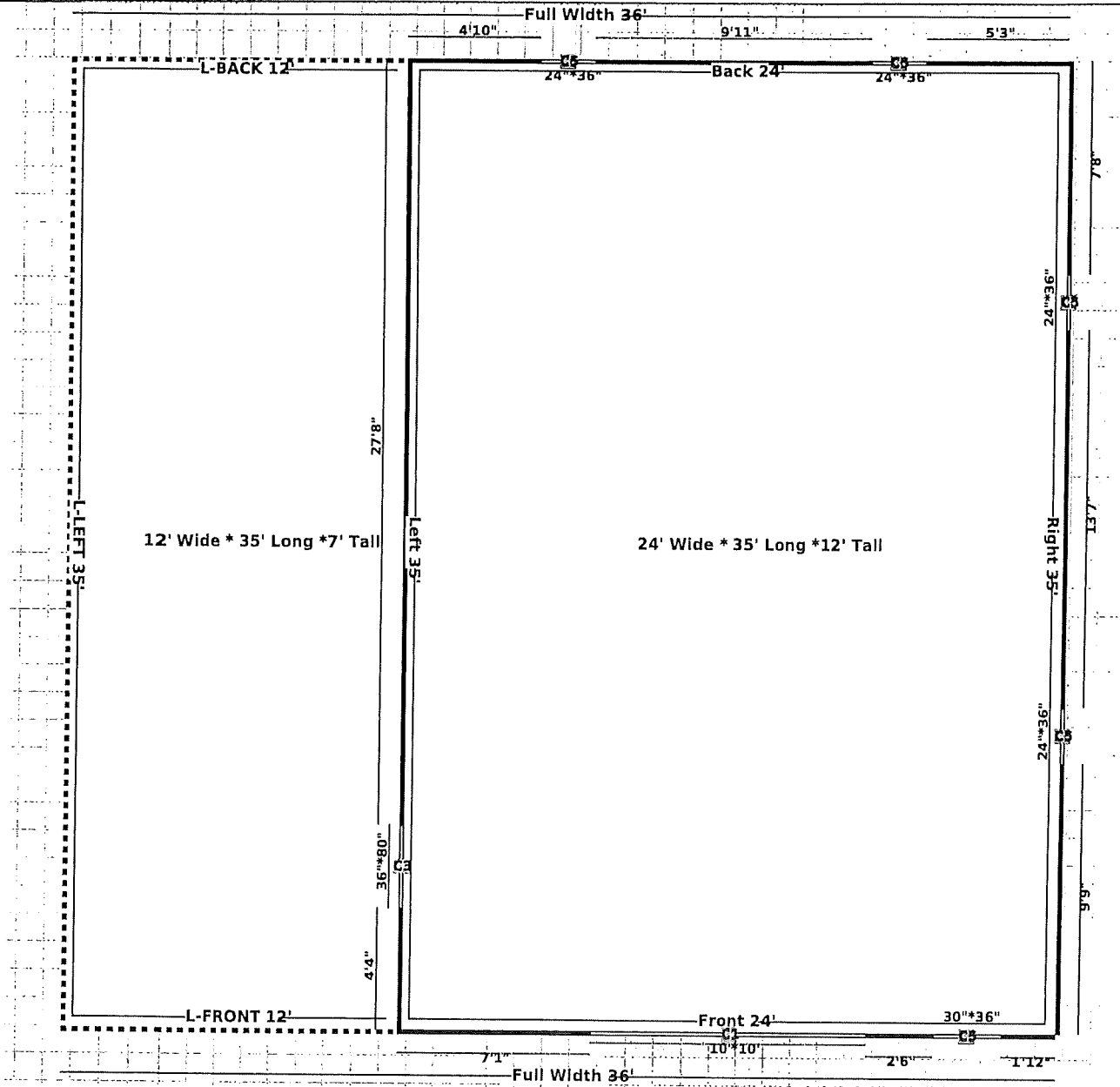


VIEW IMAGE 4

BUILDING VIEW



VIEW IMAGE 5



LEGENDS

- 1 Garage Door
 2 Garage Door Frameout
 3 Walk In Door
 4 Walk In Door Frameout
 5 Windows
 6 Windows Frameout
 7 Open Wall
- 8 Close Wall
 9 Distance
 10 Storage Length (Utility)
 11 Cupola



2025 Terms and Conditions / BOSS

Manufacturer: NC Carports and Garages LLC **Dealer:** BOSS Buildings

Things you should know.

Our basic units are Risk Category I (light storage) only. Risk Category II (residential occupancy) may be achieved at an additional cost depending on city & county regulations and requirements. Please inform your sales associate for a quote on achieving Risk Category II certification. It is the customer's responsibility to inform exactly what is the wind and snow certification needed for the unit to ensure, for permitting or city & county compliance, that the generic drawings meet such requirements or if a site-specific plan is needed. Please inform installers of any underground cables, gas lines, or any other utility lines. If utilities are not marked, we will not be liable for the damage. Customer is responsible to inform the dealer of any county, city, or state requirements to comply with local code for the unit and all the openings (doors, windows, rollup doors, etc.)

- NC Carports and Garages will not be responsible for any failed inspection and fees associated with that process. If a return or repair order is required to fix any issues due to this, a return trip fee as well as a labor fee will be charged, and the customer will have to pay for such charges.

NC Carports & Garages nor BOSS Buildings will not be responsible for permits or restrictions. Lot or concrete pad must be level or unit, if it is installed, it will be "AS IS". If the land is not level or additions are to be made to the carport, a minimum of \$100.00 service charge and any additional material costs will be added to the balance. NC Carports and Garages, LLC will not be responsible for refunds of the customers deposit collected by the dealer. NC Carports and Garages, LLC is not liable for any damages because of inclement weather beyond the scope of the certification included with certified units.

IF YOU ARE TAX EXEMPT, A TAX-EXEMPT CERTIFICATE MUST BE ATTACHED TO YOUR ORIGINAL ORDER(S). OTHERWISE, APPLICABLE TAX WILL BE ADDED. NO EXCEPTIONS. I have read the terms and conditions of this contract; by signing this contract, I agree to all conditions set forth herein and should I fail to make payment in full at time of delivery (NC Carports and Garages will require, besides the down payment, 50% of the remaining).

I understand and agree to allow NC Carports and Garages, LLC to pursue payment by legal action and/or pick up the unit, furthermore I will be liable for all applicable charges and fees associated with the initial setup and delivery as well as any legal fees incurred by NC Carports and Garages, LLC. Please keep the original invoice for legal matters. NC Carports and Garages, LLC reserves the right to cancel any order.

Building Notes

- Base rail on standard (12' - 24' wide) and triple wide (26' x 30' wide) units are 1' shorter than the roof length (i.e. 24'x21' will have a length on the ground of 20'. The width remains at 24' wide) on all 12' - 30' wide units. All Commercial units (32' x 70' wide) will be exactly the width and length.
- If you need a site specific or special drawing for your building, there will be an additional charge. This charge is non-refundable and must be paid up front (all credit card transactions are subject to a 3% service fee).
- All commercial units will require a telescopic lift (32' - 70' wide).
- Deposits are non-refundable. The only circumstance a deposit will be refunded is if there is a permit denial from the customers county, in which the customer must provide the permit denial from the county.
Unit comes standard with galvanized screws. Color matching screws available as an upgrade at an additional cost.
- Units 26'-30' wide with a roof pitch upgrade (4/12, 5/12 & 6/12) with legs 12' and over will require a telescopic lift provided by the customer at the customer's sole expense. In some instances, a labor charge can be added instead of the lift. Different factors will determine this such as the site, surface, perimeter of the build site, etc.
- All colors may vary, there are many factors for this which include the following, but not limited to: each computer screen, phone
- but not limited to the colors and shades of colors from the painted coil manufacturers vary from coil to coil. We cannot and do not
- samples.
- The customer must be ready for installation within 180 days of the contract date to have the price guaranteed. If the customer is not ready within 180 days and there is a price increase, the customer agrees to pay the difference in price or modify the unit to fit the budget they may have.
- Installers will need about 36" around the perimeter of the unit leveled to be able to erect it (use of ladders, etc.) unless additional machinery is needed for the installation then the clearance can increase (i.e. use of a telescopic lift or telehandler). Additional labor may be charged if the concrete foundation is more than 8" above the surrounding grade. Please inform the scheduler of the elevations of the pad relative to the surrounding grade.
- NC Carports and Garages will require, besides the down payment, 50% of the remaining balance at the time of scheduling the installation and the remaining 50% at the time of install (all credit card transactions other than the initial deposit will have a 3% service fee).
- Colored roll up doors will have to be paid in full when the unit is ordered. No returns or refunds as they are ordered especially

for each customer.

- **This unit is not airtight or light proof.**

- Lead time starts once the customer sends site ready pictures (for all surfaces) and all permitting or requirements (if and when necessary) have been submitted to NC Carports and Garages LLC.
- Metal color may vary from 3d rendering

Concrete Pad Notes

- Any concrete that is existing or newly poured outside of the footprint of your new building should be dropped down or sufficiently sloped away from the building. This will prevent water from running under the wall under normal rain conditions. NC Carports and Garages is not responsible for sealing the base-rail of the unit.
 - Unit price does not include adding any sealant on, around or anywhere on or under the baserail. You may request this with your installer and they can choose to do it at a cost. This will be between the customer and installer not NC Carports and Garages.
- If your building includes roll up doors, you may wish to include a dropped rain tray or beveled edge directly in front of your door opening. This will prevent water from running under or around your door. Be sure to make the tray the exact width of your door opening and no more than 2 ½" inside of the footprint of the building.

Limited Warranty Explanations

- **14 & 12 Gauge**

- We offer a 20 year rust through warranty and a 1 year workmanship warranty.

- **Environmental**

- This limited warranty does not apply in the following cases:
 - Reaction from chemical agents, fumes, liquids, or solids other than rain falling onto the product under warranty.
 - Contact with different soils, ashes, fertilizers, or other moisture retaining substances.
 - Failure to remove debris and/or failure to provide free drainage of water including internal condensation from all surfaces of the product.
 - Deterioration of the sheet caused by contact with green or wet timber or treated pine.
 - Installations subject to unusually corrosive environments at any time in the future.
 - Storm and tempest or other acts of nature.

- **Maintenance**

- The paint film surface must be washed annually by cleaning with mild detergent and clean neutral water. The paint film surface must not be cleaned with abrasives or chemical cleaners.
- Any changes or alterations made to the unit once it is installed releases NC Carports and Garages from any responsibility on the unit such as but limited to the warranty and certification on the unit.

Rejection of Order and Cancellation of Contract

Seller reserves the right, at any time before the installation of the unit, or any ½ down payments to confirm scheduled date, to reject this order or cancel this contract by notice in writing, email, or telephone call to the buyer. If the materials have not been manufactured for the customer's unit, sellers reserve the right to refund any deposit received from the buyer. Buyer agrees that such refund shall be buyer's exclusive remedy for such cancellation.

Legal Authority for Installation

Before installation of the unit, buyer shall locate and mark any underground utilities and obtain every permit or other authorization required for the lawful erection of the unit on that certain site, designated by buyer upon the property specified on the face hereof if buyer fails. To obtain any such required permit or authorization: (i) such failure voids any and all warranties otherwise applicable to the unit, and (ii) buyer shall indemnify and hold seller harmless for all damages or costs, including attorney fees, which seller may incur as a result thereof seller will install the unit or the Site; BUT, if seller delivers the unassembled unit and installation is not completed due to buyer's breach of contract by failure to obtain any required permit or by any other failure to adequately prepare the site, seller may, in its sole discretion, terminate this contract and retain buyer's deposit as liquidated damage for buyer's breach.

Site Preparation

Before delivery, buyer shall designate a site on the property identified as the location on the face hereof and prepare such site for installation of the unit, which preparation shall include making the site leveled and squared (where applicable), removing all electrical wire less than 15 feet above the intended height and perimeter of the unit, removing all underground utilities below the site, and any other improvement reasonably necessary. If the seller determines that the site is not prepared or suitable for installation, the seller may, at its option, terminate this contract or make such further improvements as may be reasonably necessary. If the seller makes further improvements to the site, the buyer agrees to pay the reasonable cost thereof upon completion. All units 12' - 30' that have side posts over 14' will require a telescopic forklift that the customer must provide. Such equipment must be available to the installers when they get to the site. Units 26'-30' wide with a roof pitch upgrade (4/12, 5/12 & 6/12) will require a telescopic lift also, units over 30' wide will require a telescopic lift at all side heights, no exceptions. If a unit is delivered to the location and the installer is unable to erect the unit and must bring it back to the manufacturing facility a restock fee will apply. If the unit is a custom unit the customer will be responsible to pay it in full and we will not return it to the manufacturing facility. We can drop it off on the customer site. Our pricing includes manufacturing, delivery, and installation on leveled surfaces at ground level. If the unit goes on any type of surface above ground level a labor fee will be added for the installers. Customer is responsible to send pictures of such conditions to get a quote on labor cost.

If the installers find out on site about it, they will let the customer know about the labor fee and the customer will pay them directly or call in to make that additional labor charge payment (credit card transactions other than the down payment will have a 3% fee). NC Carports & Garages is not responsible for any cracks that may arise from drilling to secure your unit with the concrete anchors.

Concrete, if done correctly and per engineered specs, is made to hold the anchors with no damage to the concrete. Installers must be able to access the work site with the truck and trailer, in the event that the material has to be carried, the installer will charge a labor charge that must be paid to the installer the day of install. Installer will not be responsible for marks or damages to the ground (yard, grass, gravel, any other surface) made by the truck and trailer to get to/from the site.

Scheduling Delivery and Installation

After the order is received there will be a call to go over the order with the customer and another one to schedule the unit. The call to schedule installation is typically 3 to 5 days in advance of the installation date. The scheduling department must speak with you to confirm the installation date. Buyer may, by written notice received by seller not more than 7 days after seller's acceptance hereon, delay the delivery and installation for up to 6 months or longer with approval from a manager. In no event will the seller be liable for any damage or consequential damages resulting from any delay in delivery or installation of the unit. The average wait time varies depending on the time of the year and weather. The highest lead time we have ranges between 10-16 weeks but it may be extended due to weather and/or unforeseen events. Buyer agrees to allow for up to 3 re-schedules before exploring the possibility of a discount with the management team.

Day of Installation

Because this is construction, we cannot provide a specific time when the crew will be at your location. The scheduler will be able to tell you if it will be in the A.M. or P.M. There are times when delivery will be early or late depending on the weather, travel/road conditions, or challenges at the previous locations. If for some reason the crew cannot install on the given day you will be rescheduled as a priority on the next available date.

Change Orders

No change in the unit or its specifications is binding on the seller unless requested by the buyer's written change order and approved in writing by the seller. Any change requested by the buyer constitutes the buyer's consent to may result in changes in the price.

Limited Warranty

As to all units, seller warrants that its Installation of the unit will be free of defects in workmanship. As to 12-gauge units and 12-gauge Certified units only, which may contain some 14-gauge non-load-bearing elements, seller warrants the framing elements and roofing material only against rust-through for twenty (20) years from Installation, assuming normal user care and maintenance, excluding horizontal roofs longer than 31'. As to 12 & 14-gauge certified units only, the seller warrants that, for twenty (20) years from installation, assuming normal user care and maintenance, the unit will withstand the wind and snow loads specified on the engineer-certified drawings of the unit furnished at the time of installation. Any alteration or abuse of the unit shall void all such limited warranties. **SELLER'S LIABILITY FOR ANY BREACH OF WARRANTY IS LIMITED TO REPAIR OR REPLACEMENT, AT SELLER'S OPTION, OF THE UNIT. SELLER MAKES NO WARRANTIES, EXPRESS OR IMPLIED, OTHER THAN THOSE EXPRESSLY STATED HEREIN. SELLER MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE AND SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO DAMAGE TO ANY OTHER PROPERTY.**

Payment Terms & Miscellaneous

Buyer agrees to pay the price, including any increase for any Change to the Order, in full at the time of installation. If any payment tendered by the buyer is dishonored for any reason, the buyer agrees that the balance due shall after that bear interest at one and one-half percent (1.5%) per month on the retail price and any other applicable fees. If seller refers collection hereunder to any attorney, buyer agrees to pay seller's reasonable attorney fees and expenses. This Agreement is governed by the laws of North Carolina. No civil action or other legal proceeding arising under this Agreement or related to the unit shall be brought against the seller other than in a court of general jurisdiction in the State of North Carolina for more than one (1) year after the buyer knows or should have known of the basis of the claim. The term "buyer" includes persons named as such on the face hereof, their heirs, successors, and assignees, and shall include singular, masculine, feminine or neuter as required by the context. This Agreement, including only the face and reverse hereof and an engineer-certified drawing of the unit, if such drawing is furnished by seller, constitutes the complete agreement of the parties, and all prior descriptions, representations, negotiations, or agreements are merged herein and superseded at this moment. Buyer agrees to have the site ready within 6 months of the date on the contract to ensure no price changes. After 6 months if there is a price increase of materials the customer will have to pay the current retail price of the unit. Limited time promotions or exceptions will not apply if the site is not ready within those 6 months.

Customer's Name: _____

Customer's Signature: _____

Date: _____

COLOR CHART

Actual Color may vary from color chart



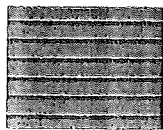
Barn Red



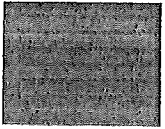
Black



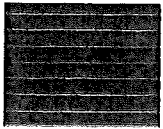
Burgundy



Clay



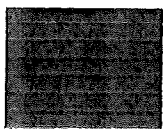
Copper



Crimson Red



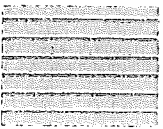
Earth Brown



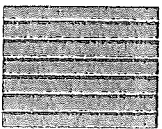
Evergreen



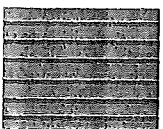
Gallery Blue



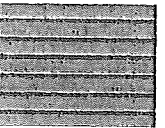
Pebble Beige



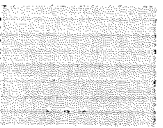
Pewter Gray



Quaker Gray



Rawhide



Sandstone



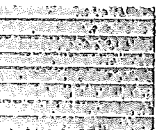
Slate Blue



White



Burnished Slate

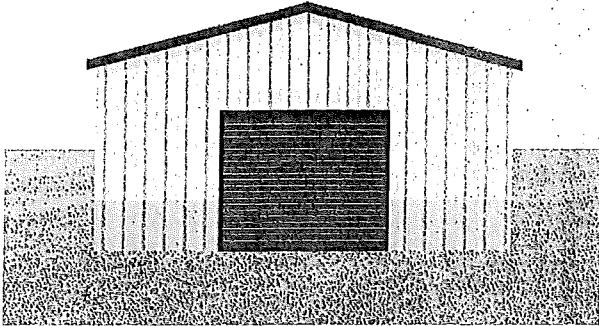


Galvalume

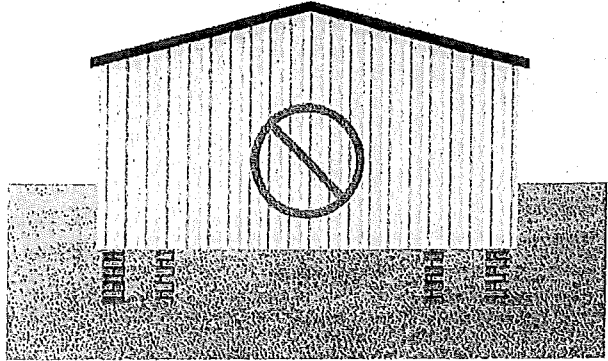


Levelled Land Agreement

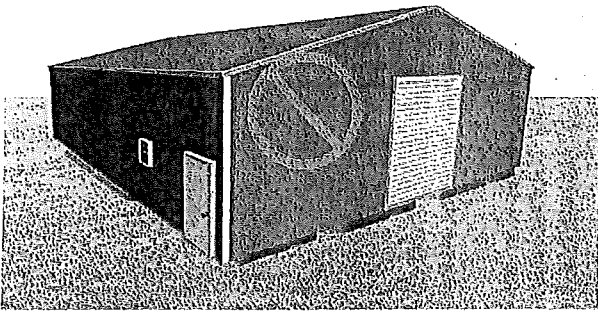
Boss Buildings greatly appreciates your purchase, however it is imperative that your ground is professionally levelled before the unit can be installed. Boss Buildings & our subcontracted installation crews that we work with will not be able to install the structure if any of the following are indicated at the construction site, please contact your Boss Buildings's Building Specialist.



