

Agenda Worksheet

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

Date: Tuesday February 4, 2025 at 6:00pm

Transportation Committee 5:15pm

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

2. AGENDA REVIEW

3. PRESENTATIONS, PUBLIC HEARINGS

Annual Report Cover Winner- Milo Rainone
5th Grade Writers
PTA

4. NON-PUBLIC; RSA 91-A;3 II (C)

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

6. REPORTS

a. Transportation
b. Enrollment

7. CONSENT AGENDA

a. AP Manifest- Batch #45576, \$151.08; Batch #45577, \$480,824.20; Batch #45580, \$735.48; Batch #45596, \$5,424.53;
b. Payroll Manifest- Batch #45585, \$209,348.21; Batch #45607, \$15,366.47; Batch #45590, \$779.00

8. MEETING MINUTES

a. WSB Non Public Minutes 1.21.25 (Session 1)
b. WSB Public Minutes 1.21.25

9. NEW BUSINESS

IT- Server
DOE SAS Improvement Plan
Superintendent Search Committee

10. COMMITTEE UPDATES

Joint Loss Committee
Wellness Committee

11. POLICIES

EBCH- Chemical Safety and Chemical Hygiene Plan (2nd Reading)
IHBA- Programs for Pupils with Disabilities (2nd Reading)

IHBA-R(1)- Programs for Pupils with Disabilities-Section 504- Notice of Parent & Student Rights (2nd Reading)

DJ-R- Purchasing Procedure (1st Reading)

JFACC- Tuition Expense for Wakefield Residents (1st Reading)

12. FOLLOW-UP

Deliberative Session

13. NOMINATIONS/HIRES/RESIGNATIONS

Brittany Joy

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

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

WSB Non Public Minutes 1.21.25 Sealed

16. ADJOURNMENT:

PM

Upcoming: The next Wakefield School Board meeting will be held February 18, 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

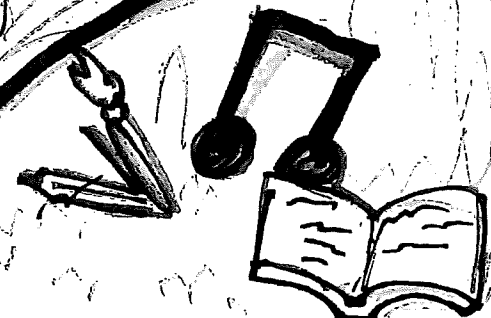
194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

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.

Waketfield School District Report 2024-2025



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Wakefield School District
SAU 101
Transportation Committee Meeting
Agenda

Paul School Library
60 Taylor Way
Sanbornville NH, 03872

Date: Tuesday, February 4, 2025 at 5:15pm

1. Bus Transfer to Parks and Rec
2. Vans- Service appointment and sticker
3. Offers- Cressey and First Student

Paul School Enrollment Report

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
LP	15	16	17	16	17					
K	30	31	31	30	29					
1	33	33	33	35	34					
2	40	40	40	40	40					
3	39	41	41	40	40					
4	47	47	46	43	42					
5	63	65	65	65	65					
6	55	57	56	56	54					
7	46	47	47	47	47					
8	45	45	46	45	45					
Out of District	2	2	2	4	4					
Total	415	424	424	421	417	0	0	0	0	0

6

High School Enrollment Report

	Sept	Oct	Nov	Dec	Jan.	Feb.	Mar.	Apr.	May	June
Spaulding	171	166	163	161	162					
Kingswood	14	14	14	14	14					
Bud Carlson	9	10	10	10	10					
Brewster	1	1	1	1	1					
Out of District	2	2	2	2	2					
Total	197	193	190	186	187	0	0	0	0	0

as of 1/27/2025

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 67970

Check Batch: 45576
 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
45576	23926	01/17/2025	310	AMAZON BUSINESS	0.00	151.08
Totals:					0.00	\$151.08

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeCafmacher
 Robert DeCafmacher, 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
 Brennan Peaslee, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 67975