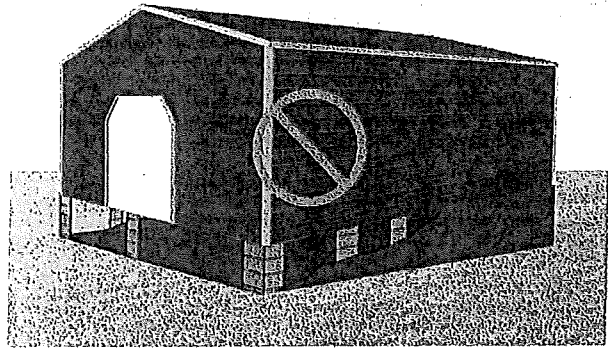
Wall Installation - 3 Feet Maximum



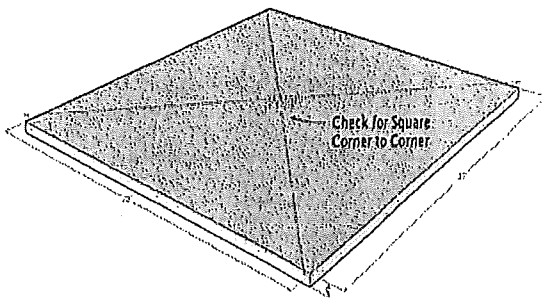
No Installs on Stacked Blocks



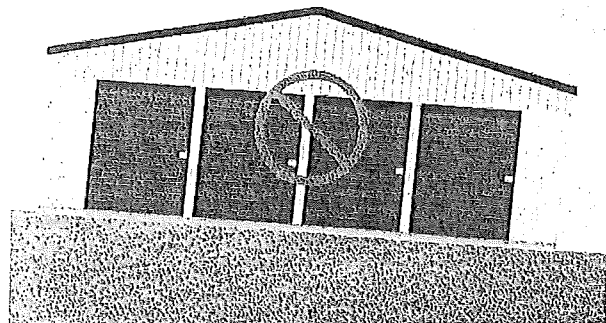
No Installs on Floating Docks



No Installs on Unlevel Land



Slab Must Be Level & Square



No Installs on Slopes Over 12"

By signing below the buyer ensures BOSS Buildings that the ground is professionally level while also acknowledging that if the installation crew is unable to install the structure due to an unlevelled foundation there will be a return trip fee along with a restock fee that must be paid before returning to the site. If the installer is able to work through the unloved ground there may be a labor charge as well.

Thank you for your understanding and once again we appreciate your business!

CLAIRMONT

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

Customer: SAU 101 Paul School Sanbornville Job No: _____
Address: 60 Taylor Way, Sanbornville N.H. 03872 Date: 1-3-2025
Phone: 603-973-3919
Fax _____

Job Location: front entrance from gate to gate, and also along the left side of the portable classroom's to the asphalt.

Job Description: Shim and overlay not doing the new asphalt at the main entry that was done in 2024

Scope of Work: _____

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

ESTIMATED COST \$ 42,000.00

Salesperson: David Clairmont

Accepted by: _____

Date _____ / _____ / _____

NOTE:
There is no excavation included in this estimate.

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

Customer: SAU 101 Paul School Sanbornville Job No: _____
Address: 60 Taylor Way, Sanbornville N.H. 03872 Date: 1-3-2025

Phone: 603-973-3919
Job Location: Same Fax _____

Job Description

- 1 Blow off cracks
- 2 Crackseal with hot pour rubber
- 3 Cracksealing will be 2.00 per lineal foot for up to 2 passes after that the large cracks requiring more work will be charged accordingly.
- 4 Estimated cost to crackseal is \$10,000.00

Estimated By David Clairmont

Accepted By

Date / / 2025

Payment will be due in full upon completion of the work unless pre discussed.

PAUL SCHOOL

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



Norma DiRocco, Principal
Ivy Leavitt-Carlson, Assistant Principal

January Administrative Report

A very happy 2025 to the Paul School Community! A big shift has happened in Athletics this year with our very own Paul School Basketball teams. A huge shout out to our athletic director Brandon Balsler who not only sets up our snacks for the home games but bakes the goodies himself! It is so wonderful to see our teams competing here at school. We remind not only the students but spectators to follow our school expectations when here and away for games.

New this year is our amazing winter initiative called Polar Explorers! The idea around this was to allow (with parental/guardian consent) students to head to recess (revamped) on our coldest days. Last week was a great example of our crew being (ACTIVATED) outside to learn new games and explore the Paul School grounds. Students were able to walk the trails and truly grasp the fun of gearing up on cold cold days! We are so thrilled to have over 100 students involved in our winter fun and want to highlight Meaghan DeColfmacker as the inspiration for this initiative to get off the ground and outside!

We have kicked off our new round of clubs for the 2025 year! New this round we have chess, yoga, song writing and film studies club. We are so thrilled to see the variety of clubs continue to extend with each round. We have 77 students participating. Again this year, we also have students teamed up with our Rec Department to ski at King Pine on Fridays. It is a thrill to see so many of our students involved in extracurricular activities.

Students have been working hard this month to show personal growth in the NWEA and STAR assessments. Mrs. LC and I have had teachers reach out in excitement about class growth, as well as student specific growth. We are thrilled to continue to bridge the gap for students and to work with teachers on how to utilize data to drive class instruction. Our early release day on January 8th, teachers focused on writing in grade level teams. Each grade level had a facilitator and worked together to share ideas and strategies to improve their writing block. On January 27th teachers will work together on rubrics that will format grading and support teachers across curriculum areas. We have worked diligently to have professional development coincide with current teaching practices and challenges in an effort to see growth in our students' assessment scores.

As my first report back I want to personally thank the Paul School staff and community for all the support during my time away. It is a joy to be back and am thrilled to embark on the second half of this year!

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

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining	
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024
100 GENERAL FUND												
100 REGULAR EDUCATION												
1. 100-1100-51120-1-00-00000 ELEMENTARY TEACHER SALARIES	1,838,539	1,838,539	1,838,539	1,838,539	143,843	143,843	143,843	143,843	1,060,601	1,060,601	634,095	634,095
2. 100-1100-51140-1-01-00000 SUPPORT SALARIES	226,844	226,844	226,844	226,844	11,083	11,083	11,083	11,083	87,431	87,431	128,330	128,330
3. 100-1100-51220-1-00-00000 SUBSTITUTES SALARIES	10,000	10,000	10,000	10,000	2,802	2,802	2,802	2,802	0	0	7,198	7,198
4. 100-1100-51235-1-00-00000 STUDENT TUTORING SERV - SALAR	7,000	7,000	7,000	7,000	0	0	0	0	0	0	7,000	7,000
5. 100-1100-51250-1-00-00000 STAFF STIPENDS/OTHER	35,000	35,000	35,000	35,000	16,400	16,400	16,400	16,400	11,900	11,900	6,700	6,700
6. 100-1100-52110-1-00-00000 TEACHERS HEALTH INSURANCE	504,137	504,137	504,137	504,137	43,973	43,973	43,973	43,973	254,783	254,783	205,381	205,381
7. 100-1100-52110-1-01-00000 SUPPORT STAFF HEALTH INS	10,901	10,901	10,901	10,901	2,864	2,864	2,864	2,864	19,321	19,321	(11,284)	(11,284)
8. 100-1100-52120-1-00-00000 TEACHERS DENTAL INSURANCE	17,809	17,809	17,809	17,809	1,969	1,969	1,969	1,969	10,793	10,793	5,047	5,047
9. 100-1100-52120-1-01-00000 SUPPORT DENTAL INSURANCE	621	621	621	621	420	420	420	420	2,571	2,571	(2,370)	(2,370)
10. 100-1100-52200-1-00-00000 TEACHERS FICA	125,969	125,969	125,969	125,969	11,456	11,456	11,456	11,456	80,531	80,531	33,982	33,982
11. 100-1100-52200-1-01-00000 SUPPORT FICA	6,633	6,633	6,633	6,633	826	826	826	826	6,784	6,784	(977)	(977)
12. 100-1100-52310-1-00-00000 SUPPORT RETIREMENT	0	0	0	0	704	704	704	704	677	677	(1,381)	(1,381)
13. 100-1100-52310-1-01-00000 SUPPORT RETIREMENT	11,731	11,731	11,731	11,731	3,407	3,407	3,407	3,407	27,369	27,369	(19,045)	(19,045)
14. 100-1100-52320-1-00-00000 TEACHERS RETIREMENT	340,649	340,649	340,649	340,649	24,848	24,848	24,848	24,848	183,937	183,937	131,864	131,864
15. 100-1100-53210-1-00-00000 REGULAR ED - CONTRACTED SER	39,712	39,712	39,712	39,712	700	700	700	700	0	0	39,012	39,012
16. 100-1100-55610-1-00-00000 TUITION-PUBLIC	3,008,746	3,008,746	3,008,746	3,008,746	926,023	926,023	926,023	926,023	1,852,045	1,852,045	230,678	230,678
17. 100-1100-56100-1-00-00000 SUPPLIES	44,510	44,510	44,510	44,510	101	101	101	101	3,670	3,670	40,739	40,739
18. 100-1100-56410-1-00-00000 CURRICULUM/TEXTBOOKS	13,780	13,780	13,780	13,780	1,499	1,499	1,499	1,499	188	188	12,093	12,093
19. 100-1100-56500-1-00-00000 REG ED SOFTWARE	32,915	32,915	32,915	32,915	99	99	99	99	2,681	2,681	30,135	30,135
20. 100-1100-57330-1-00-00000 REG ED NEW FURNITURE&FIXTUR	3,000	3,000	3,000	3,000	0	0	0	0	0	0	3,000	3,000
21. 100-1100-57340-0-00-00000 REGULAR ED NEW COMPUTER	1	1	1	1	0	0	0	0	0	0	1	1
22. 100-1100-57390-1-00-00000 REG ED REPLACE EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0
23. 100-1100-58100-1-00-00000 REG ED DUES	2,521	2,521	2,521	2,521	0	0	0	0	1,020	1,020	1,501	1,501
TOTAL 1100 REGULAR EDUCATION	\$6,281,018	\$6,281,018	\$6,281,018	\$6,281,018	\$1,193,017	\$1,193,017	\$1,193,017	\$1,193,017	\$3,606,302	\$3,606,302	\$1,481,699	\$1,481,699

25

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining	
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	
1200 SPECIAL EDUCATION												
24. 100-1200-51000-1-02-00000 STUDENT SERV DIRECTOR - SALAF	0	0	0	0	0	0	0	0	0	0	0	0
25. 100-1200-51120-1-00-00000 SPECIAL ED TEACHER SALARIES	371,401	371,401	28,569	28,569	28,569	28,569	28,569	228,554	114,278	228,554	114,278	0
26. 100-1200-51140-1-01-00000 SPECIAL ED SUPPORT SALARIES	348,422	348,422	30,767	30,767	30,767	30,767	30,767	235,042	82,613	235,042	82,613	0
27. 100-1200-51200-1-00-00000 SUMMER SCHOOL SALARIES	15,000	15,000	0	0	0	0	0	0	15,000	0	15,000	0
28. 100-1200-51220-1-00-00000 SPECIAL ED - SUBSTITUTES	1	1	0	0	0	0	0	0	1	0	1	0
29. 100-1200-51230-1-01-00000 SPECIAL ED ABA TUTORS - SALARI	266,784	266,784	20,711	20,711	20,711	20,711	20,711	173,566	72,507	173,566	72,507	0
30. 100-1200-51235-1-00-00000 TUTORING SERVICES - SALARIES	5,000	5,000	0	0	0	0	0	0	5,000	0	5,000	0
31. 100-1200-51240-1-00-00000 SPED - SUBSTITUTES - SUPPORT ST	15,000	15,000	0	0	0	0	0	0	15,000	0	15,000	0
32. 100-1200-52110-1-00-00000 SPECIAL ED HEALTH INSURANCE	87,647	87,647	7,577	7,577	7,577	7,577	7,577	47,215	32,855	47,215	32,855	0
33. 100-1200-52110-1-01-00000 SPECIAL ED SUPPORT HEALTH INS	67,084	67,084	9,321	9,321	9,321	9,321	9,321	55,925	1,838	55,925	1,838	0
34. 100-1200-52110-1-02-00000 STUDENT SERV DIRECTOR-HEALT	0	0	0	0	0	0	0	0	0	0	0	0
35. 100-1200-52120-1-00-00000 SPECIAL ED DENTAL INSURANCE	3,051	3,051	316	316	316	316	316	1,897	838	1,897	838	0
36. 100-1200-52120-1-01-00000 SPECIAL ED SUPPORT DENTAL	6,938	6,938	720	720	720	720	720	4,685	1,533	4,685	1,533	0
37. 100-1200-52120-1-02-00000 STUDENT SERV DIRECTOR - DENT/	0	0	0	0	0	0	0	0	0	0	0	0
38. 100-1200-52200-1-00-00000 SPECIAL ED TEACHERS FICA	26,030	26,030	2,034	2,034	2,034	2,034	2,034	17,618	6,378	17,618	6,378	0
39. 100-1200-52200-1-01-00000 SPECIAL ED SUPPORT FICA	33,391	33,391	3,768	3,768	3,768	3,768	3,768	31,259	(1,636)	31,259	(1,636)	0
40. 100-1200-52201-1-00-00000 STUDENT SERV DIRECTOR -FICA	0	0	0	0	0	0	0	0	0	0	0	0
41. 100-1200-52270-0-00-00000 OTHER - FICA	0	0	0	0	0	0	0	0	0	0	0	0
42. 100-1200-52310-1-00-00000 SPECIAL ED SUPPORT RETIREMEN	0	0	0	0	0	0	0	0	0	0	0	0
43. 100-1200-52310-1-01-00000 SPECIAL ED SUPPORT RETIREMEN	85,065	85,065	5,154	5,154	5,154	5,154	5,154	37,308	42,603	37,308	42,603	0
44. 100-1200-52320-1-00-00000 SPECIAL ED TEACHERS RETIREME	66,828	66,828	5,611	5,611	5,611	5,611	5,611	44,888	16,329	44,888	16,329	0
45. 100-1200-52320-1-02-00000 STUDENT SERV DIRECTOR - RETIRI	0	0	0	0	0	0	0	0	0	0	0	0
46. 100-1200-52310-1-00-00000 SPECIAL ED CONTRACT SRVS	359,715	359,715	19,545	19,545	19,545	19,545	19,545	292,142	48,028	292,142	48,028	0
47. 100-1200-53210-3-00-00000 CONTRACTED SERVICES - HIGH SC	1	1	0	0	0	0	0	0	1	0	1	0
48. 100-1200-53220-1-00-00000 TESTING	1,500	1,500	0	0	0	0	0	0	1,500	0	1,500	0
49. 100-1200-53230-1-00-00000 SLC MEMBERSHIP	4,867	4,867	0	0	0	0	0	2,048	2,819	2,048	2,819	0
50. 100-1200-53240-1-00-00000 CONTRACTED SERV- PARTNER PRC	145,861	145,861	30,952	30,952	30,952	30,952	30,952	132,773	(17,864)	132,773	(17,864)	0
51. 100-1200-53290-1-00-00000 MEDICAID FEES	2,250	2,250	0	0	0	0	0	1,984	266	1,984	266	0
52. 100-1200-55610-1-00-00000 SPECIAL ED TUITION-PUBLIC - ELE	1	1	0	0	0	0	0	0	1	0	1	0

26

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining	
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	
53. 100-1200-55610-3-00-000000 SPECIAL ED TUITION-PUBLIC - HIG	120,000	120,000	83,663	83,663	34,310	2,027						
54. 100-1200-55640-1-00-000000 TUITION - PRIVATE - ELEMENTARY	117,000	117,000	22,460	22,460	205,850	(111,310)						
55. 100-1200-55640-2-00-000000 TUITION- PRIVATE- MIDDLE SCHO	108,000	108,000	0	0	114,562	(6,562)						
56. 100-1200-55640-3-00-000000 TUITION-PRIVATE - HIGH SCHOOL	190,000	190,000	9,776	9,776	57,421	122,803						
57. 100-1200-55800-1-00-000000 SPECIAL ED TRAVEL	500	500	0	0	190	310						
58. 100-1200-56100-0-88-000000 PRESCHOOL - SUPPLIES	0	0	0	0	0	0						
59. 100-1200-56100-1-00-000000 SPECIAL ED SUPPLIES	6,000	6,000	0	0	234	5,766						
60. 100-1200-56410-1-00-000000 SPECIAL ED BOOKS	1	1	0	0	0	1						
61. 100-1200-56500-1-00-000000 SPED SOFTWARE	1,850	1,850	0	0	0	1,850						
62. 100-1200-57330-1-00-000000 SPED NEW EQUIPMENT	1	1	0	0	0	1						
63. 100-1200-57340-0-00-000000 SPECIAL ED NEW COMPUTER	1	1	0	0	0	1						
64. 100-1200-57390-1-00-000000 SPED - OTHER EQUIPMENT	1,000	1,000	0	0	0	1,000						
65. 100-1200-58100-1-00-000000 SPECIAL ED DUES	1,005	1,005	0	0	0	1,005						
TOTAL 1200 SPECIAL EDUCATION	\$2,457,195	\$2,457,195	\$280,944	\$280,944	\$1,719,471	\$456,780						

27

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining 12/1/2024 - 12/31/2024	
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024				
1410 CO-CURRICULAR ACTIVITIES												
66. 100-1410-51120-1-00-00000 SALARIES	18,000	18,000	850	850	850	0	0	0	0	0	17,150	
67. 100-1410-51120-1-01-00000 ELEMENTARY TEACHER SALARIES	0	0	0	0	0	0	0	0	0	0	0	
68. 100-1410-51120-2-01-00000 MORNING PROGRAM SALARIES	1	1	0	0	0	0	0	0	0	0	1	
69. 100-1410-52200-1-00-00000 CO-CURRICULAR - FICA	1,377	1,377	134	134	134	0	0	0	0	0	1,243	
70. 100-1410-52200-1-01-00000 MORNING PROGRAM - FICA	1	1	0	0	0	0	0	0	0	0	1	
71. 100-1410-52310-1-00-00000 RETIREMENT - SUPPORT STAFF	0	0	0	0	0	0	0	0	0	0	0	
72. 100-1410-52320-1-00-00000 RETIREMENT - TEACHER	3,535	3,535	142	142	142	0	0	0	0	0	3,393	
73. 100-1410-52320-1-01-00000 MORNING PROGRAM - RETIREMEN	1	1	0	0	0	0	0	0	0	0	1	
74. 100-1410-53230-1-00-00000 CONTRACTED SERV - SPECIAL EVE	28,000	28,000	0	0	0	0	0	0	0	0	28,000	
75. 100-1410-56100-1-00-00000 CO-CURRICULAR - SUPPLIES	1,500	1,500	0	0	0	0	0	0	82	82	1,418	
TOTAL 1410 CO-CURRICULAR ACTIVITIES	\$52,415	\$52,415	\$1,126	\$1,126	\$1,126	\$82	\$82	\$1,126	\$82	\$82	\$51,207	

28

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024		
1420 ATHLETICS											
76. 100-1420-51120-1-00-00000 ATHLETIC - SALARIES	13,000	13,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	8,000	
77. 100-1420-52200-1-00-00000 ATHLETIC - FICA	995	995	191	191	191	191	191	191	191	613	
78. 100-1420-52320-1-00-00000 RETIREMENT - TEACHER	2,553	2,553	491	491	491	491	491	491	491	1,571	
79. 100-1420-53300-1-00-00000 ATHLETICS - UMPIRES & REFEREE	4,950	4,950	600	600	600	600	600	600	0	4,350	
80. 100-1420-56100-1-00-00000 ATHLETIC - SUPPLIES	3,000	3,000	0	0	0	0	0	0	1,035	1,965	
81. 100-1420-57301-0-00-00000 NEW EQUIPMENT	1	1	0	0	0	0	0	0	0	1	
TOTAL 1420 ATHLETICS	\$24,499	\$24,499	\$3,782	\$3,782	\$3,782	\$3,782	\$3,782	\$4,217	\$16,500		

29

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining 12/1/2024 - 12/31/2024
	7/1/2024 - 6/30/2025	6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024				
1430 SUMMER SCHOOL											
82. 100-1430-51120-1-00-00000 SUMMER SCHOOL - SALARIES	1		1	0	0	0	0	0	0	0	1
83. 100-1430-52200-1-00-00000 SUMMER SCHOOL - FICA	1		1	0	0	0	0	0	0	0	1
84. 100-1430-52320-1-00-00000 SUMMER SCHOOL - RETIREMENT	1		1	0	0	0	0	0	0	0	1
85. 100-1430-53000-0-00-00000 TRANSPORTATION - CONTRACTED	1		1	0	0	0	0	0	0	0	1
86. 100-1430-56100-1-00-00000 SUMMER SCHOOL - SUPPLIES	1		1	0	0	0	0	0	0	0	1
TOTAL 1430 SUMMER SCHOOL	\$5		\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5

30

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 12/1/2024 - 12/31/2024	Reported Period 12/1/2024 - 12/31/2024	Encumbrances 7/1/2024 - 12/31/2024	Amount Remaining 12/1/2024 - 12/31/2024
2110 TRUANT OFFICER						
87. 100-2110-51140-1-00-00000 TRUANT OFFICER SALARY	1	1	0	0	0	1
88. 100-2110-52200-1-00-00000 TRUANT OFFICER FICA	1	1	0	0	0	1
89. 100-2110-53210-1-00-00000 CONTRACTED SERVICES - SRO	1	1	0	0	0	1
TOTAL 2110 TRUANT OFFICER	\$3	\$3	\$0	\$0	\$0	\$3

31

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining 12/1/2024 - 12/31/2024
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	
2120 GUIDANCE/SOCIAL WORKER											
90. 100-2120-51120-1-00-00000 GUIDANCE/SOCIAL WORKER SALA	138,168	138,168	12,904	12,904	12,904	12,904	103,232	22,032			
91. 100-2120-51150-1-01-00000 SUPPORT STAFF - SALARY	13,507	13,507	0	0	0	0	0	13,507			
92. 100-2120-52110-1-00-00000 GUIDANCE/SOCIAL WORKER HEAL	41,653	41,653	2,952	2,952	2,952	2,952	17,713	20,988			
93. 100-2120-52110-1-01-00000 TEACHERS HEALTH INSURANCE	1	1	0	0	0	0	0	1			
94. 100-2120-52120-1-00-00000 GUIDANCE/SOCIAL WORKER DENT	1,287	1,287	126	126	126	126	754	407			
95. 100-2120-52120-1-01-00000 TEACHERS DENTAL INSURANCE	1	1	0	0	0	0	0	1			
96. 100-2120-52200-1-00-00000 GUIDANCE/SOCIAL WORKER FICA	6,171	6,171	947	947	947	947	7,897	(2,673)			
97. 100-2120-52200-1-01-00000 SUPPORT STAFF - FICA	1	1	0	0	0	0	0	1			
98. 100-2120-52310-1-01-00000 SUPPORT RETIREMENT	1	1	0	0	0	0	0	1			
99. 100-2120-52320-1-00-00000 GUIDANCE/SOCIAL WORKER RETII	27,137	27,137	2,534	2,534	2,534	2,534	20,275	4,328			
100. 100-2120-53000-0-00-00000 CONTRACTED SERVICES	0	0	0	0	0	0	0	0			
101. 100-2120-53220-1-00-00000 GUIDANCE ASSESSMENT TEST	12,000	12,000	0	0	0	0	0	12,000			
102. 100-2120-55800-1-00-00000 GUIDANCE/SOCIAL WORKER TRA	400	400	0	0	0	0	0	400			
103. 100-2120-56100-1-00-00000 GUIDANCE/SOCIAL WORKER SUPI	500	500	0	0	0	0	0	500			
104. 100-2120-56410-0-00-00000 TEXT BOOKS	1	1	0	0	0	0	0	1			
105. 100-2120-57510-1-00-00000 GUIDANCE/SOCIAL WORKER NEW	0	0	0	0	0	0	0	0			
106. 100-2120-58100-1-00-00000 GUIDANCE/SOCIAL WORKER DUE	458	458	0	0	0	0	0	458			
TOTAL 2120 GUIDANCE/SOCIAL WORKER	\$241,286	\$241,286	\$19,463	\$19,463	\$19,463	\$19,463	\$149,871	\$71,952			

32

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 12/1/2024 - 12/31/2024	Reported Period 12/1/2024 - 12/31/2024	Encumbrances 7/1/2024 - 12/31/2024	Amount Remaining 12/1/2024 - 12/31/2024
2130 NURSE						
107. 100-2130-51130-1-00-00000 NURSE SALARY	55,531	55,531	5,375	5,375	42,998	7,158
108. 100-2130-51140-1-01-00000 NURSE - SUPPORT STAFF SALARY	43,073	43,073	2,878	2,878	22,360	17,835
109. 100-2130-51150-1-00-00000 NURSE SUB SALARY	4,000	4,000	0	0	0	4,000
110. 100-2130-52110-1-00-00000 NURSE HEALTH INSURANCE	21,908	21,908	1,014	1,014	7,083	13,811
111. 100-2130-52140-1-00-00000 NURSE SUPPORT STAFF - DENTAL	681	681	65	65	390	226
112. 100-2130-52200-1-00-00000 NURSE FICA	4,063	4,063	411	411	3,366	286
113. 100-2130-52204-1-00-00000 NURSE SUPPORT STAFF - FICA	1,176	1,176	203	203	1,711	(738)
114. 100-2130-52310-1-00-00000 NURSE SUPPORT STAFF RETIREME	3,746	3,746	0	0	0	3,746
115. 100-2130-52310-1-01-00000 NURSE RETIREMENT SUPPORT	2,081	2,081	389	389	3,025	(1,333)
116. 100-2130-52320-1-00-00000 NURSE RETIREMENT	10,906	10,906	1,056	1,056	8,445	1,405
117. 100-2130-53210-1-00-00000 NURSE - CONTRACTED SERVICES	1	1	0	0	0	1
118. 100-2130-56100-1-00-00000 NURSE SUPPLIES	5,000	5,000	75	75	534	4,391
119. 100-2130-56500-1-00-00000 NURSE SOFTWARE	2,000	2,000	0	0	0	2,000
120. 100-2130-57300-1-00-00000 NURSE NEW EQUIPMENT	150	150	0	0	0	150
121. 100-2130-57370-1-00-00000 NURSE FURNITURE	1	1	0	0	0	1
TOTAL 2130 NURSE	\$154,317	\$154,317	\$11,466	\$11,466	\$89,912	\$52,939

33

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 12/1/2024 - 12/31/2024	Reported Period 12/1/2024 - 12/31/2024	Encumbrances 7/1/2024 - 12/31/2024	Amount Remaining 12/1/2024 - 12/31/2024
2210 PROFESSIONAL DEVELOPMENT						
122.100-2210-52110-1-00-00000 PROFESSIONAL DEV HEALTH INS	0	0	0	0	0	0
123.100-2210-52120-1-00-00000 TEACHERS DENTAL INSURANCE	0	0	0	0	0	0
124.100-2210-52310-1-00-00000 PROF DEV SUPPORT RETIREMENT	0	0	0	0	0	0
125.100-2210-52320-1-00-00000 PROF.DEV. WORKSHOPS RETIRE.(0	0	0	0	0	0
126.100-2210-52400-1-00-00000 PROF.DEV. TUITION	40,000	40,000	500	500	4,180	35,320
127.100-2210-53220-1-00-00000 PROF.DEV. WORKSHOPS	15,000	15,000	958	958	0	14,042
TOTAL 2210 PROFESSIONAL DEVELOPMENT	\$55,000	\$55,000	\$1,458	\$1,458	\$4,180	\$49,362

34

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024		
2220 LIBRARY											
128. 100-2220-51130-1-00-00000 MEDIA SPECIALIST SALARY	43,006	43,006	43,006	43,006	3,584	3,584	3,584	28,674	10,748		
129. 100-2220-51140-1-00-00000 LIBRARY SUPPORT SALARIES	12,780	12,780	12,780	12,780	1,093	1,093	1,093	10,870	817		
130. 100-2220-52110-1-00-00000 MEDIA SPECIALIST HEALTH INSUF	9,836	9,836	9,836	9,836	4,100	4,100	4,100	0	5,736		
131. 100-2220-52120-1-00-00000 MEDIA SPECIALIST DENTAL INSUF	517	517	517	517	62	62	62	372	83		
132. 100-2220-52200-1-00-00000 MEDIA SPECIALIST FICA	3,290	3,290	3,290	3,290	257	257	257	2,194	839		
133. 100-2220-52200-1-01-00000 LIBRARY SUPPORT FICA	978	978	978	978	84	84	84	832	62		
134. 100-2220-52310-1-00-00000 LIBRARY SUPPORT RETIREMENT	0	0	0	0	0	0	0	0	0		
135. 100-2220-52320-1-00-00000 MEDIA SPECIALIST RETIREMENT	8,447	8,447	8,447	8,447	704	704	704	5,632	2,111		
136. 100-2220-53210-1-00-00000 CONTRACT SERVICES	0	0	0	0	0	0	0	0	0		
137. 100-2220-54300-1-00-00000 LIBRARY REPAIRS	1	1	1	1	0	0	0	0	1		
138. 100-2220-56100-1-00-00000 LIBRARY SUPPLIES	2,000	2,000	2,000	2,000	592	592	592	38	1,370		
139. 100-2220-56410-1-00-00000 LIBRARY BOOKS & OTHER PRINTS	15,000	15,000	15,000	15,000	0	0	0	2,507	12,493		
140. 100-2220-56500-1-00-00000 LIBRARY SOFTWARE	4,100	4,100	4,100	4,100	0	0	0	0	4,100		
141. 100-2220-57300-1-00-00000 LIBRARY EQUIPMENT	1	1	1	1	0	0	0	0	1		
142. 100-2220-57330-1-00-00000 LIBRARY FURNITURE/FIXTURES	1,500	1,500	1,500	1,500	443	443	443	0	1,057		
143. 100-2220-57370-1-00-00000 LIBRARY REPLACE FURN/FIXT	1	1	1	1	0	0	0	0	1		
144. 100-2220-58100-1-00-00000 DUES & FEES	240	240	240	240	0	0	0	0	240		
TOTAL 2220 LIBRARY	\$101,697	\$101,697	\$101,697	\$101,697	\$10,919	\$10,919	\$10,919	\$51,119	\$39,659		

35

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining 12/1/2024 - 12/31/2024
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024				
2310 SCHOOL BOARD											
145. 100-2310-51110-1-00-00000 SCHOOL BOARD SALARIES	5,500		5,500	0	0	2,750	2,750				2,750
146. 100-2310-51120-1-00-00000 SCHOOL BOARD MODERATOR	125		125	0	0	0	0				125
147. 100-2310-51130-1-00-00000 SCHOOL BOARD TREASURER	3,000		3,000	750	750	1,500	1,500				750
148. 100-2310-51150-1-00-00000 SCHOOL BOARD DISTRICT CLERK	200		200	0	0	0	0				200
149. 100-2310-51160-1-00-00000 SCHOOL BOARD SECRETARY	5,000		5,000	137	137	3,938	3,938				925
150. 100-2310-52200-1-00-00000 SCHOOL BOARD FICA	1,057		1,057	68	68	626	626				363
151. 100-2310-53220-1-00-00000 SCHOOL BOARD PROF.DEV.	600		600	0	0	0	0				600
152. 100-2310-53800-1-00-00000 SCHOOL BOARD LEGAL SERVICES	15,000		15,000	9,063	9,063	0	0				5,937
153. 100-2310-53820-1-00-00000 SCHOOL BOARD AUDITOR	18,000		18,000	0	0	385	385				17,615
154. 100-2310-55400-1-00-00000 SCHOOL BOARD ADS/NOTICES	5,000		5,000	950	950	270	270				3,780
155. 100-2310-55410-1-00-00000 SCHOOL BOARD - BACKGROUND	6,000		6,000	0	0	0	0				6,000
156. 100-2310-55450-1-00-00000 SCHOOL BOARD BALLOT PRINTIN	3,549		3,549	0	0	0	0				3,549
157. 100-2310-55500-1-00-00000 SCHOOL BOARD DISTRICT REPOR	1,000		1,000	0	0	0	0				1,000
158. 100-2310-56100-1-00-00000 SCHOOL BOARD - SUPPLIES	500		500	0	0	0	0				500
159. 100-2310-57340-1-00-00000 NEW COMPUTERS/TABLET	0		0	0	0	0	0				0
160. 100-2310-58100-1-00-00000 SCHOOL BOARD DUES	4,200		4,200	0	0	0	0				4,200
161. 100-2310-58200-1-00-00000 SCHOOL BOARD - SCHOLARSHIP	500		500	0	0	0	0				500
162. 100-2310-58900-1-00-00000 SCHOOL BOARD MISC	500		500	0	0	0	0				500
TOTAL 2310 SCHOOL BOARD	\$69,731		\$69,731	\$10,968	\$10,968	\$9,469	\$10,968				\$49,294

36

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining 12/1/2024 - 12/31/2024
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024				
2320 SAU ADMINISTRATION EXPENSE											
163. 100-2320-51100-1-00-00000 SUPERINTENDENT SALARY	90,000	90,000	7,500	7,500	7,500	48,750					33,750
164. 100-2320-51110-1-00-00000 STUDENT SERVICES DIRECTOR	84,000	84,000	6,923	6,923	6,923	45,000					32,077
165. 100-2320-51150-1-00-00000 SUPPORT STAFF SALARY	60,243	60,243	4,634	4,634	4,634	30,122					25,487
166. 100-2320-52110-1-00-00000 HEALTH INSURANCE	51,174	51,174	2,952	2,952	2,952	17,713					30,509
167. 100-2320-52120-1-00-00000 DENTAL INS	2,072	2,072	191	191	191	1,144					737
168. 100-2320-52140-1-00-00000 DISABILITY INSURANCE	414	414	0	0	0	0					414
169. 100-2320-52200-1-00-00000 FICA	16,160	16,160	1,387	1,387	1,387	9,476					5,297
170. 100-2320-52310-1-00-00000 RETIREMENT - SAU	31,355	31,355	1,564	1,564	1,564	10,164					19,627
171. 100-2320-52320-1-00-00000 RETIREMENT	0	0	0	0	0	0					0
172. 100-2320-52350-1-00-00000 RETIREMENT	0	0	0	0	0	0					0
173. 100-2320-53200-1-00-00000 CONFERENCES/COURSES	1,000	1,000	0	0	0	0					1,000
174. 100-2320-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000	1,000	0	0	0	0					1,000
175. 100-2320-54300-1-00-00000 MAINTENANCE AGREEMENTS	2,500	2,500	0	0	0	0					2,500
176. 100-2320-54420-1-00-00000 COPIER/ LEASE	3,000	3,000	21	21	21	14,592					(11,613)
177. 100-2320-55400-1-00-00000 ADVERTISING	3,000	3,000	0	0	0	0					3,000
178. 100-2320-55610-1-00-00000 TUITION OTHER	3,000	3,000	0	0	0	0					3,000
179. 100-2320-55800-1-00-00000 TRAVEL	0	0	0	0	0	0					0
180. 100-2320-56100-1-00-00000 SUPPLIES & FORMS	4,000	4,000	247	247	247	100					3,653
181. 100-2320-56400-1-00-00000 SOFTWARE	500	500	0	0	0	0					500
182. 100-2320-57340-1-00-00000 COMPUTER HARDWARE & NETWC	200	200	0	0	0	0					200
183. 100-2320-58100-1-00-00000 DUES/FEES	2,000	2,000	0	0	0	0					2,000
TOTAL 2320 SAU ADMINISTRATION EXPENSE	\$355,618	\$355,618	\$25,419	\$25,419	\$25,419	\$177,061					\$153,138

37

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 12/1/2024 - 12/31/2024	Reported Period 12/1/2024 - 12/31/2024	Encumbrances 7/1/2024 - 12/31/2024	Amount Remaining 12/1/2024 - 12/31/2024
2410 PRINCIPAL						
184. 100-2410-51110-1-00-00000 PRINCIPAL SALARY	96,600	96,600	7,431	7,431	48,300	40,869
185. 100-2410-51120-1-00-00000 ASST.PRINCIPAL SALARY	88,463	88,463	6,805	6,805	44,231	37,427
186. 100-2410-51130-1-01-00000 PRINC.SUPPORT SALARY	69,449	69,449	6,428	6,428	42,927	20,094
187. 100-2410-52110-1-00-00000 PRINCIPAL HEALTH INSURANCE	3,000	3,000	2,657	2,657	15,943	(15,600)
188. 100-2410-52110-1-01-00000 PRINCIPAL SUPPORT HEALTH INS	10,872	10,872	0	0	750	10,122
189. 100-2410-52120-1-00-00000 PRINCIPAL DENTAL INSURANCE	1,286	1,286	130	130	780	376
190. 100-2410-52120-1-01-00000 PRINCIPAL SUPPORT DENTAL INS	1,226	1,226	61	61	364	801
191. 100-2410-52200-1-00-00000 PRINCIPAL FICA	21,935	21,935	1,529	1,529	10,420	9,986
192. 100-2410-52310-1-01-00000 SUPPORT RETIREMENT	9,396	9,396	870	870	5,808	2,718
193. 100-2410-52320-1-00-00000 PRINCIPAL RETIREMENT	34,972	34,972	2,796	2,796	18,173	14,003
194. 100-2410-52400-1-00-00000 PRINCIPAL TUITION	7,000	7,000	0	0	0	7,000
195. 100-2410-53220-1-00-00000 PRINCIPAL PROF.DEV.	1,300	1,300	0	0	0	1,300
196. 100-2410-54300-1-00-00000 PRINCIPAL REPAIRS/MAINTENANC	4,500	3,000	0	0	0	3,000
197. 100-2410-54420-1-00-00000 PRINCIPAL-COPIER/LEASE	10,000	10,000	0	0	3,980	6,020
198. 100-2410-55340-1-00-00000 PRINCIPAL POSTAGE	4,400	4,900	0	0	0	4,900
199. 100-2410-55500-1-00-00000 PRINCIPAL PRINTING	300	300	0	0	0	300
200. 100-2410-55800-1-00-00000 PRINCIPAL TRAVEL	500	500	0	0	0	500
201. 100-2410-56100-1-00-00000 PRINCIPAL SUPPLIES	7,000	8,000	56	56	0	7,944
202. 100-2410-56500-1-00-00000 PRINCIPAL SOFTWARE	13,250	13,250	0	0	0	13,250
203. 100-2410-57330-1-00-00000 PRINCIPAL NEW FURNITURE	1	1	0	0	0	1
204. 100-2410-58100-1-00-00000 PRINCIPAL DUES	1,170	1,170	0	0	0	1,170
205. 100-2410-58900-1-00-00000 PRINCIPAL GRADUATION EXPENSI	3,400	3,400	0	0	0	3,400
TOTAL 2410 PRINCIPAL	\$390,020	\$390,020	\$28,763	\$28,763	\$191,676	\$169,581

38

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining	
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024		
2510 FISCAL SERVICES												
206.100-2510-51100-1-00-00000 BUSINESS ADMINISTRATOR SALAI	100,000	100,000	1,000	1,000	1,000	1,000	17,500	17,500	81,500			
207.100-2510-51120-1-00-00000 SUPPORT STAFF SALARY	120,820	120,820	9,791	9,791	9,791	9,791	63,641	63,641	47,388			
208.100-2510-52110-1-00-00000 HEALTH INSURANCE	23,736	23,736	1,968	1,968	1,968	1,968	12,309	12,309	9,459			
209.100-2510-52120-1-00-00000 DENTAL INSURANCE	1,887	1,887	126	126	126	126	754	754	1,007			
210.100-2510-52200-1-00-00000 FICA	16,893	16,893	768	768	768	768	4,907	4,907	11,218			
211.100-2510-52300-1-00-00000 RETIREMENT	0	0	0	0	0	0	0	0	0			
212.100-2510-52310-1-00-00000 RETIREMENT - EMPLOYEES	0	0	0	0	0	0	0	0	0			
213.100-2510-52320-1-00-00000 RETIREMENT-EMPLOYEES	32,260	32,260	1,325	1,325	1,325	1,325	8,611	8,611	22,324			
214.100-2510-53200-1-00-00000 CONFERENCES/COURSES	1,300	1,300	0	0	0	0	0	0	1,300			
215.100-2510-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000	1,000	0	0	0	0	0	0	1,000			
216.100-2510-53900-1-00-00000 AUDITOR	0	0	0	0	0	0	0	0	0			
217.100-2510-54300-1-00-00000 MAINTENANCE AGREEMENTS	65,313	65,313	45	45	45	45	39,380	39,380	25,888			
218.100-2510-55800-1-00-00000 TRAVEL	100	100	0	0	0	0	0	0	100			
219.100-2510-56100-1-00-00000 SUPPLIES	3,370	3,370	141	141	141	141	0	0	3,229			
220.100-2510-57330-1-00-00000 NEW FURNITURE/FIXTURES	2,500	2,500	0	0	0	0	0	0	2,500			
221.100-2510-58100-1-00-00000 DUES/FEES	870	870	0	0	0	0	0	0	870			
TOTAL 2510 FISCAL SERVICES	\$370,049	\$370,049	\$15,164	\$15,164	\$15,164	\$15,164	\$147,102	\$147,102	\$207,783			

39

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining 12/1/2024 - 12/31/2024
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	
2610 OPERATIONS/MAINTENANCE											
222. 100-2610-51110-1-00-00000 OP/MAINT CUSTODIAN SALARY	180,030	180,030	180,030	180,030	12,109	12,109	12,109	12,109	81,984	81,984	85,937
223. 100-2610-51200-1-00-00000 FACILITIES MANAGER SALARY	68,250	68,250	68,250	68,250	5,250	5,250	5,250	5,250	34,125	34,125	28,875
224. 100-2610-52110-1-00-00000 OP/MAINT HEALTH INSURANCE	23,606	23,606	23,606	23,606	1,968	1,968	1,968	1,968	13,559	13,559	8,079
225. 100-2610-52120-1-00-00000 OP/MAINT - DENTAL INSURANCE	1,732	1,732	1,732	1,732	182	182	182	182	1,091	1,091	459
226. 100-2610-52200-1-00-00000 OP/MAINT FICA	16,789	16,789	16,789	16,789	1,285	1,285	1,285	1,285	9,016	9,016	6,488
227. 100-2610-52310-1-00-00000 OP/MAINT RETIREMENT	29,693	29,693	29,693	29,693	2,349	2,349	2,349	2,349	11,092	11,092	16,252
228. 100-2610-53200-1-00-00000 OP/MAINT CONTRACTED SERVICE	48,693	48,693	48,693	48,693	263	263	263	263	16,466	16,466	31,964
229. 100-2610-54110-1-00-00000 OP/MAINT WATER	11,550	11,550	11,550	11,550	0	0	0	0	5,885	5,885	5,665
230. 100-2610-54120-1-00-00000 OP/MAINT SEWAGE	9,500	9,500	9,500	9,500	0	0	0	0	0	0	9,500
231. 100-2610-54210-1-00-00000 OP/MAINT RUBBISH REMOVAL	10,947	10,947	10,947	10,947	2,433	2,433	2,433	2,433	1,569	1,569	6,945
232. 100-2610-54220-1-00-00000 OP/MAINT SNOW REMOVAL	32,875	32,875	32,875	32,875	0	0	0	0	16,500	16,500	16,375
233. 100-2610-54230-1-00-00000 OP/MAINT CARE OF BLDG & MAIN	7,300	7,300	7,300	7,300	0	0	0	0	0	0	7,300
234. 100-2610-54240-1-00-00000 OP/MAINT CARE OF GROUNDS	26,000	26,000	26,000	26,000	0	0	0	0	8,200	8,200	17,800
235. 100-2610-54300-1-00-00000 OP/MAINT REPAIR BUILDINGS	33,350	33,350	33,350	33,350	1,409	1,409	1,409	1,409	1,128	1,128	30,813
236. 100-2610-54300-1-06-00000 PAUL SCHOOL ROOF REPAIR	1	1	1	1	0	0	0	0	0	0	1
237. 100-2610-54320-1-00-00000 MAINTENANCE - SPECIAL PROJEC	1	1	1	1	0	0	0	0	0	0	1
238. 100-2610-54420-1-00-00000 OP/MAINT RENTAL OF EQUIPMEN	2,900	2,900	2,900	2,900	75	75	75	75	450	450	2,375
239. 100-2610-55200-1-00-00000 OP/MAINT PROPERTY & LIABILITY	35,856	35,856	35,856	35,856	0	0	0	0	0	0	35,856
240. 100-2610-55310-1-00-00000 OP/MAINT INTERNET/PHONES	23,040	23,040	23,040	23,040	(6,023)	(6,023)	(6,023)	(6,023)	9,693	9,693	19,370
241. 100-2610-55800-1-00-00000 OP/MAINT TRAVEL	480	480	480	480	0	0	0	0	0	0	480
242. 100-2610-56100-1-00-00000 OP/MAINT SUPPLIES	36,000	36,000	36,000	36,000	3,863	3,863	3,863	3,863	10,326	10,326	21,811
243. 100-2610-56220-1-00-00000 OP/MAINT ELECTRICITY	64,166	64,166	64,166	64,166	5,365	5,365	5,365	5,365	31,091	31,091	27,710
244. 100-2610-56230-1-00-00000 OP/MAINT LP GAS	54,750	54,750	54,750	54,750	6,844	6,844	6,844	6,844	45,659	45,659	2,247
245. 100-2610-56240-1-00-00000 OP/MAINT FUEL OIL	16,590	16,590	16,590	16,590	1,251	1,251	1,251	1,251	13,715	13,715	1,624
246. 100-2610-56500-1-00-00000 OP/MAINT SOFTWARE	0	0	0	0	0	0	0	0	0	0	0
247. 100-2610-57310-1-00-00000 OP/MAINT NEW EQUIPMENT	3,200	3,200	3,200	3,200	531	531	531	531	0	0	2,669
248. 100-2610-57330-1-00-00000 OP/MAINT NEW FURNITURE/FIXTU	3,500	3,500	3,500	3,500	0	0	0	0	0	0	3,500
249. 100-2610-58100-1-00-00000 OP/MAINT DUES/PROF DEVELOPM	650	650	650	650	0	0	0	0	0	0	650

50

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget	Revised Budget	Current Period	Reported Period	Encumbrances	Amount Remaining
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024
TOTAL 2610 OPERATIONS/MAINTENANCE	\$741,449	\$741,449	\$39,154	\$39,154	\$311,549	\$390,746

41

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining 12/1/2024 - 12/31/2024
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	
2721 REGULAR STUDENT TRANSPORTATION											
250. 100-2721-51110-1-00-00000 REG TRANS- MANAGER SALARY	48,300	48,300	0	0	0	0	0	0	0	0	48,300
251. 100-2721-51120-1-00-00000 REG TRANS - DRIVERS SALARY	200,513	200,513	2,177	2,177	2,177	2,177	2,177	2,177	4,887	4,887	193,449
252. 100-2721-51140-1-00-00000 REG TRANS - SUBSTITUTUE	6,584	6,584	0	0	0	0	0	0	0	0	6,584
253. 100-2721-52110-1-00-00000 REG TRANS - HEALTH INSURANCE	38,800	38,800	0	0	0	0	0	0	0	0	38,800
254. 100-2721-52200-1-00-00000 REG TRANS - FICA	15,515	15,515	0	0	0	0	0	0	0	0	15,515
255. 100-2721-52310-1-00-00000 REG TRANS - RETIREMENT	11,654	11,654	0	0	0	0	0	0	0	0	11,654
256. 100-2721-53210-1-00-00000 REG TRANS - CONTRACT SERVICE	5,500	5,500	0	0	0	0	0	0	431,426	431,426	(425,926)
257. 100-2721-53320-1-00-00000 REG TRANS - DRIVER TRAINING	5,000	5,000	0	0	0	0	0	0	0	0	5,000
258. 100-2721-53900-1-00-00000 REG TRANS - TESTING	3,500	3,500	0	0	0	0	0	0	0	0	3,500
259. 100-2721-54300-1-00-00000 REG TRANS - REPAIR & MAINT	90,000	90,000	0	0	0	0	0	0	0	0	90,000
260. 100-2721-54430-1-00-00000 REG TRANS - VEHICLE LEASES	0	0	0	0	0	0	0	0	0	0	0
261. 100-2721-55800-1-00-00000 REG TRANS - TRAVEL	250	250	0	0	0	0	0	0	0	0	250
262. 100-2721-56100-1-00-00000 REG TRANS - SUPPLIES	5,000	5,000	0	0	0	0	0	0	0	0	5,000
263. 100-2721-56260-1-00-00000 REG TRANS- FUEL	65,000	65,000	2,751	2,751	2,751	2,751	2,751	2,751	52,984	52,984	9,265
264. 100-2721-56500-1-00-00000 REG TRANS - SOFTWARE	4,700	4,700	0	0	0	0	0	0	0	0	4,700
265. 100-2721-57390-1-00-00000 REG TRANS - EQUIP. REPLACEMENT	1,500	1,500	0	0	0	0	0	0	0	0	1,500
266. 100-2721-58100-1-00-00000 REG TRANS - DUES & FEES	1,235	1,235	0	0	0	0	0	0	0	0	1,235
TOTAL 2721 REGULAR STUDENT TRANSPORTATION	\$503,051	\$503,051	\$4,928	\$4,928	\$4,928	\$4,928	\$4,928	\$4,928	\$489,297	\$489,297	\$8,826

42

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 12/1/2024 - 12/31/2024	Reported Period 12/1/2024 - 12/31/2024	Encumbrances 7/1/2024 - 12/31/2024	Amount Remaining 12/1/2024 - 12/31/2024
2722 SPECIAL EDUCATION STUDENT TRANSPORTATION						
267. 100-2722-51100-1-00-00000 SPED TRANS - DRIVERS SALARY	94,145	94,145	0	0	0	94,145
268. 100-2722-51140-1-00-00000 SPED TRANS - SUBSTITUTE	4,950	4,950	0	0	0	4,950
269. 100-2722-52110-1-00-00000 SPED TRANS - HEALTH	2,000	2,000	0	0	0	2,000
270. 100-2722-52120-1-00-00000 SPED TRANS - DENTAL INSURANC	0	0	0	0	0	0
271. 100-2722-52200-1-00-00000 SPED TRANS - FICA	7,202	7,202	0	0	0	7,202
272. 100-2722-52310-1-00-00000 SPED TRANS - RETIREMENT	0	0	0	0	0	0
273. 100-2722-53200-1-00-00000 SPED TRANS - CONTRACTED SERV	15,232	15,232	31,813	31,813	56,034	(72,615)
274. 100-2722-57300-1-00-00000 EQUIPMENT	1	1	0	0	0	1
TOTAL 2722 SPECIAL EDUCATION STUDENT TRANSPORTATION	\$123,530	\$123,530	\$31,813	\$31,813	\$56,034	\$35,683

43

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 12/1/2024 - 12/31/2024	Reported Period 12/1/2024 - 12/31/2024	Encumbrances 7/1/2024 - 12/31/2024	Amount Remaining 12/1/2024 - 12/31/2024
2724 ATHLETICS STUDENT TRANSPORTATION						
275.100-2724-51100-1-00-00000 ATHLETIC TRANS - SALARY	5,000	5,000	0	0	4,215	785
276.100-2724-52200-1-00-00000 ATHLETIC TRANS - FICA	383	383	0	0	0	383
277.100-2724-53000-0-00-00000 ATHLETIC TRANS - CONTRACTED	1	1	0	0	0	1
TOTAL 2724 ATHLETICS STUDENT TRANSPORTATION	\$5,384	\$5,384	\$0	\$0	\$4,215	\$1,169

44

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 12/1/2024 - 12/31/2024	Reported Period 12/1/2024 - 12/31/2024	Encumbrances 7/1/2024 - 12/31/2024	Amount Remaining 12/1/2024 - 12/31/2024
2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATIO						
278. 100-2725-51100-1-00-00000 FIELD TRIP/CO-CURR TRANS - SAL	4,300	4,300	0	0	0	4,300
279. 100-2725-52200-1-00-00000 FIELD TRIP/CO-CURR TRANS - FIC,	329	329	0	0	0	329
280. 100-2725-52310-1-00-00000 FIELD TRIP/CO-CURR. TRANS. - RE	582	582	0	0	0	582
281. 100-2725-53210-1-00-00000 FIELD TRIP/CO-CURR TRANS - COF	1	1	0	0	0	1
TOTAL 2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATIO	\$5,212	\$5,212	\$0	\$0	\$0	\$5,212

45

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining	
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	
2820 TECHNOLOGY												
282. 100-2820-51140-1-00-00000 SUPPORT SALARIES	0	0	0	0	0	0	0	0	0	0	0	0
283. 100-2820-51180-1-00-00000 TECHNOLOGY SALARIES	78,000	59,300	4,348	4,348	4,348	28,261	26,691					
284. 100-2820-52110-0-00-00000 HEALTH INSURANCE	19,664	19,664	0	0	0	0	19,664					
285. 100-2820-52121-0-00-00000 DENTAL INSURANCE	681	681	61	61	61	364	256					
286. 100-2820-52200-1-00-00000 TECHNOLOGY - FICA	5,967	5,967	333	333	333	2,162	3,472					
287. 100-2820-52310-1-00-00000 TECHNOLOGY - SUP RETIREMENT	10,553	10,553	588	588	588	3,824	6,141					
288. 100-2820-52320-1-00-00000 TECHNOLOGY - TEACHER RETIRE	0	0	0	0	0	0	0					
289. 100-2820-53200-1-00-00000 TECHNOLOGY CONTRACTED SER	23,300	42,000	4,700	4,700	4,700	19,571	17,729					
290. 100-2820-54300-1-00-00000 TECHNOLOGY REPAIR & MAINT	11,100	11,100	0	0	0	975	10,125					
291. 100-2820-54350-1-00-00000 TECHNOLOGY SOFTWARE MAINTI	1	1	404	404	404	2,670	(3,073)					
292. 100-2820-55310-1-00-00000 TECHNOLOGY INTERNET/PHONES	1	1	0	0	0	0	1					
293. 100-2820-56100-1-00-00000 TECHNOLOGY SUPPLES	13,500	13,500	0	0	0	0	13,500					
294. 100-2820-57340-1-00-00000 TECHNOLOGY NEW COMPUTER &	1	1	0	0	0	0	1					
295. 100-2820-57380-1-00-00000 TECHNOLOGY COMPUTER + EQUI	1	1	0	0	0	0	1					
296. 100-2820-58100-1-00-00000 DUES/FEES	0	0	0	0	0	0	0					
TOTAL 2820 TECHNOLOGY	\$162,769	\$162,769	\$10,434	\$10,434	\$10,434	\$57,827	\$94,508					

46

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining 12/1/2024 - 12/31/2024
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	7/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024	12/1/2024 - 12/31/2024			
2900 OTHER BENEFITS											
297. 100-2900-52140-1-00-00000 DISABILITY INSURANCE	10,000	10,000	837	837	5,177	5,177					3,986
298. 100-2900-52170-1-00-00000 LIFE INSURANCE	1	1	0	0	0	0					1
299. 100-2900-52190-1-00-00000 UNEMPLOYMENT	6,309	6,309	0	0	0	0					6,309
300. 100-2900-52201-0-00-00000 WELLNESS INCENTIVE FICA	1,000	1,000	0	0	0	0					1,000
301. 100-2900-52600-1-00-00000 WORKER'S COMP	22,865	22,865	0	0	0	0					22,865
TOTAL 2900 OTHER BENEFITS	\$40,175	\$40,175	\$837	\$837	\$5,177	\$5,177					\$34,161
TOTAL 100 GENERAL FUND	\$12,134,423	\$12,134,423	\$1,689,655	\$1,689,655	\$7,074,561	\$7,074,561					\$3,370,207
GRAND TOTAL	\$12,134,423	\$12,134,423	\$1,689,655	\$1,689,655	\$7,074,561	\$7,074,561					\$3,370,207

47

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 67829

Check Batch: 45503
 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
45503	23911	01/03/2025	310	AMAZON BUSINESS	0.00	246.98
Totals:					0.00	\$246.98

48

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 DeColfmacke

Robert DeColfmacke, School Board Chairman

Bob Ouellette

Bob Ouellette, School Board Vice Chairman

Mary Collins

Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Carlene Stewart

Carlene Stewart, Treasurer

Anne Kebler

Anne Kebler, Superintendent

1 Check Listed.

49

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 67805

Check Batch: 45487
 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
45487	90385	12/31/2024	834	WASTE MGMT OF NH-ROCHESTER	0.00	942.23
Totals:					0.00	\$942.23

50

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 DeColimacker
Robert DeColimacker, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandrea Taliatferro, School Board Member

Brennan Peaslee
Brennan Peaslee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, Superintendent

1 Check Listed.

51

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 67832

Check Batch: 45504
 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
45504	23912	01/03/2025	310	AMAZON BUSINESS	0.00	133.36
	23913	01/03/2025	948	BASIX AUTOMATION INTEGRATORS	0.00	575.43
	23914	01/03/2025	9674	DE LAGE LANDEN FINANCIAL SERVICES, INC	0.00	995.00
	23915	01/03/2025	9522	FRANK MARKIEWICZ	0.00	2,500.00
	23916	01/03/2025	9772	KEENAN, CAROL	0.00	188.94
	23917	01/03/2025	2884	LEARNING A-Z	0.00	2,681.00
	23918	01/03/2025	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	148.69
	23919	01/03/2025	9681	Pam Harris Consulting LLC	0.00	1,020.00
	23920	01/03/2025	260	PARKER EDUCATION	0.00	6,165.39
	23921	01/03/2025	9710	PIF TECHNOLOGIES	0.00	4,541.93
	23922	01/03/2025	9530	SOLIAANT	0.00	6,625.00
	23923	01/03/2025	9191	TORRES, LUIS	0.00	375.20
	23924	01/03/2025	9087	TYLER TECHNOLOGIES	0.00	660.00
	23925	01/03/2025	9669	VOYA BENEFITS COMPANY	0.00	459.83
Totals:					0.00	\$27,069.77

52

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 DeColfmacke
Robert DeColfmacke, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, Superintendent

14 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 67802

Check Batch: 45485
 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
45485	90384	12/30/2024	1706	CHARTER COMMUNICATIONS	0.00	4,303.72
Totals:					0.00	\$4,303.72

54

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 DeColimackey
 Robert DeColimackey, School Board Chairman

Bob Ouellette
 Bob Ouellette, School Board Vice Chairman

Mary Collins
 Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer

Anne Kebler
 Anne Kebler, Superintendent

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 67930

Check Batch: 45559
 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
45559	90386	01/13/2025	8926	IRVING ENERGY	0.00	1,425.78
Totals:					0.00	\$1,425.78

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColfmaeker
 Robert DeColfmaeker, 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

56

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 67933

Check Batch: 45561
 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
45561	90387	01/10/2025	9608	BMO HARRIS BANK N. A.	0.00	972.75
	90388	01/10/2025	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	173.31
Totals:						\$1,146.06

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColomachus
 Robert DeColomachus, School Board Chairman

Bob Ouellette
 Bob Ouellette, School Board Vice Chairman

Mary Collins
 Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer

57

Wakefield School Board Public Minutes



Thursday January 2, 2025
Held in the Library
Draft

BOARD MEMBERS		ADMINISTRATORS	
Robert DeColfmacker, Chair	✓	Anne Kebler, Superintendent	
Bob Ouellette, Vice Chair	✓		
Mary Collins	✓	Carol Keenan, Student Services Director	✓
Brennan Peaslee		Norma DiRocco, Principal	
Sandra Taliaferro	✓	Ivy Levitt-Carlson, Assistant Principal	

Others Present: Michele Lambert, Max Gehring with ClearView TV.
Mr. DeColfmacker led those present in the flag salute at 5:00.

Agenda Review

None

Presentations, Public Hearings

None

Public Comment

None

New Business

Default Budget

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the Default Budget at \$12,667,852. (Vote 4-0)

Revenues

Projection for revenues would be \$870,999. The fund balance to reduce taxes is \$253,999. Mr. DeColfmacker asked when we would find out the amount of the Adequacy Aid grant. Mrs. Lambert will ask her mentor.

Warrant Articles

Article 2 Operating Budget

(already approved 4-0)

Article 3 Wakefield Teachers Association CBA

(not ready)

Article 4 Special Education

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve Warrant Article 4 for \$50,000. (Vote 4-0)

Article 5 Boiler Replacement

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve Warrant Article 5 for \$50,000. (Vote 4-0)

Article 6 Replacement HVAC Units

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve Warrant Article 6 for \$50,000. (Vote 4-0)

Article 7 Classroom Renovation

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve Warrant Article 7 for \$25,000. (Vote 4-0)

Article 8 Maintenance Contingency

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve Warrant Article 8 for \$40,000. (Vote 4-0)

Mr. Ouellette asked if the \$4.59 tax impact is close to last year. Mrs. Lamber will find out. She said that this isn't an increase. It's a total, which confuses people.

Old Business

Buses

Mrs. Keenan said the Superintendent spoke with the regional director of First Student on December 27th. He said they would begin the work next week after he speaks with the maintenance manager. He wants to know if the Board wants to get the buses sticker ready or do all the work that is needed. He believes there is a plate that can be used to transport the buses to Wakefield without an inspection sticker. He will research that. Mrs. Taliaferro said that their list of bus repairs totaled \$53,000. She said for that amount we should have them fixed. Mrs. Kebler wrote, given the cost of the contracted services that have stretched our budget she recommends going with the least expensive route at this point.

Mr. DeColfmacker said some need work just to get them on the road. Mr. Ouellette said we have brand new tires at Diprizio's. The Board feels they should spend \$53,000 and get the buses fixed. Mr. DeColfmacker said we were supposed to have a detailed list and cost per bus not a blanket number. We need a detailed estimate of the work and cost per bus. Mrs. Keenan asked if the \$53,000 is the correct amount (and I know you have to vote on this) to fix the buses that would be the plan and you want a detailed list?

Mr. Ouelette said Mrs. Lambert is thinking, where are we going to get the money? Mrs. Lambert asked, where is this money coming from? She said we're already tight with our bottom line

budget. Mrs. Keenan asked about using the unspent BA salary. Mrs. Lambert said there is no transfer allowed for salaries and benefits. Mrs. Lambert said she could run a year report for Wednesday so you can see where you are with everything that's encumbered for PO's and salaries. Mrs. Collins asked about First Student buying our buses thus offsetting the cost to First Student. We received an estimate of the value. Mrs. Lambert said that was for the buses as is. Mr. Ouellette said they're worth more fixed and Mrs. Taliaferro said that was the point of getting them fixed. Mrs. Lambert asked how much more and who's going to buy them? She said someone in the bus field told her the value of the buses were based on milage and year.

Mrs. Taliaferro said the other dealership said they would raise the minimum purchase amount so the value would be there. Mr. DeColfmacker asked, but how long it will take to recover that. Mrs. Collins asked to wait until the next meeting to make a decision. Mrs. Taliaferro asked if the ones that just needed inspection stickers be worked on. Mr. DeColfmacker asked that the Board get a detailed itemized estimate per bus to get a sticker and per bus to get all work done for next week's agenda. Mrs. Taliaferro asked about another estimate. Mr. DeColfmacker said perhaps there is information from Mrs. Peaslee. Mrs. Collins asked for the estimates for the buses from First Student be in the packets. Mrs. Taliaferro said Mrs. Peaslee's email said the person she had spoken with suggested raising the minimum for the short buses and vans.

Follow Up

Mrs. Taliaferro wants to see Mr. Markiewicz's contract.

Public Comment

None

Non Public

Mrs. Collins made a motion, seconded by Mr. Ouellette to enter non public under RSA 91-A;3 II (c). Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye.

The Board returned to public session at 6:10

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to adjourn the meeting at 6:12. (Vote 4-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary



Wakefield School Board Public Minutes

Thursday January 8, 2025

Held in the Library

Draft

BOARD MEMBERS		ADMINISTRATORS	
Robert DeColfmacker, Chair	✓	Anne Kebler, Superintendent by zoom	✓
Bob Ouellette, Vice Chair	✓		
Mary Collins	✓	Carol Keenan, Student Services Director	✓
Brennan Peaslee	✓	Norma DiRocco, Principal	
Sandra Taliaferro	✓	Ivy Levitt-Carlson, Assistant Principal	

(Transcribed from the video)

Others Present: Michele Lambert, Ashia Roy, Dino Scala, Alyssa Hall, Max Gehring with ClearView TV.

Mr. DeColfmacker led those present in the flag salute at 6:12.

Agenda Review

Add teacher contract under New Business

Transportation and Warrant Articles were emailed to the Board.

Add Warrant Articles for the CBA

Mrs. Taliaferro asked to have a vote on a Warrant Article revisited under Old Business.

Presentations, Public Hearings

None

Public Comment

Parks and Rec Director Alyssa Hall asked about the status of the buses. She asked if there was a possibility that the Rec Department could acquire one of the buses before the Board disposes of them. She said they have been utilizing the school's buses for summer camp, vacation camp, ski program etc. Now that the school is using First Student we have to go through an outside company which is costly. If we have to continue on this path our prices for programs will increase. We may not be able to offer some of these programs.

She said she realizes that the Board is trying to sell the buses to help pay for your transportation contract. In a perfect world we'd ask to take one of the buses. If for some reason you still need to sell it maybe we could get a deal. We do have some funds that we've fund raised and we may be

61

able to use a little bit to help offset the cost. If you would consider Parks and Rec for one of your buses it would be much appreciated.

Reports

Transportation/Bus Updates

Mr. Ouellette feels that policy DN is vague. He personally feels that a bus should be given to the Rec Department. Mr. DeColfmacker asked if a 77 passenger bus meets their need. Miss Hall said we have to limit our numbers for some of our programs. She said right now we have a 24 passenger bus that's not very reliable. We'd be able to increase the numbers for other programs if we had a 77 passenger bus.

Mr. DeColfmacker said he agreed with Mr. Ouellette and support the Rec. Mr. Ouellette said he feels that the town and school should work together.

Mr. DeColfmacker read Policy DN:

The Board authorizes the superintendent or the superintendent's designee to dispose of obsolete items according to the following priority actions:

1. First, by offering the items to the Town of Wakefield or any of its municipal departments for use.

Mr. DeColfmacker feels it reads like this; if we have a department that comes before us and wants a bus that would be our first priority and if that doesn't happen we'd move to option 2. To sell them.

Mrs. Collins said in the memorandum of the four options we received from the BA option four was selling and retaining. Mrs. Peaslee said if we retained the bus for Parks and Rec we'd have to follow all school bus laws like rostering and training. It also puts less on the Rec Department not having it be a school bus. She said if we're getting rid of busing we need to get rid of busing.

Mr. DeColfmacker asked if having a large bus and a small bus meet the needs of the Rec. Miss Hall said she hadn't given that any thought. Mrs. Peaslee said the newest 14 passenger is handicapped accessible. Miss Hall let everyone know that they don't plan on paying for this with tax dollars. She said if they were to acquire a bus or get a good deal for one the money would come from fund raisers. This would be subject to the Selectmen approving this.

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the Wakefield School District transferring ownership of a 77 passenger school bus to Wakefield Parks and Rec as long as the Selectmen and all parties agree. Mrs. Collins modified her motion to insert: to transfer the 2022 Freightliner 77 passenger bus and the 2019 13+1 passenger Minotour bus to the Rec.

Mrs. Taliaferro asked what happens if the budget doesn't pass and we have to go back to our old transportation? Mrs. Collins said that won't happen because First Student is in the default budget. Mrs. Lambert clarified by saying transportation is in the default budget and its based on FY25.

Mrs. Peaslee suggested saying upon the approval of our budget. Mrs. Lambert spoke to Mr. Markiewicz and even if we are on default budget we will still be paying transportation to First Student.

There was a discussion among the Board. Mrs. Lambert said in July there was a discussion about selling the buses to help pay for transportation costs. Mrs. Taliaferro said she had brought up not selling the buses. Mrs. Peaslee suggested that they say *upon disbursement from our ownership of the buses the Rec gets those two*. Mr. Ouellette told Miss Hall they would be responsible for existing repairs. (4-1)

Mr. DeColfmacker called for a recess at 6:23.

Mr. DeColfmacker called the meeting back in session at 6:25

Mrs. Keenan told the Board \$79,200 is the total itemized list from First Student to repair the buses. \$54,500 was the original estimate First Student had given the district a few months ago. Mrs. Kebler said First Student is anxious to get them off their lot. She said that the buses would cost \$400 each to tow back to Wakefield and we'd have to keep them in the front parking lot. She said we have a very tight budget. She asked how the Board would pay for the bus repairs.

Mrs. Taliaferro asked Mrs. Keenan what the cost for repairs would be not including the buses that would be going to the Rec. The difference would be \$6,900 which would make the amount about \$72,000 plus the \$800 for towing. Mrs. Kebler said we have eight tires at Diprizios. She's working on who will pick up the tires. Mrs. Peaslee suggest they be given to the Rec.

The Board had a discussion about towing the buses back or selling them to First Student. Mrs. Peaslee what First Student will buy them for is a higher price than what Cressy's would pay for them. As a dealership they will pay less because they need to resell them. Mrs. Peaslee said er could probably get more the mini vans through the districts private sale.

Mrs. Collins made a motion, seconded by Mr. Ouellette, to get a purchase offer from First Student for each bus. (Vote 5-0)

By consensus the Board agreed that the eight tires at Diprizios will go to the Rec.

Student Services Report

Student Services Report: January 8, 2025 **Carol Keenan, Director of Student Services**

1. Every Student. Every Day. Whatever It Takes.
2. Enrollment Data includes the following:
 - A.) Paul Elementary School = 92 students on IEPs
 - B.) Spaulding High School = 30 students on IEPs
 - C.) Bud Carlson Academy High School = 2 students on IEPs
 - D.) Kingswood Regional High School = 3 students on IEPs
 - E.) Out of District = 5 students on IEPs
3. New students to Paul Elementary School on IEPs: none
4. New Special Education Referrals = none
5. Special Education Disabilities include the following:
 - A.) Autism = 17 students
 - B.) Development Delay = 14 students
 - C.) Emotional Disability = 5 students
 - D.) Intellectual Disability = 4 students
 - E.) Other Health Impairment = 31 students
 - F.) Specific Learning Disability = 39 students
 - G.) Speech Language Impairment = 23 students
6. Section 504 Accommodation Plans at Paul School = 24 students
7. Section 504 Accommodation Plan Referrals = none
8. Wakefield School District Current NHDOE Compliance Data = 93%!!
9. New Updates/Information:

I am continually impressed by the dedication, professionalism, and positivity of our ABA Tutors/Paraprofessionals. They are extremely hardworking, student-centered, and complete team players. Our Special Education Department is so very lucky to have such an exemplary group of professionals working with our students. When I took the Position of Student Services Director on July 1st, the district had 10 ABA Tutor / Paraprofessional vacancies. I am thrilled to report that all of those vacancies have been filled. In addition, we have eliminated our use of hiring ABA Tutors / Paraprofessionals from outside agencies. We went from having 3 NECC ABA Tutors / Paraprofessionals down to 1 currently as well as going from 5 Soliant/BW ABA Tutors/Paraprofessionals down to 2 currently. I would also like to extend my gratitude to our ABA Tutor/Paraprofessional Union President Michelle Castonguay for a very

Superintendents Report

Superintendent Report

Wakefield School Board January 8, 2025

District Leadership Team

The District Leadership Team held a mini-retreat on December 23rd before the holiday break. This uninterrupted time allowed us to accomplish several important tasks efficiently. Here are the highlights:

- **Professional Development Planning:**
 - We finalized the professional development plan for the remainder of the year, including teacher workshop days and early release days.
 - These sessions will focus primarily on analyzing student data to ensure we are meeting the needs of every student.
- **Student Support Team Proposal:**
 - Carol, our Director of Student Services, proposed the formation of a Student Support Team (SST). This team will meet weekly to:
 - Process student referrals for special education.
 - Monitor progress resulting from our intervention programs.
 - Develop plans to establish our School Leadership Team as a Distributive Leadership Team.
 - The Distributive Leadership Team will include eight teachers with diverse expertise. This team will:
 - Collaborate with school leadership.
 - Coach new teachers.
 - Support the adoption of effective educational practices.
 - Provide school leaders with additional classroom observation time to evaluate instructional culture.
 - The team's work will occur outside of contracted hours, ensuring no disruption to teaching and learning.
- **ELA Curriculum Progress:**
 - Assistant Principal Ivy introduced the Curriculum Committee's plan to distribute ELA power standards to staff. The goal is to make these standards more accessible to parents and guardians by creating consistent, grade-level expectations.
 - The next focus for the Curriculum Committee will be developing similar resources for math standards.
- **Classroom Configurations:**
 - We reviewed enrollment numbers as of December 2024 and the available classroom space to plan next year's configurations.
 - We will collaborate with staff soon to finalize these configurations by the end of the school year.

Budget Updates

We are nearing the completion of the budget process and want to remind our school community of the following important dates:

- **January 6, 2025:** Budget Committee Meeting at 6:30 PM (Location: Town Hall)
- **January 14, 2025:** Public Hearing at 6:30 PM (Location: Town Hall)
 - This session will provide the public with an opportunity to learn about the proposed budget and warrant articles for FY 2025-2026.
- **February:** Deliberative Session (exact date to be announced)
- **March:** Annual Voting Day: March 11, 2025
- Additionally, we are currently in teacher contract negotiations. We anticipate presenting a Collective Bargaining Agreement (CBA) designed to retain current teachers and attract new talent

An Invitation to the board:

Alison Ericolo and Breanna Valdepeno will be leading a free suicide prevention training for community members on Friday 2/7 from 5:30-7:30pm in the school library. They would like to invite the school board members to this event.

Transportation Summary

Breakdown of maintenance of bus needs will be emailed to the board members if ready - if not they will be hand carried.

Closing Remarks

I would like to extend warm wishes to our entire school community for a happy and healthy New Year. I hope everyone enjoyed the holiday season with family, good food, and some much-needed rest as we gear up for the second half of the school year.

Happy New Year to all!

Respectfully Submitted
Anne Kebler
 Superintendent of Schools

Enrollment

Paul School Enrollment Report

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
LP	15	16	17	16						
K	30	31	31	30						
1	33	33	33	35						
2	40	40	40	40						
3	39	41	41	40						
4	47	47	46	43						
5	63	65	65	65						
6	55	57	56	56						
7	46	47	47	47						
8	45	45	46	45						
Out of District	2	2	2	4						
Total	0	415	424	421	0	0	0	0	0	0

High School Enrollment Report

	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Spanlding	171	166	163	161						
Kingswood	14	14	14	14						
Bud Carlson	9	10	10	10						
Brewster	1	1	1	1						
Out of District	2	2	2	2						
Total	197	193	190	186	0	0	0	0	0	0

as of 12/31/2024

lol

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 12-17-24. (Vote 3-1-1)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the Public Minutes of 12-17-24. (Vote 3-1-1)

Old Business

Revisit Budget Vote

Mrs. Taliaferro said she thought the Board was approving what the default budget was and not voting on the entire operating Budget. She asked to revote on the operation budget.

Mrs. Taliaferro made a motion, seconded by Mrs. Peaslee, to revisit the Operating Budget vote. (Vote 3-2)

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to approve the Operating Budget of \$13,616,277 with a default budget of \$12,670, 852. (Vote 3-2)

New Business

Teachers Contract

Mrs. Peaslee made a motion, seconded by Mrs. Collins to approve Article 3, the Wakefield Teachers Association CBA.

Total \$271,961 for year 1.

Total \$175,960 for year 2.

Total \$121,693 for year 3.

Mrs. Taliaferro said she didn't get a chance to read it all.

(Vote 4-1)

Mrs. Collins made a motion, seconded by Mrs. Peaslee, to approve Article 4 Special Meeting if Warrant Article 3 is defeated. (Vote 5-0)

Warrant Article Summaries

The Board agreed to the Warrant Article summaries and will decide at a later date who will handle what warrant article at Deliberative Session.

Annual Report Cover Contest

Milo Raynone's drawing was picked by the Board for the cover of the School District Report.

Policies

GBGBA- Use of Automated External Defibrillator

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

JLCGA- Emergency Plan for Sports Related Injuries and Additional protocols for Athletics
Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve Policy JLCGA. (Vote 5-0)

First Reading:

JLP – Parental Notification of and Involvement in Student Welfare

Mrs. Roy said this policy is required by law

ACE – Non-Discrimination on the Basis of Handicap/Disability

DAF – Administration of Federal Grant Funds

Related policies were added.

Follow Up

Professional Development Tools

Mrs. Lambert explained that money was taken out of the operating budget to pay for an item that was supposed to come out of a grant when it was found that they never received the grant. Mrs. Kebler said that it was out of ESSER Funds and Esser Funds changed their process the closer to the end of ESSER so a Professional Development activity that we thought was approvable was not. She said this was to pay a contracted service to help get our grants in place. We now have two staff members who have worked with her and have learned the grant process well.

Mrs. Taliaferro asked how many people are getting stipends to do the grants? Mrs. Taliaferro said we have two. Mrs. Kebler said we have our academic coach and our professional development coordinator and they have done a great job of getting them done. She said since ESSER we haven't had a lot to do any longer. There are five grants that are done and one is done by The Student Services Director, which is IDEA. Elaine Ellis and Penny Huckins are getting grants done.

Mrs. Lambert said she checked with Mr. Markiewicz about the special ed line where there was zero for projected revenue and she said it had to do with the Adequacy Grant. She said we do have the Adequacy number for Wakefield. It's \$1,030,482 and it's a component by the DOE to calculate adequacy aid. It's posted on the DOE website. You calculate that out of the passed budget to know what the Town has to pay us. That reduced the operating budget by that amount.

Ratify the CBA

Mr. Ouellette made a motion, seconded by Mrs. Collins to ratify the Wakefield Teachers CBA for the next three years. (Vote 4-1)

Public Comment

None

Non Public

Mrs. Collins made a motion, seconded by Mr. Ouellette to enter non public at 7:30 under RSA 91-A;3 II (c). Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye Peaslee aye.

The Board returned to public session at XXX

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to adjourn the meeting at XXX. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary



Wakefield School Board Public Minutes

Monday January 13, 2025

Held in the SAU Conference Room

Draft

BOARD MEMBERS		ADMINISTRATORS	
Robert DeColfmacker, Chair	✓		
Bob Ouellette, Vice Chair	✓	Frank Markiewicz, Business Administrator	✓
Mary Collins	✓	Carol Keenan, Student Services Director	✓
Brennan Peaslee	✓	Norma DiRocco, Principal	✓
Sandra Taliaferro	✓	Ivy Levitt-Carlson, Assistant Principal	

Those present: Michele Lambert, Ashia Roy

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

Non Public

Mrs. Collins made a motion, seconded by Mr. Ouellette to enter non public at 6:01 under RSA 91-A;3 II (c). Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Peaslee aye.

The Board reentered public session at 7:25.

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to approve the letter from the Board to parents and community. (Vote 3-2)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to correct the year of the 77 passenger bus going to Parks and Rec from 2022 to 2024. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, that Mrs. Roy will present the eight tires at Diprizios for the 77 passenger bus to Parks and Rec. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to reinstate Mr. Markiewicz previous contract minus the home office and milage portion. (Vote 5-0)

Mrs. Collins made a motion seconded by Mr. Ouellette, to seal the minutes of the non public session for a year. (5-0)

Mrs. Collins made a motion seconded by Mr. Ouellette, to freeze all stipends except those stated in the CBA during investigation. (5-0)

There was a question whether the budget should be frozen. Mr. Markiewicz and Mrs. Lambert will go over the budget and have a recommendation at the next meeting.

Adjournment

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to adjourn the meeting at 7:40.
(Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

DRAFT

Parental Notification of and Involvement in Student Welfare

Pursuant to New Hampshire RSA 186:11, IX-e, the District will not adopt policies, procedures, or student support forms that prohibit District personnel from answering questions from a parent/guardian about that parent's/guardian's student's mental, emotional, or physical health or well-being, sexuality, or a change in related services or monitoring, or that have the effect of encouraging a student to withhold from a parent/guardian such information.

District personnel will not discourage or prohibit parental/guardian notification of and involvement in critical decisions affecting that parent's/guardian's student's mental, emotional, or physical health or well-being.

The Superintendent is authorized to adopt procedures that permit District personnel to withhold any of the above information from a parent if a reasonably prudent person would believe that such disclosure would result in abuse, abandonment, or neglect of a student or other child as those terms are defined in RSA 169-C:3.

To the extent that any other school board/district/school/class policy, procedure, rule or regulation, conflicts with the above, this policy shall supersede - but not otherwise impact - such policy, procedure, rule or regulation.

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

Adopted by the Board:

NON-DISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

The school district will ensure that all parents/guardians of students with a disability are provided all necessary procedural safeguards as are required by law. Such procedural safeguards are found in pertinent federal and state laws and regulations. In addition, all staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook (relative to the Individuals with Disabilities Education Act), or to the Model Process for 504 Plan Development (Section 504 of the Rehabilitation Act of 1973). For reporting or making a complaint of discrimination or harassment relative to a disability or perceived disability, see Board policy ACA.

More specific information regarding the District's programs and procedures relative to programs for students with disabilities is found in Board policy IHBA ,and procedural document IHBA-R.

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

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 6 May 2002
Revised by the Board: 20 October 2010
Revised by the Board: 20 July 2011
Reaffirmed by the Board: 4 September 2018
Adopted by the Board:

Category: Priority/Required by Law

Related Policies: DI, DID, DJ, DJC, DJE, DJF & DK
See also: ADB, EFAA, EHB, JICI & JRA

ADMINISTRATION OF FEDERAL GRANT FUNDS

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through Federal grant programs as required by applicable NH and Federal laws or regulations, including, without limitation, the UGG.

The Board directs the Superintendent or Business Administrator to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal and/or law and regulation and shall be based on best practices.

The Superintendent is directed to assure that all individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy.

To the extent not covered by this Policy, the administrative procedures and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes; and
5. comparison of expenditures against budget.

DAF-1 ALLOWABILITY

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Mrs. Mary Collins, Chairman
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Mr. Robert DeColfmaeker
Mrs. Brennan Peaslee

Adopted by the Board: 1 October 2019
Approved:

A. Cost Principles: Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

1. Be “necessary” and “reasonable” for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.
 - a. To determine whether a cost is “reasonable”, consideration shall be given to:
 - i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
 - ii. the restraints or requirements imposed by such factors as sound business practices, arm’s length bargaining, Federal, State, local, tribal and other laws and regulations;
 - iii. market prices for comparable goods or services for the geographic area;
 - iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
 - v. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.
 - b. When determining whether a cost is “necessary”, consideration may be given to whether:
 - i. the cost is needed for the proper and efficient performance of the grant program;
 - ii. the cost is identified in the approved budget or application;
 - iii. there is an educational benefit associated with the cost;
 - iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
 - v. the cost addresses program goals and objectives and is based on program data.
 - c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.
2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

Mrs. Mary Collins, Chairman
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 Mrs. Sandra Taliaferro
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Adopted by the Board: 1 October 2019
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4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
5. Be determined in accordance with generally accepted accounting principles.
6. Be representative of actual cost, net of all applicable credits or offsets.

The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
8. Be adequately documented:
 - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
 - b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

B. Selected Items of Cost: The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

C. Cost Compliance: The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

D. Determining Whether A Cost is Direct or Indirect:

1. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on

Mrs. Mary Collins, Chairman
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Mrs. Sandra Taliaferro
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Adopted by the Board: 1 October 2019
Approved:

a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

2. "Indirect costs" are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if **all** the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.
- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- d. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

E. Timely Obligation of Funds: Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the recipient or sub-recipient during the same or a future period.

The following are examples of when funds are determined to be "obligated" under applicable regulation of the U.S. Department of Education:

When the obligation is for:

Mrs. Mary Collins, Chairman
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Adopted by the Board: 1 October 2019
Approved:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.
3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.
5. Travel – when the travel is taken.
6. Rental of property – when the District uses the property.
7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E – Cost Principles – on the first day of the project period.

F. Period of Performance: All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (“GAN”). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is substantially approved, unless an agreement exists with NHDOE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.

DAF-2 CASH MANAGEMENT AND FUND CONTROL

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHDOE or other applicable pass-through-entity.

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the

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

Adopted by the Board: 1 October 2019
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Superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHDOE, grantor agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 1. The District receives less than \$120,000 in Federal awards per year.
 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 4. A foreign government or banking system prohibits or precludes interest bearing accounts.

Mrs. Mary Collins, Chairman
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 Mrs. Sandra Taliaferro
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Adopted by the Board: 1 October 2019
 Approved:

G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (“PMS”) through an electronic medium using either Automated Clearing House (“ACH”) network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

DAF-3 PROCUREMENT

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District’s written policies and procedures.

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

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District’s documented general purchase policy DJ. The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Mrs. Mary Collins, Chairman
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Mrs. Sandra Taliaferro
Mr. Robert DeColfmaeker
Mrs. Brennan Peaslee

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Approved:

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

A. Competition: All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;
4. organizational conflicts of interest;
5. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and/or
6. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

B. Solicitation Language: The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those

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

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Approved:

minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

C. Procurement Methods: The District shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition)

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

- a. In order for sealed bidding to be feasible, the following conditions shall be present:
 - i. a complete, adequate, and realistic specification or purchase description is available;
 - ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. When sealed bids are used, the following requirements apply:
 - i. Bids shall be solicited in accordance with the provisions of State law and Policy

Mrs. Mary Collins, Chairman
 Mr. Bob Ouellette, Vice Chairman
 Mrs. Sandra Taliaferro
 Mr. Robert DeColfmacker
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Adopted by the Board: 1 October 2019
 Approved:

DJE. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.

iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.

v. The Board reserves the right to reject any and all bids for sound documented reason.

vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.

4. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one sources submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only

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Adopted by the Board: 1 October 2019
Approved:

one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms: The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

E. Contract/Price Analysis: The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.323(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of

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

Adopted by the Board: 1 October 2019
Approved:

the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

F. Time and Materials Contracts: The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

G. Suspension and Disbarment: The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance/ and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at

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

Adopted by the Board: 1 October 2019
Approved:

www.sam.gov (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Sub part C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under DAF-3, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

H. Additional Requirements for Procurement Contracts Using Federal Funds:

1. For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).
2. For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
3. For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
4. For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (J).
5. For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.323(b)).
6. The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g. subcontractor, food service management companies, etc.). It also generally applies to all purchases, even those below the micro-purchase threshold, unless otherwise stipulated by the Federal awarding agency. See also additional "Buy American" provisions in DAF-4.C regarding food service procurement.
7. The District may not use Federal funds to procure, obtain, or enter into or renew a contract to procure or obtain equipment, services, or systems which substantially use telecommunications

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

Adopted by the Board: 1 October 2019
 Approved:

equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their subsidiaries.

I. Bid Protest: The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

J. Maintenance of Procurement Records: The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding disbarment/suspension queries or actions. Such records shall be retained consistent with District policy EHB.

DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

A. Mandatory Contract Clauses: The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. The contractor must separately identify for each cost submitted for payment to the

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

Adopted by the Board: 1 October 2019
Approved:

school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

- 3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
- 4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
- 5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
- 6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
- 7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

B. Contracts with Food Service Management Companies: Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

C. “Buy American” Requirement: Under the “Buy American” provision of the National School Lunch Act (the “NSLA”), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, domestic commodity or product. As an SFA, the District is required to comply with the “Buy American” procurement standards set forth in 7 CFR Part 210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District’s behalf (e.g., food service management companies, group purchasing cooperatives, shared purchasing.). Under the NSLA, “domestic commodity or product” is defined as an agricultural commodity or product that is produced or processed in the United States using “substantial” agricultural commodities that are produced in the United States. For purposes of the act, “substantial” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin

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

Adopted by the Board: 1 October 2019
Approved:

Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States. 1.Exceptions: The two main exceptions to the Buy American requirements are: a)The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; orb)Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.2.Steps to Comply with Buy American Requirements: In order to help assure that the District remains in compliance with the Buy American requirement, the[___ Superintendent __/Officer/Food Service Director], shall) Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);b)Monitor contractor performance; c)Require suppliers to certify the origin of the product; d) Examine product packaging for identification of the country of origin; and) Require suppliers to provide specific information about the percentage of U.S. content in food products.

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent or Business Administrator, who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through-entity, all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

Equipment and supplies acquired (“property” as used in this policy DAF-6) with federal

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

Adopted by the Board: 1 October 2019
Approved:

funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

A. “Equipment” and “Pilferable Items” Defined: For purposes of this policy, “equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of 10,000.00, or the capitalization level established by the District for financial statement purposes. “Pilferable items” are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.

B. Records: The Superintendent or Business Administrator shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

C. Inventory: No less than once every two years, the Superintendent or Business Administrator shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy DAF 6, inventories shall be conducted consistent with Board Policy DID.

D. Control, Maintenance and Disposition: The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:

1. prevent loss, damage, or theft of the property; Any loss, damage, or theft must be investigated;
2. to maintain the property and keep it in good condition; and
3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

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

Adopted by the Board: 1 October 2019
Approved:

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent or Business Administrator.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Superintendent or Business Administrator shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the Superintendent or Business Administrator who can attest that the expenditure is allowable and approved under the federal program. The Superintendent or Business Administrator submits all required certifications.

DAF-9 TIME-EFFORT REPORTING / OVERSIGHT

The Superintendent will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430

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

Adopted by the Board: 1 October 2019
Approved:

of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

A. Compensation: Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

1. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
2. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

B. Time and Effort Reports: Time and effort reports shall:

1. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. be incorporated into the official records of the District;
3. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
4. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
5. comply with the District's established accounting policies and practices;
6. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent or Business Administrator is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.

DAF-10 GRANT BUDGET RECONCILIATION

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually

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

Adopted by the Board: 1 October 2019
Approved:

performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT

When entering agreements involving the expenditure or disbursements of federal grant funds, the District shall determine whether the recipient of such federal funds is a "contractor" or "subrecipient", as those terms are defined in 2 CFR §200.23 and §200.93, respectively. See also guidance at 2 CFR §200.330 "Subrecipient and contractor determinations". Generally, "subrecipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the District's own use. Contractors will be subject to the District's procurement and purchasing policies (e.g. relative to federal grant funds relative to bidding requirements for non-federal money projects, etc.). Subrecipients are subject to this Policy.

Under the UGG, the District is considered a "pass-through entity" in relation to its subrecipients, and as such requires that subrecipients comply with applicable terms and conditions (flow-down provisions). All subrecipients of Federal or State funds received through the District are subject to the same Federal and State statutes, regulations, and award terms and conditions as the District.

A. Sub-award Contents and Communication.

In the execution of every sub-award, the District will communicate the following information to the subrecipient and include the same information in the sub-award agreement.

1. Every sub-award will be clearly identified and include the following Federal award identification:
 - a. Subrecipient name
 - b. Subrecipient's unique ID number (DUNS)
 - c. Federal Award ID Number (FAIN)
 - d. Federal award date
 - e. Period of performance start and end date
 - f. Amount of federal funds obligated
 - g. Amount of federal funds obligated to the subrecipient
 - h. Total amount of the Federal award
 - i. Total approved cost sharing or match required where applicable
 - j. Project description responsive to FFATA

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

Adopted by the Board: 1 October 2019
 Approved:

- k. Name of Federal awarding agency, pass through entity and contact information
 - l. CFDA number and name
 - m. Identification of the award is R&D
 - n. Indirect cost rate for the Federal award
2. Requirements imposed by the District including statutes, regulations, and the terms and conditions of the Federal award.
 3. Any additional requirements the District deems necessary for financial or performance reporting of subrecipients as necessary.
 4. An approved indirect cost rate negotiated between subrecipient and the Federal government or between the pass-through entity and subrecipient.
 5. Requirements that the District and its auditors have access to the subrecipient records and financial statements..
 6. Terms and conditions for closeout of the sub-award.

B. Subrecipient Monitoring Procedures.

The Superintendent is responsible for having all the District project managers monitor subrecipients. The District will monitor the activities of the subrecipient to ensure the sub-award is used for authorized purposes. The frequency of monitoring review will be specified in the sub-award and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

1. At the time of proposal, assess the potential of the subrecipient for programmatic, financial, and administrative suitability.
2. Evaluate each subrecipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the subrecipient's:
 - a. Prior experience with the same or similar sub-awards.

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

Adopted by the Board: 1 October 2019
 Approved:

- b. The extent and results of Federal awarding agency monitoring.
 - c. New personnel or new or substantially changed systems.
 - d. Results of previous audits and single audit (if applicable).
3. Confirm the statement of work and review any non-standard terms and conditions of the sub-award during the negotiation process.
 4. Monitor financial and programmatic progress and ability of the subrecipient to meet objectives of the sub-award. To facilitate this review, subrecipients are required to submit sufficient invoice detail and a progress report. The District project managers will encourage subrecipients to submit regular invoices.
 5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
 6. In conducting regular oversight and monitoring, the District project managers will:
 - a. Verify invoices that include progress reports.
 - b. Raise any concerns to the Superintendent/designee.
 - c. Initial the progress report and invoice confirming review and approval prior to payment.
 - d. Review subrecipient match tasks for eligibility.
 - e. Obtain report, certification and supporting documentation of local (non-federal)/in-kind match work from the subrecipient.
 - f. Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.
 - g. Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.

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

Adopted by the Board: 1 October 2019
Approved:

- h. Review progress reports to ensure project is progressing appropriately and on schedule.
 - 7. The Superintendent/designee upon recommendation from the project's manager, will approve the invoice payment and will initial invoices confirming review and approval prior to payment.
 - 8. Payments will be withheld from subrecipients for the following reasons:
 - a. Insufficient detail to support the costs billed;
 - b. Incomplete work or work not completed in accordance with required specifications.
 - c. Ineligible costs; and/or
 - d. Unallowable costs;
 - 9. Verify every subrecipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.
- C. **Subrecipient Project Files.** Subrecipient project files will contain, at a minimum, the following:
 - a. Project proposal;
 - b. Project scope;
 - c. Progress reports;
 - d. Interim and final products; and
 - e. Copies of other applicable project documents as required, such as copies of contracts or MOUs.

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

Adopted by the Board: 1 October 2019
Approved:

D. **Audit Requirements.** A Single Audit is required when a subrecipient expends \$1,000,000 or more in Federal awards during the fiscal year.

All subrecipients are required to annually submit their audit and Single Audit report to the District for review to ensure the subrecipient has complied with good accounting practices and federal regulations.

If a deficiency is identified, the District will:

1. Issue a management decision on audit findings pertaining to the Federal award.
2. Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through entity's own records.

E. **Methodology for Resolving Findings.**

The District will work with subrecipients to resolve any findings and deficiencies. To do so, the District may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

The District will only consider taking enforcement action against non-compliant subrecipients in accordance with 2 CFR 200.339 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

- a. Temporarily withhold cash payments pending correction of the deficiency;
- b. Disallow all or part of the cost of the activity or action not in compliance;
- c. Wholly or partly suspend or terminate the sub-award;
- d. Initiate suspension or debarment proceedings;
- e. Withhold further Federal awards for the project or program; and/or
- f. Take other remedies that may be legally available.

DAF-12 REPORTING ON REAL PROPERTY

The District will annually submit reports on forms provided by the New Hampshire Department of Education (NHED) and in accordance with the Rules or procedures of NHED of any real property in which the Federal Government retains an interest.

DAF-13 WHISTLEBLOWER PROTECTIONS: NOTIFICATION, RIGHTS & REMEDIES

In accordance with the Federal Uniform Grant Guidance, the District is committed to maintaining the highest standards of integrity and transparency in its operations. This policy

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

Adopted by the Board: 1 October 2019
Approved:

encourages and protects employees, contractors, and other stakeholders who report, in good faith, any instance of fraud, waste, abuse, or any other misconduct related to federally funded programs. The District will not retaliate against any individual who, in good faith, reports concerns related to financial irregularities, fraud, or any violation of law or policy involving federally funded programs. Retaliation against a whistleblower may result in disciplinary action, up to and including termination.

The Superintendent shall ensure that all employees and contractors are notified in writing of their whistleblower rights and remedies under 41 U.S.C. § 4712, including the protection against retaliation for reporting misconduct.

Methods of notification may include:

Employee handbooks, training materials, and/or other onboarding resources;
Contracts with employees and or third party contractors;
Periodically distributed to all employees via email or other communication channels; or
Displayed prominently in the District's internal communication platforms and in common areas of the workplace.

Individuals may report suspected violations through the following methods:

Directly to the Superintendent or Business Administrator, via email or in writing.

Reporting directly to Office of Inspector General for the Federal awarding agency.

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Legal References:

2 C.F.R. Part 180

2 C.F.R. Part 200

200.305; 200.313(d); 200.317-.326; 200.403-.406; 200.413(a)-(c); 200.430; 200.431;

200.458; 200.474(b)

200 Appendix II

7 CFR Part 210

210.16; 210.19; 210.21; 215.14a; 220.16

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

Adopted by the Board: 1 October 2019
Approved:

CHEMICAL SAFETY AND CHEMICAL HYGIENE PLAN

- A. **Purpose.** The Board's objective is to help ensure a healthy, clean, and safe learning and work environment for students, employees, and others present on school property. The policy accomplishes this in two ways. First, it establishes standards regarding the use and handling of toxic chemicals for cleaning and pest control. Second, it directs the creation of a chemical hygiene and safety plan (the "Plan") for managing hazardous substances on District property and responding to any emergencies resulting from hazardous substances. This Plan shall include all points where hazardous substances might be used and or stored on District property, including, but not limited to, materials used in connection with: chemistry and other science labs, art rooms, shop classes, food services, facilities and groundskeeping, or custodial services.

"Hazardous substances" as used in this Policy shall mean and include any material specifically designated as hazardous by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive, or toxic.

- B. **Plan Preparation and Contents.** The Board directs the Superintendent or designee to prepare a Chemical Hygiene Plan that complies with all local, state, and federal laws and regulations which pertain to the proper management of hazardous materials. When necessary, the District shall contact the U.S. Environmental Protection Agency (EPA) and/or the New Hampshire Department of Environmental Services (NHDES) to obtain relevant information regarding hazardous substances.

Additionally, the Plan shall address at least the following:

1. Identification and inventory of hazardous materials - describing a process by which hazardous substances will be identified and inventoried, and may include a classification system for grouping hazardous materials for purposes of acquisition, storage, use, disposal, record-keeping, and emergency response.
2. General provisions outlining response Hazardous Substance Emergencies, with such items as responsible personnel, required resources, decision making ladders, message-specific templates, parental notification, media plans, etc.; these provisions shall be incorporated into the District Crisis Prevention and Response Plan¹ and site-specific Emergency Operations Plans prepared under Board policy EBCA;

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

Adopted by the Board:

3. Special provisions for specific substances, e.g., and as pertinent:
 - a. Criteria for acquisition
 - b. Storage
 - c. Use
 - d. Disposal
 - e. Incident prevention
 - f. Special provisions relative to accidental release or other emergency;
4. Provisions to minimize the use of toxic chemicals for cleaning or pest control, including the prohibition of staff bringing cleaning products or pesticides onto District property without prior approval from the administration;
5. Procedures required for staff to obtain approval from school administration in order to bring cleaning products or pesticides onto District property;
6. Protocols and procedures relative to implementation of the Plan, including staff responsibilities by individual position and/or generalized;
7. Provisions relative to staff training, including such items as individualized and general training, who is responsible for ensuring training is conducted and updated, frequency, how and by whom training syllabi are established; Additionally, employees receiving such training will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the generation of such substances;
8. Provisions proposing consequences and/or remedies for employees who fail to adhere to the Plan or established procedures;
9. Provisions relating to student training and proposed sanctions/remedies/interventions to be included in student handbook;
10. Protocols for reporting general (non-emergency concerns regarding hazardous substances on District property.

See NH Ed 320, specifically Ed 320.02(b)(8), for additional guidance on chemical hygiene Plan content.

C. **Prohibition of Introduction of Cleaning Products or Pesticides by School Staff.** No employee or designated volunteer may bring any cleaning products or pesticides onto District property without prior approval of the school administration, or as specifically provided in the Plan.

D. **Biennial Review and Update. Annual Review and Update.** The Superintendent and/or designee shall ensure that the Plan and all procedures and protocols adopted pursuant to this policy are reviewed ~~no less than every two (2) years~~ **yearly** and updated as

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

Adopted by the Board:

necessary. The Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year. Recommendations requiring Board policy changes should be brought to the Policy Committee/Board as soon as reasonably practicable.

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

Adopted by the Board:

Chemical Hygiene Plan for SAU101

In 1990 the Federal Occupational Safety & Health Administration (OSHA) established regulation 29 CFR 1910.1450, *Occupational Exposures to Hazardous Chemicals in Laboratories*, otherwise known as The Laboratory Standard. The New Hampshire Department of Education adopted Administrative Rule Ed 320 in October 2023 which requires a Chemical Hygiene Plan that identifies at a minimum:

- A. That all chemicals shall be properly stored and labeled;
- B. That all flammables shall be stored in a manner that meets NFPA 30: Flammable and Combustible Liquids Code;
- C. That all acids shall be stored in a cabinet constructed from corrosion-resistant materials;
- D. That all rooms and storage areas with chemicals shall have proper ventilation;
- E. That all chemical hoods used in science experiments shall be maintained in accordance with manufacturers' recommendations;
- F. That all chemicals shall be properly managed and disposed of; and
- G. That all safety data sheets, identified by Occupational Safety and Health Administration 29 CFR 1910.1200(g), are on file at the school in accordance with 29 CFR 1910.1200

The Administrative Rule includes language for all science labs, automotive shops, and other places where hazardous liquids or open flames are frequently used. (Ed 320.02(b)(6)) It also includes language for a facility maintenance plan addressing custodial training, integrated pest management plan, a healthy indoor quality plan. (Ed 320.02(b)(2)) This plan will include all departments having chemicals: art, automotive, biology, chemistry custodial industrial arts.

The NH Department of Labor adopted and enforces this legislation for public sector workplaces.

The legislation requires all employers with science laboratories that meet the requirements of the standard to develop a Chemical Hygiene Plan. The Plan details how each employee will be protected from overexposure to hazardous chemicals and describes specific work practices and procedures in the laboratory to minimize employee risk. Science laboratories are defined as areas where small quantities of chemicals are used on a non production basis, multiple chemical manipulations or chemicals are used, protective practices and equipment are available and used to protect lab personnel, and work with substances in which the containers used are designed to be easily and safely manipulated by one person.

The Laboratory Standard supersedes other standards within 29 CFR, including the Hazard Communication Standard and the substance specific standards (with the exception of certain elements). Students are not considered employees under this law, but prudence dictates that they should be expected to comply with all practices and procedures

Chemical Hygiene Plan for SAU101

The Wakefield School District has made a commitment to provide a safe environment. All personnel have a right to know about health hazards associated with their work. So that personnel can make knowledgeable decisions regarding personal risks, the Laboratory Chemical Hygiene Plan includes policies, procedures, and responsibilities designed to develop an awareness of potentially hazardous conditions or chemicals in the laboratory and to train personnel in appropriate safe working conditions.

It is important that employers assume responsibility for work site safety. All employees will have access to pertinent safety information through their supervisory staff. The people who work in any given environment are often best able to detect potential hazards in either the facility or work procedures. When safety concerns arise, employees are encouraged to contact their supervisor.

This program is for the benefit and protection of all who use the school facility. It contains information on potential chemical hazards and how they should be handled.

Superintendent: _____

Signature: _____

Date: _____

School Board Chair: _____

Signature: _____

Date: _____

Senior Administrative Officer: Facilities Director: _____

Signature: _____

Date: _____

Building Principal: _____

Signature: _____

Date: _____

I. Responsibilities

Specific to this Chemical Hygiene Plan for Paul Elementary School, employees (teachers, staff), administrators (superintendent, principal), and students all have responsibilities to conform to this standard. The senior administrative officer, the Facilities Manager, is ultimately responsible for chemical hygiene within the institution and must, with other administrators, provide continuing support for institutional chemical hygiene. 29 CFR 1910.1450 (e)(3)(vii) and Appendix A (B)

A. Administration Responsibilities

1. Appoint a Chemical Hygiene Officer from within the school system. The Chemical Hygiene Officer is the Middle School Science Teacher.
2. Implement a Chemical Hygiene Plan conforming to the OSHA Lab Standard (29 CFR 1910.1450).
3. Ensure that employees receive training regarding the Chemical Hygiene Plan.
4. Allocate staff time for regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment and an annual chemical inventory.
5. Maintain a record of all chemical exposures and provide employee access to these records as well as any medical records. Ensure confidentiality of all personnel records.
6. Provide resources to ensure that facilities and equipment align with requirements of the Plan.
7. Phase out mercury in the school and/or school district, per Department of Environmental Protection regulations.
8. Ensure that the local Fire Department receives a copy of the annual chemical inventory.

B. Chemical Hygiene Officer Responsibilities

1. Work with the administration and science department staff to develop and implement appropriate chemical hygiene policies and practices.
2. Monitor procurement, use and disposal of chemicals in the lab, including determining that facilities and training provided are adequate for the chemicals in use.
3. Perform regular safety audits.
4. Maintain Safety Data Sheets (SDS) for science laboratory chemicals.
5. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the front office and local first responders.
6. Maintain current knowledge of legal regulations regarding laboratory and chemical safety.
7. Coordinate annual review of the Chemical Hygiene Plan (CHP) by Science and custodial staff.
8. Coordinate annual hazardous waste disposal for the science department.
9. Oversee maintenance of appropriate spill kit and materials.
10. Maintain communication with administration regarding the CHP.
11. Provide training to colleagues, including administrators, teachers, and facilities staff.
12. Submit budget for maintenance of lab equipment and inspections.

C. Teacher Responsibilities

1. Plan and conduct each laboratory operation in accordance with the Chemical Hygiene Plan and safe work practices.
2. Develop and model good personal chemical hygiene habits.
3. Align curriculum with Chemical Hygiene Plan. Ensure that students meet their lab safety responsibilities. Prohibit unsupervised work by students.
4. Participate in chemical inventories.

5. Plan and conduct each laboratory exercise with the least toxic materials. Obtain and review SDS prior to requesting new chemicals.
6. Annually submit a list of experiments and materials needed to the Chemical Hygiene Officer (CHO).
7. Label, use, and dispose of each chemical as required.
8. Maintain laboratory safety equipment.
9. Maintain spill kits that are consistent with type and amount of chemicals used.
10. Maintain communication with the Chemical Hygiene Officer.

D. Student Responsibilities

1. Understand the experimental procedure before starting to work in the laboratory.
2. Become familiar with the properties and hazards of the chemicals in use.
3. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
4. Clean personal work area immediately after use. Obey good housekeeping practices.
5. Do not engage in inappropriate behavior (i.e. no horseplay).
6. Conduct only the experiments assigned by the instructor. Never perform unauthorized or unsupervised experiments.
7. Never remove chemicals from the laboratory.
8. Never work in the laboratory unless authorized to do so. Never work alone in the laboratory.
9. Report chemical spills and accidents to the teacher immediately.

E. Custodian Responsibilities

1. Understand and follow chemical and hazardous waste management regulations and best practices.
2. Clean science laboratories and storage areas with caution.
3. Report chemical spills to CHO and/or administrator. Do not clean up spills without proper training.

II. Basic Safety Rules and Procedures

"The Chemical Hygiene Plan shall include...standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals." 29 CFR 1910.1450(e)(3)(i)

Adhere to the intent and procedures of this CHP.

1. Know the safety equipment. Users of the science labs must know:
 - a. The location of eyewash fountains, safety showers, fire blankets, fire extinguishers, first aid kits, and emergency exits;
 - b. How to respond in case of an emergency; and
 - c. How to use the safety equipment. Those expected to use the equipment (e.g. fire extinguishers) must receive proper training.
2. Know the hazards of the materials being used. Read labels carefully to make sure you are using the right chemical. Know how to interpret information from a Safety Data Sheet.
3. No horseplay, games, or pranks in the laboratory.
4. Dispose of all waste materials according to instructions. Follow local, state, and federal disposal requirements.
5. Report any accidents or unsafe conditions to CHO immediately.
6. Assume any chemical mixture is more toxic than its most toxic component.

Substances of unknown toxicity will be assumed to be toxic. Do not underestimate the risk of any chemicals.

7. Do not eat, drink, or apply cosmetics in the laboratory.
8. Do not taste any chemical. Do not smell chemicals directly.
9. Do not pipette solutions by mouth.
10. Wash hands with soap and water before leaving the laboratory, even if you have been wearing gloves.
11. Promptly flush exposed skin with water. Drench showers are located in the Science Lab (Room 414)
12. See also **Housekeeping** section of this CHP.
13. Additional basic safety rules and procedures for this school:

III. Chemical Procurement

29CFR 1910.1450 Before a chemical is procured, proper handling, storage and disposal methods must be known to those responsible.

1. Purchase the smallest possible amounts of chemical to be used. Whenever practical, chemicals should be purchased as pre-diluted solutions to minimize mixing and the chance for improper labeling and storage.
2. Do not accept a container without an adequate label and safety data sheet.
3. The *Paul School* will follow a purchasing policy and procedures to minimize large quantities of chemicals and/or extremely hazardous chemicals from entering the school.
4. No chemical will be purchased in quantities greater than a two-year supply.
5. Requests for procurement of new chemicals will be made through the CHO. Any concerns about the safety of a requested chemical should be brought to the attention of the Chemical Hygiene Officer or The Senior Administrative Officer
6. All chemicals will be received in the Maintenance Office by the Chemical Hygiene Officer or The Senior Administrative Officer
7. The school will not accept donations of chemicals from outside sources without review by the CHO to insure that the material is a) needed by the school; b) useful to the school as donated; c) a quantity no greater than a two-year supply; and d) is not a hazardous waste at the donating organization. The school will follow New Hampshire's Hazardous Waste Management Rules, CHAPTER Env- Hw 100 for applicable exclusions and procedures for transfer.

IV. Control Measures

"The Chemical Hygiene Plan shall include... criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment and hygiene practices...." 29 CFR 1910.1450(e)(3)(ii)

A. Engineering Controls

Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection. Report improper functioning of engineering controls to the Chemical Hygiene Officer immediately.

1. Laboratory Hoods - will be used for all chemical procedures involving volatile substances with a permissible exposure limit (PEL) less than 50 ppm. Work practices for hoods:

- a. Keep sash closed when not working in the hood. When working in the hood, keep sash height as low as possible.
 - b. Do not store chemicals inside the hood.
 - c. Do not use hoods for disposal of volatile chemicals.
 - d. Minimize interference with the inward flow of air into the hood.
 - e. Maintain face velocity between 75 and 150 feet per minute. At this school the CHO is responsible for monitoring the hood and keeping records.
 - f. Fume hoods must be functioning properly
 - g. Ensure fume hoods are tested per manufacturer's recommendations. The Department of Labor prefers fume hoods to be tested annually
2. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations. The flammable cabinet will be either directly vented to the outside or not vented with hoods left in place.
 3. All acids will be stored in an acid cabinet.
 4. A general ventilation system will be maintained for each lab with air intakes and exhausts located so as to avoid intake of contaminated air.
 5. Additional engineering controls used in this school's science labs include:
 - a. Emergency Shut-offs
 6. Fire extinguishers must be inspected monthly by internal personnel, and annually by a licensed professional.
 7. Safety equipment to include eyewash stations and emergency showers must be inspected on a regular basis.

B. Protective Clothing and Equipment

Clothing worn in the laboratory should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire resistant.

1. Conduct a personal protective equipment (PPE) hazard assessment to determine appropriate PPE for conditions, equipment and chemicals being used. List activities requiring PPE and type of PPE required:

Certification of Hazard Assessment

Work Area _____

Assessment Conducted By _____

Date _____

Personal Protective Equipment - Hazard Analysis - By Task

Task	Hazard	PPE Required	Notes
Chemical Lab	<ul style="list-style-type: none"> • Corrosive Damage • Skin Irritation 	<ul style="list-style-type: none"> • Safety Goggles • Aprons • Hair Ties • Gloves 	

Heating Substances	<ul style="list-style-type: none"> ● Burns ● Cuts ● Chemical Hazards 	<ul style="list-style-type: none"> ● Safety Goggles ● Aprons ● Hair Ties ● Gloves 	
Dissection	<ul style="list-style-type: none"> ● Cuts ● Scrapes 	<ul style="list-style-type: none"> ● Safety Goggles ● Aprons ● Hair Ties ● Gloves 	
Working w/ Electrical Components	<ul style="list-style-type: none"> ● Electrical Shock 	<ul style="list-style-type: none"> ● Safety Goggles ● Insulated Gloves 	

2. Students and staff will wear appropriate PPE to avoid chemical exposure.
 - a. Wear eye protection during chemical transfer and handling.
 - b. Do not wear sandals, perforated shoes, or bare feet in labs.
 - c. Shorts and skirts will not be worn unless a disposable apron is worn.
 - d. Gloves appropriate to the materials and tasks will be provided. All gloves have a breakthrough time. The teacher will check the manufacturer's recommendations.
3. The school will provide required PPE for all employees at no cost.
4. School policy on providing PPE for students:
 - a. All materials and PPE will be supplied and maintained by the Wakefield School District
5. The user must inspect PPE before each use. Defective personal protective equipment will not be used and will be reported to the CHO by the teacher.
6. Each science laboratory will have
 - a. An easily accessible drench-type safety shower;
 - b. An eyewash fountain; and
 - c. An ABC fire extinguisher.
 - d. Other safety equipment at this school:
 - i. Fire Blanket
7. Fire alarms and emergency telephone are located near each lab, at Room 414
8. Conduct work with toxic chemicals in a fume/vapor hood. Confirm hood performance before use.

C. Housekeeping

Each instructor is responsible for keeping his or her workspace clean and is jointly responsible for common laboratory areas.

1. Keep unobstructed access to emergency equipment such as showers, eyewash, fire extinguishers, fire blankets, and emergency exits.
2. Keep work areas clean and uncluttered, with chemicals and equipment properly labeled and stored. Clean the work area at the end of each operation or each day. Make sure all gas and water outlets are completely shut off. Return all items used in the experiment to their proper storage location.
3. Dispose chemical wastes according to Department of Environmental Services hazardous waste or solid

waste rules (Scroll to chapters 850 and 851.), or, call the DEP directly.

4. Secure gas cylinders.
5. Clean up any spills on the floor or bench immediately.

D. Hazardous Material Handling and Storage

Follow all federal, state and local regulations for material handling and storage and waste disposal.

1. Chemicals will be stored in Room(s) 414 (Science Lab) and the Maintenance Office, the CHO will oversee the chemical storage
2. All used chemicals and hazardous waste will be stored in Room 414 or the Maintenance Office
3. All chemicals in the stockroom should be stored according to chemical compatibility. Chemicals will be segregated by hazard classification and compatibility in a well-identified area with local exhaust ventilation.
4. Use appropriate shelving or cabinets. If metal clips are used to hold shelves, they should be inspected for corrosion and replaced as necessary.
5. Store flammable liquids in approved fire cabinets. Where possible, vent flammable cabinets to the outdoors. If not possible to vent outdoors, do not vent the cabinet at all (leave the bungs in place).
6. Do not store chemicals on the floor (except gas cylinders) or above eye level.
7. Gas cylinders should be properly secured, segregated according to compatibility, and stored upright and away from heat sources.
8. Restrict access to chemical storage areas through signage and secure locks. No student or unauthorized faculty should be allowed in storage area unsupervised.
9. Make sure shelves holding containers are secure. Attach anti-roll lips on shelves to prevent chemicals from falling.
10. When opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage.
11. Storage of chemicals is not allowed at the lab bench or areas outside the designated chemical storage room, such as in aisles, stairwells or hallways or on desks or floors.
12. Maintain a complete inventory of chemicals in the chemical storage room. Inventory science chemicals at least annually. File the annual Inventory with the Wakefield Fire Department
13. Any chemicals identified during the inventory as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal. See **Waste Disposal** section.
14. Mark the acquisition dates on all peroxide forming chemicals and test them for peroxides or dispose of them after six months.
15. Provide spill cleanup supplies (absorbents, neutralizers) in any room used for chemical storage or use.
16. Exhaust air from the stockroom should be ducted directly to the outside. At this school, the CHO is responsible for ensuring that the exhaust air is properly ducted.
17. Use refrigerators of explosion-proof, or explosion safe design only. Standard refrigerators that have not been converted should never be used to store flammable chemicals; a spark from a light bulb may ignite flammable vapors. Do not store food in the refrigerator.
18. Chemicals should be dated upon receipt, dated to be disposed where appropriate, and dated when opened (e.g., peroxides, anhydrous ethers, sodium nitrites, etc.).
19. Chemical containers should be periodically checked for rust, corrosion, and leakage.
20. Chemical labels should state the name of the chemical, be firmly attached to the container, list hazards, and name the responsible party (manufacturer).

21. Chemical labels must be readable and free from chemical encrustation.
22. Maintain clear access to and from the storage areas. Where possible, two separate exits shall be provided in chemical storage areas.
23. Highly toxic chemicals (LD 50 50 mg/kg) whose containers have been opened will be stored in secondary containers.
24. The CHO will examine stored chemicals at least Quarterly for container integrity.

E. Inspections

1. The CHO is responsible for activating safety showers and eyewash fountains Quarterly to flush the lines and to verify proper operation
2. The CHO is responsible for assuring that fume hoods are monitored quarterly to ensure adequate airflow (75-125 linear feet per minute).
3. The CHO is responsible for making sure fire extinguishers are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly. Fire extinguishers should be securely mounted on the wall and a sign indicating their location posted above the fire extinguisher.
4. Users should inspect personal protective equipment prior to each use.
5. In addition to daily walk-through inspections, the CHO is responsible for conducting safety inspections in each lab Quarterly to monitor housekeeping and to make sure safety equipment is working.
6. Keep records of inspections in a form similar to the following, or directly on the inspection tag on each fire extinguisher:

Inspection Description	Date Inspected	Inspected By

V. Medical Program

"The Chemical Hygiene Plan shall include provisions for medical consultation and medical examinations in accordance with paragraph (g) of this section." 29 CFR 1910.1450(e)(3)(vi) and (g)

A. Medical Consultation and Examination

When employees or supervisors suspect that an employee has been exposed to a hazardous chemical to a degree and in a manner that might cause harm to the victim, the victim is entitled to a medical consultation and examination without cost or loss of pay to the employee. Medical records shall be retained according to state and federal laws in accordance with 29 CFR 1910.1020. The events and circumstances that might result in overexposure to a chemical are:

1. A hazardous chemical leaked, was spilled, or otherwise released in an uncontrolled manner.
2. A hazardous chemical was spilled on the skin or splashed in the eye.
3. A person displays signs or symptoms that might indicate overexposure to a hazardous chemical including but not limited to rash, headache, nausea, coughing, tearing, irritation or redness of eyes, irritation of nose or throat, dizziness, loss of motor dexterity or judgment.
4. This school has arranged for Wakefield Fire/Rescue to provide medical consultations/examinations in the event of chemical exposure:

B. Exposure Assessment

1. All chemical exposure incidents shall be documented on an accident report form (attach sample form to this plan), along with any action taken. If no further action is taken, the reason for that decision should be included. In this school (*person or position*) is responsible for investigating chemical exposure incidents.
2. Method for investigating exposure incidents at this school:
 - a. Immediately administer first aid
 - b. Document details of the incident
 - c. Contact relevant authorities
 - d. Identify source of exposure
 - e. Implement preventative measures to mitigate future exposures

C. First Aid

1. Personnel trained in first aid should be available during work hours. The following have received first aid training and are expected to render first aid:

- **Nurse**
- **LNA**
- ***The Health Office will maintain a list of all CPR/First Aid trained staff.***

2. The closest emergency room with medical personnel is

*Huggins Hospital
240 S Main St.
Wolfeboro, NH 03894*

VI. Signs and Labels

29CFR1910.1450

The following signs and/or labels should be posted prominently in the laboratory:

|||

created January 2, 2025

1. Emergency telephone numbers of emergency personnel, emergency facilities, administration, and the laboratory instructor.
 - a. Rescue: 603-522-2284
 - b. Fire: 603-522-8336
 - c. Hospital: 603-569-7500
 - d. Poison Control: 1800-222-1222
 - e. Administration: x 200
 - f. Lab Instructor: x 414
 - g. Department of Public Safety: 1-800-452-4664
2. Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.
3. Location of exits, safety showers, eyewash station, fire extinguisher, fire blanket, and other safety equipment.
4. Label all laboratory refrigerators "NO FOOD STORAGE ALLOWED".
5. Warnings at areas or equipment where special or unusual hazards exist. .

VII. Spills and Accidents

29CFR1910.1450 Appendix A (D)(9)

1. In the event of a spill, staff must contact the CHO or the Senior Administrative Officer **before beginning cleanup** who will assess the nature of the spill using the School's Emergency Response Plan to determine appropriate response. The Emergency Response Plan for this school is located in the Maintenance Office
2. The responsible staff will evacuate all persons *from* the spill or accident area until certain that the spill is not hazardous to people in the general area.
3. The CHO and/or Senior Administrative Officer responsible for writing the accident report. The Senior Administrative Officer will maintain accident records.
4. Each student, teacher and staff member must know immediately what to do and where to go in case of any emergency.
5. At this school the CHO/Senior Administrative Officer in conjunction with Health Office Staff is responsible for promptly addressing the needs of people who may have been exposed.
6. The CHO or The Administrative Officer must report the spill to the Department of Public Safety (1-800-452-4664).
7. All waste generated from a chemical spill will be treated as hazardous waste.
8. Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided. List of people trained to conduct spill response at this school, and date training was conducted:

Employees trained in spill response	Date trained

VIII. Waste Disposal

"Aim: To assure that minimal harm to people, other organisms, and the environment will result from the disposal of waste laboratory chemicals." 29 CFR 1910.1450

More information can be found from the US EPA at <https://www.epa.gov/schools/toolkit-safe-chemical-management-k-12-schools>

Environmental regulations also govern chemical waste disposal. Go to Env-HW 500 at <https://www.des.nh.gov/rules-and-regulatory/administrative-rules?keys-envhw> or call NH DES directly at 1-866-HAZWAST

1. Prior to the start of each semester, the CHO will complete an inventory of stored chemical wastes (including virgin chemical stock identified as waste) and submit it to the Senior Administrative Officer.
2. The CHO or the Senior Administrative Officer will coordinate hazardous waste disposal. Waste will be collected for disposal at least yearly.
3. Indiscriminate disposal by pouring waste down the drain or adding them to the general trash is unacceptable. It is not permissible to neutralize quantities of > 500 milliliters of corrosive hazardous waste or evaporate, distill, filter, or burn other waste chemicals.
4. If large quantities of hazardous chemical wastes are being stored or if a container is full, a hazardous waste pick-up should be scheduled by the CHO within 180 days of the container becoming full.
5. The CHO or the Senior Administrative Officer is responsible for all hazardous waste manifests and associated paperwork.
6. No waste pick-ups will be scheduled during regular school hours.
7. All chemical wastes destined for hazardous waste disposal must be stored in the designated, signed hazardous waste storage area, Room 414, in appropriate DOT approved shipping containers and segregated for compatibility.

All containers must have the following information on the label:

- o "Hazardous Waste"
 - o The chemical contents,
 - o The date that waste was first put in and
 - o The date the container was filled.
8. When a hazardous waste pick-up is needed, this school will contact *Waste Management at 1800-449-7587* to transport and dispose of hazardous waste.

NOTE: Most schools are usually considered Small Quantity Generators by the Department of Environmental Services. Schools that do not know their regulator status should check with DES. This school is on a *municipal sewer system*.

Non-hazardous liquid may be disposed of down the drain with the permission of the sewer district (*contact name and phone number*). Corrosive hazardous waste, which is hazardous only due to pH (i.e. no contaminants of heavy metals, solvents, etc.), and which is less than 500 milliliters in quantity, may be neutralized to a non-hazardous waste prior to disposal. Non-hazardous liquid chemicals may also be solidified for solid waste disposal (i.e. put in the trash), Custodians must be notified of any chemical put in the trash for disposal.

IX. Information and Training

Paul Elementary School provides ongoing training sessions for our employees. Our training includes:

1. Content and location of this Chemical Hygiene Plan and The Laboratory Standard.
2. Potential hazards involved in using chemicals.
3. Signs and symptoms of overexposure to chemicals. How to detect potentially harmful exposures before they are harmful.
4. Location and availability of chemical Safety Data Sheets (SDS).
5. Understanding of the permissible exposure limits (PELs) used in the school.
6. The proper use and location of all safety equipment.
7. The proper storage and labeling of laboratory chemicals

Policy EBCH: Chemical Safety and Chemical Hygiene Plan

Status: ADOPTED

Original Adopted Date: 09/30/2024 | Last Reviewed Date: 09/30/2024

Category: Priority / Required by Law

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: New policy - September 2024.

NHSBA revision history: September 30, 2024, NHSBA created this new sample policy (a) to satisfy a requirement in NH Ed 320.02(b)(3) that districts have a policy to minimize the use of toxic chemicals, and provisions prohibiting employees from bringing their own cleaning products or pesticides into school buildings, and (b) to include information regarding the requirement under Ed 320.02(b)(8) that districts create a chemical hygiene plan with elements as described in that section of Ed 320.02. The Upper Valley Lake Sunapee Regional Planning Commission has graciously made available a sample Chemical Hygiene Plan template for districts to use in preparing their own plans. That template is provided as EBCH-E(1).

A. **Purpose.** The Board's objective is to help ensure a healthy, clean, and safe learning and work environment for students, employees, and others present on school property. The policy accomplishes this in two ways. First, it establishes standards regarding the use and handling of toxic chemicals for cleaning and pest control. Second, it directs the creation of a chemical hygiene and safety plan (the "Plan") for managing hazardous substances on District property and responding to any emergencies resulting from hazardous substances. This Plan shall include all points where hazardous substances might be used and or stored on District property, including, but not limited to, materials used in connection with: chemistry and other science labs, art rooms, shop classes, food services, facilities and groundskeeping, or custodial services.

"Hazardous substances" as used in this Policy shall mean and include any material specifically designated as hazardous by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive, or toxic.

B. **Plan Preparation and Contents.** The Board directs the [Superintendent/Communication Committee or other personnel/committee] to prepare a Chemical Hygiene Plan that complies with all local, state, and federal laws and regulations which pertain to the proper management of hazardous materials. When necessary, the District shall contact the U.S. Environmental Protection Agency (EPA) and/or the New Hampshire Department of Environmental Services (NHDES) to obtain relevant information regarding hazardous substances.

Additionally, the Plan shall address at least the following:

- 1. Identification and inventory of hazardous materials - describing a process by which hazardous substances will be identified and inventoried, and may include a classification system for grouping hazardous materials for purposes of acquisition, storage, use, disposal, record-keeping, and emergency response.
- 2. General provisions outlining response Hazardous Substance Emergencies, with such items as responsible personnel, required resources, decision making ladders, message-specific templates, parental

notification, media plans, etc.; these provisions shall be incorporated into the District Crisis Prevention and Response Plan¹ _____ and site-specific Emergency Operations Plans prepared under Board policy [**]EBCA;

3. Special provisions for specific substances, e.g., and as pertinent:
 - a. Criteria for acquisition
 - b. Storage
 - c. Use
 - d. Disposal
 - e. Incident prevention
 - f. Special provisions relative to accidental release or other emergency;
4. Provisions to minimize the use of toxic chemicals for cleaning or pest control, including the prohibition of staff bringing cleaning products or pesticides onto District property without prior approval from the administration;
5. Procedures required for staff to obtain approval from school administration in order to bring cleaning products or pesticides onto District property;
6. Protocols and procedures relative to implementation of the Plan, including staff responsibilities by individual position and/or generalized;
7. Provisions relative to staff training, including such items as individualized and general training, who is responsible for ensuring training is conducted and updated, frequency, how and by whom training syllabi are established; Additionally, employees receiving such training will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the generation of such substances;
8. Provisions proposing consequences and/or remedies for employees who fail to adhere to the Plan or established procedures;
9. Provisions relating to student training and proposed sanctions/remedies/interventions to be included in applicable [Student Codes of Conduct _____ and/or handbooks] ;
10. Protocols for reporting general (non-emergency concerns regarding hazardous substances on District property.

See NH Ed 320, specifically Ed 320.02(b)(8), for additional guidance on chemical hygiene Plan content.

- C. **Prohibition of Introduction of Cleaning Products or Pesticides by School Staff.** No employee or designated volunteer may bring any cleaning products or pesticides onto District property without prior approval of the school administration, or as specifically provided in the Plan.
- D. **Biennial Review and Update.** The Superintendent and/or designee shall ensure that the Plan and all procedures and protocols adopted pursuant to this policy are reviewed no less than every two (2) years and updated as necessary. The Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year. Recommendations requiring Board policy changes should be brought to the [Policy Committee and] Board as soon as reasonably practicable.

¹ [Delete fn.] NHSBA sample policy EBCA directs the creation of a coordinated "District-wide Crisis Prevention and Emergency Response Plan", which, among other things, includes each of the statutorily required site-specific Emergency Operations Plans (see RSA 189:64). Districts which do not adopt EBCA nonetheless must file annual site specific Emergency Operation Plans, which include some provisions relating to communications in event of certain emergencies.

PROGRAMS FOR PUPILS WITH DISABILITIES

A. PROGRAMS AND SERVICES

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans With Disabilities Act (Title II), and New Hampshire Law. These laws include procedures for identification, evaluation, placement, and delivery of services to children with disabilities.

Disabilities are defined differently under the IDEA than under Section 504 and Title II. While the IDEA focuses on special educational services for children with disabilities and the related rights afforded to eligible students and their parents, Section 504 and Title II focus on the nondiscrimination rights of students as well as other individuals with disabilities who are not students, such as family members with disabilities, and members of the public with disabilities seeking information from, or access to, the services, programs, and activities of the public school.

, Such rights can include the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of non-disabled students are met.

While all students who are eligible for special education and related services under the IDEA are protected by Section 504 and Title II, not all students protected by Section 504 and Title II are eligible for services under the IDEA. In other words, students may be disabled within the meaning of Section 504 and Title II even though they do not require services and specially designed instruction pursuant to the IDEA.

An IDEA-eligible student is entitled to receive special education and related services when the student reaches three years of age and continues until the student's 22nd birthday or until such time as he/she receives a regular high school diploma, whichever occurs first, or until the student's Individualized Education Program (IEP) Team determines that the student no longer requires special education in accordance with federal and state law. At the discretion of the Superintendent and/or his/her designee, students who reach the age of 22 during the academic year may be allowed to complete the remainder of the school year.

B. NOTICE OF PROCEDURAL SAFEGUARDS

1. IDEA SAFEGUARDS. For IDEA-eligible students, the District utilizes the New Hampshire Special Education Procedural Safeguards, which can be accessed through the New Hampshire Department of Education website or obtained from the District's

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

Adopted by the Board: 14 March 2001
 Revised by the Board: 6 May 2002
 Revised by the Board: 16 May 2012

Special Education/Student Services Office.

The District will provide a copy of New Hampshire Procedural Safeguards in Special Education to the parents/guardians of a child with a disability one time per year. This is typically done at each annual IEP team meeting. A copy shall also be given to the parents:

- a. Upon initial referral or parent request for evaluation;
- b. Upon receipt of the first request for a due process hearing filed in a school year;
- c. Upon receipt of the first State complaint in a school year;
- d. Upon request by a parent; and
- e. In accordance with the discipline procedures in §300.530(h).

Further information regarding special education procedures and services is available through the District *Special Education/Student Services Office*, and in the District's Special Education Policy and Procedures Manual, a copy of which is available through that office.

2. SECTION 504 SAFEGUARDS. For procedural safeguards relative to Section 504, the District utilizes the "Notice of Parent and Student Rights Under Section 504", an administrative document coded as IHBA-R.

The Superintendent or Superintendent's designee shall assure that the Notice of Parent and Student Rights Under Section 504 is updated annually to reflect current contact information consistent with the annual update of policy AC-E. The District shall provide a copy of the Notice of Parent and Student Rights Under Section 504 to the parents/guardians of a child with a disability one time per year. This is typically done at each Section 504 team meeting.

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

Adopted by the Board: 14 March 2001
 Revised by the Board: 6 May 2002
 Revised by the Board: 16 May 2012

Policy IHBA: Programs for Pupils with Disabilities

Status: ADOPTED

Original Adopted Date: 11/01/1999 | Last Revised Date: 05/15/2024 | Last Reviewed Date: 05/15/2024

Category: Priority/Required by Law

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 2024, Aug. 2022, Aug. 2007, May 2006, July 2004. New sample - Nov. 1999.

NHSBA revision notes: May 2024 - Sample revised to include more specific information relative to both IDEA and Section 504 programs and safeguards. Also, the sample was reclassified as Priority/Required by Law after having been inadvertently listed as Recommended in a previous update. August 2022, revised to reflect 2022's SB 394 and HB 1513 which both amend the definition in RSA 186-C:2 of "child with a disability" to include such children until they reach the age of 22.

A. PROGRAMS AND SERVICES

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans With Disabilities Act (Title II), and New Hampshire Law. These laws include procedures for identification, evaluation, placement, and delivery of services to children with disabilities.

Disabilities are defined differently under the IDEA than under Section 504 and Title II. While the IDEA focuses on special educational services for children with disabilities and the related rights afforded to eligible students and their parents, Section 504 and Title II focus on the nondiscrimination rights of students as well as other individuals with disabilities who are not students, such as family members with disabilities, and members of the public with disabilities seeking information from, or access to, the services, programs, and activities of the public school. Such rights can include the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of non-disabled students are met.

While all students who are eligible for special education and related services under the IDEA are protected by Section 504 and Title II, not all students protected by Section 504 and Title II are eligible for services under the IDEA. In other words, students may be disabled within the meaning of Section 504 and Title II even though they do not require services and specially designed instruction pursuant to the IDEA.

An IDEA-eligible student is entitled to receive special education and related services when the student reaches three years of age and continues until the student's 22nd birthday or until such time as he/she receives a regular high school diploma, whichever occurs first, or until the student's Individualized Education Program (IEP) Team determines that the student no longer requires special education in accordance with federal and state law. At the discretion of the Superintendent and/or his/her designee, students who reach the age of 22 during the academic year may be allowed to complete the remainder of the school year.

B. NOTICE OF PROCEDURAL SAFEGUARDS

1. **IDEA SAFEGUARDS.** For IDEA-eligible students, the District utilizes the New Hampshire Special Education Procedural Safeguards, which can be accessed through the New Hampshire Department of Education website or obtained from the District's Special Education/Student Services Office.

The District will provide a copy of New Hampshire Procedural Safeguards in Special Education to the parents/guardians of a child with a disability one time per year. This is typically done at each annual IEP team meeting. A copy shall also be given to the parents:

- a. Upon initial referral or parent request for evaluation;
- b. Upon receipt of the first request for a due process hearing filed in a school year;
- c. Upon receipt of the first State complaint in a school year;
- d. Upon request by a parent; and
- e. In accordance with the discipline procedures in §300.530(h).

Further information regarding special education procedures and services is available through the District Special Education/Student Services Office, and in the District's Special Education Policy and Procedures Manual, a copy of which is available through that office.

2. **SECTION 504 SAFEGUARDS.** For procedural safeguards relative to Section 504, the District utilizes the "Notice of Parent and Student Rights Under Section 504", an administrative document coded as IHBA-R.

The Superintendent or Superintendent's designee shall assure that the Notice of Parent and Student Rights Under Section 504 is updated annually to reflect current contact information consistent with the annual update of policy AC-E. The District shall provide a copy of the Notice of Parent and Student Rights Under Section 504 to the parents/guardians of a child with a disability one time per year. This is typically done at each Section 504 team meeting.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Programs for Pupils with Disabilities- Section 504- Notice of Parent & Student Rights

Notice of Parent and Student Rights under Section 504 Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the act is to prohibit discrimination and to ensure that disabled students have educational opportunities and benefits comparable to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment that substantially limits a major life activity such as, but not limited to learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Dual Eligibility: Many students will be eligible for education services under both Section 504 and the Individuals With Disabilities Education Act (IDEA). Students who are eligible under IDEA have many specific rights that are not available to students who are eligible solely under Section 504. An explanation of procedural safeguards for New Hampshire students eligible for services under the IDEA may be found in the "New Hampshire Special Education Procedural Safeguards Handbook available through the school district's [Special Education/Student Services Office/Department](#) and sets out the rights assured by IDEA.

It is the purpose of this notice to set out the rights assured by Section 504 to those disabled students who do not qualify under IDEA. The enabling regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

1. You have a right to be informed by the school district of your rights under Section 504. (34 CFR §104.32)
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. (34 CFR §104.33)
3. Your child has the right to free educational services except for those fees that are also imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or to pay for services provided to a disabled student. (34 CFR §104.34)
4. Your child has a right to placement in the least-restrictive environment. (34 CFR §104.34)

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

Adopted by the Board:

5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. (34 CFR §104.34)
6. Your child has a right to an evaluation prior to an initial Section 504 placement and prior to any subsequent significant change in placement. (34 CFR §104.34)
7. Testing and other evaluation procedures must conform to the requirements of 34 CFR §104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, such as assessment, aptitude and achievement tests, teacher recommendations, physical condition or medical reports, student grades, progress reports, parent observations, and anecdotal reports. (34 CFR §104.35)
8. Placement decisions must be made by a group of persons (i.e., the Section 504 Committee) including persons knowledgeable about your child, the meaning of the least-restrictive environment, and comparable facilities. (34 CFR §104.36)
9. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years. (34 CFR §104.35) You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. (34 CFR §104.36)
10. You have the right to examine relevant records. (34 CFR §104.36)
11. You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with the opportunity for parental participation in the hearing and representation by an attorney. (34 CFR §104.36)
12. If you wish to challenge the actions of the district's Section 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's Section 504 Coordinator within 30 calendar days from the time you receive written notice of the Section 504 Committee's action(s).

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

Adopted by the Board:

[name]

[contact information]

NOTE: This information should match the information provided in the annually updated AC-E {**}, and should be included in student/parent handbooks.

A hearing will be scheduled before an impartial hearing officer, and you will be notified in writing of the date, time, and place for the hearing.

13. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. (34 CFR §104.36)

14. On Section 504 matters other than your child’s identification, evaluation, and placement, you have a right to file a complaint with the district’s Section 504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.

15. You also have the right to file a complaint with the Office of Civil Rights. The address of the Regional Office with jurisdiction in New Hampshire is:

16.

Office for Civil Rights
U.S. Department of Education,
5 Post Office Square
Boston, Massachusetts 02109-3921
Tel: (617) 289-0111
TTY: (877) 521-2172
FAX: (617) 289-0150
OCR.Boston@ed.gov
Web Contact: www.ed.gov

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

Adopted by the Board:

Appendix IHBA-R(1): Programs for Pupils with Disabilities - Section 504 - Notice of Parent & Student Rights

Status: ADOPTED

Original Adopted Date: 09/01/2016 | Last Revised Date: 05/15/2024 | Last Reviewed Date: 05/15/2024

Category: Priority/Required by Law

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**ADOPTION/REVISION NOTES –**

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- b. General - 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. General - {\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. General - Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

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NHSBA history: Revised - May 2024, Sept. 2016

**NHSBA Revision Notes:** May 2024, Replaced former language relative to New Hampshire Special Education Procedural Safeguards (which was moved concurrently to policy IHBA), with a notice of rights relative to Section 504. Re-titled the sample to reflect the changes. Sept. 2016, replaced substantive language regarding procedures and safeguards relative to special education, with language redirecting families to the New Hampshire Special Education Procedural Safeguards available through the Department of Education.

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Notice of Parent and Student Rights under Section 504 Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the act is to prohibit discrimination and to ensure that disabled students have educational opportunities and benefits comparable to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment that substantially limits a major life activity such as, but not limited to learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Dual Eligibility: Many students will be eligible for education services under both Section 504 and the Individuals With Disabilities Education Act (IDEA). Students who are eligible under IDEA have many specific rights that are not available to students who are eligible solely under Section 504. An explanation of procedural safeguards for New Hampshire students eligible for services under the IDEA may be found in the "New Hampshire Special Education Procedural Safeguards Handbook available through the school district's Special Education/Student Services Office/Department and sets out the rights assured by IDEA.

It is the purpose of this notice to set out the rights assured by Section 504 to those disabled students who do not qualify under IDEA. The enabling regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

1. You have a right to be informed by the school district of your rights under Section 504. (34 CFR §104.32)
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. (34 CFR §104.33)
3. Your child has the right to free educational services except for those fees that are also imposed on

non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or to pay for services provided to a disabled student. (34 CFR §104.34)

4. Your child has a right to placement in the least-restrictive environment. (34 CFR §104.34)
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. (34 CFR §104.34)
6. Your child has a right to an evaluation prior to an initial Section 504 placement and prior to any subsequent significant change in placement. (34 CFR §104.34)
7. Testing and other evaluation procedures must conform to the requirements of 34 CFR §104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, such as assessment, aptitude and achievement tests, teacher recommendations, physical condition or medical reports, student grades, progress reports, parent observations, and anecdotal reports. (34 CFR §104.35)
8. Placement decisions must be made by a group of persons (i.e., the Section 504 Committee) including persons knowledgeable about your child, the meaning of the least-restrictive environment, and comparable facilities. (34 CFR §104.36)
9. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years. (34 CFR §104.35) You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. (34 CFR §104.36)
10. You have the right to examine relevant records. (34 CFR §104.36)
11. You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with the opportunity for parental participation in the hearing and representation by an attorney. (34 CFR §104.36)
12. If you wish to challenge the actions of the district's Section 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's Section 504 Coordinator within 30 calendar days from the time you receive written notice of the Section 504 Committee's action(s).

[name]

[contact information]

*NOTE: This information should match the information provided in the annually updated AC-E (**), and should be included in student/parent handbooks.*

A hearing will be scheduled before an impartial hearing officer, and you will be notified in writing of the date, time, and place for the hearing.

13. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. (34 CFR §104.36)
14. On Section 504 matters other than your child's identification, evaluation, and placement, you have a right to file a complaint with the district's Section 504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
15. You also have the right to file a complaint with the Office of Civil Rights. The address of the Regional Office with jurisdiction in New Hampshire is:

Office for Civil Rights
U.S. Department of Education,
5 Post Office Square
Boston, Massachusetts 02109-3921
Tel: (617) 289-0111
TTY: (877) 521-2172
FAX: (617) 289-0150