Check Batch: 45577
 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
45577	23927	01/17/2025	8011	AARON NASON	0.00	3,140.00
	23928	01/17/2025	9690	ACAPELLA TECHNOLOGIES, LLC	0.00	3,500.00
	23929	01/17/2025	310	AMAZON BUSINESS	0.00	361.98
	23930	01/17/2025	9770	ASB SPORTS ACQUISITION INC (GAME ONE)	0.00	672.79
	23931	01/17/2025	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	837.06
	23932	01/17/2025	9755	EVERON, LLC	0.00	325.98
	23933	01/17/2025	9741	FIRST STUDENT	0.00	95,131.80
	23934	01/17/2025	9522	FRANK MARKIEWICZ	0.00	1,250.00
	23935	01/17/2025	1402	FRESH PICKS CAFE, C/O Whitsons Food Serv	0.00	26,873.28
	23936	01/17/2025	9780	FURTNEY, KRISTOPHER	0.00	150.00
	23937	01/17/2025	9781	HUGHES, WILLIAM	0.00	150.00
	23938	01/17/2025	23	JP PEST SERVICES INC	0.00	511.00
	23939	01/17/2025	9412	MICHELE LAMBERT	0.00	22.11
	23940	01/17/2025	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	359.55
	23941	01/17/2025	596	NH SCHOOL HEALTH CARE COALITION	0.00	84,426.00
	23942	01/17/2025	506	PIONEER MECHANICAL	0.00	2,448.20
	23943	01/17/2025	1790	PRIMEX	0.00	5,361.00
	23944	01/17/2025	1209	SALMON PRESS, INC	0.00	90.00
	23945	01/17/2025	9747	Concord School District	0.00	2,655.70
	23946	01/17/2025	9530	SOLJANT	0.00	700.00
	23947	01/17/2025	9585	ST CHARLES SCHOOL	0.00	17,100.59
	23948	01/17/2025	762	STRAFFORD LEARNING CENTER	0.00	228,780.96
	23949	01/17/2025	1675	THE HOME DEPOT CREDIT SERVICES	0.00	393.96
	23950	01/17/2025	9191	TORRES, LUIS	0.00	470.40
	23951	01/17/2025	9682	VALDEPENA, BRIANNA	0.00	1,314.00
	23952	01/17/2025	9368	VERIZON	0.00	152.99
	23953	01/17/2025	9669	VOYA BENEFITS COMPANY	0.00	1,845.35
	23954	01/17/2025	2164	W.B. MASON COMPANY	0.00	1,799.50

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
Totals:					0.00	\$480,824.20

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColimacke
Robert DeColimacke, 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

28 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 67978

Check Batch: 45580
 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
45580	23955	01/17/2025	9784	ELIASBERG, MICHAEL	0.00	75.00
	23956	01/17/2025	9781	HUGHES, WILLIAM	0.00	150.00
	23957	01/17/2025	9783	LANO, JOHN	0.00	75.00
	23958	01/17/2025	9782	RAINONE, MILO	0.00	25.00
	23959	01/17/2025	9368	VERIZON	0.00	257.49
	23960	01/17/2025	9669	VOYA BENEFITS COMPANY	0.00	152.99
Totals:					0.00	\$735.48

10

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 TREASURER APPROVALS

Robert DeColfmacke
Robert DeColfmacke, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandra Taliatferro, School Board Member

Brennan Peaslee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

6 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 68004

Check Batch: 45596
 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	
45596	90389	01/21/2025	8927	IRVING ENERGY-PROPANE	0.00	4,334.06	
	90390	01/21/2025	8926	IRVING ENERGY	0.00	1,090.47	
Totals:						0.00	\$5,424.53

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColf
 Robert DeColf, School Board Chairman

Bob Ouellette
 Bob Ouellette, School Board Vice Chairman

Mary Collins
 Mary Collins, School Board Member

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer

Wakefield School Board Public Minutes

Tuesday January 21, 2025

Held in the Library

Draft



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

Others Present: Michele Lambert, Ashia Roy and Relf Fogg.

This meeting was not recorded by Clearview TV.

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

Agenda Review

The Board will have a non public at the beginning of the meeting.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to enter non public under RSA 91-A;3 II (c) at 6:04. Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye., Peaslee, aye.

The Board re-entered public session at 6:17.

Presentations, Public Hearings

None

Public Comment

Mr. Fogg asked if the Board afforded a former nonaffiliated employee the opportunity to speak with the Board.

Reports

Facilities

Mr. Davis received one quote for his RFQ for the metal building for a total of \$26,397. This is from the company he has been working with. The Facilities Sub Committee needs to check to see if a serving window will be part of this building. A Public Hearing will be posted in order to expend funds from the Trust Fund. Claremont Paving FYI, Mr. Davis received an estimated cost for \$42,000 to recoat the parking lot. This does not include striping. To fill the cracks the estimate is \$10,000. All new LED emergency lights have been installed in the building. The

outside lights will be done soon. Mr. Ouellette offered to come plow if Mr. Davis had trouble with the district's truck.

School Administration

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 Balser 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!

Finance

Mr. Markiewicz said he looked at the finances for the district as asked to do so. He told the Board that there was \$41,000 encumbered and that was low and concerning. It should be between 3% and 5%; \$340,000 and \$650,000 this time of year. He said the function that was over budget the most is Special Ed. He, Mrs. Lambert and Ms. Keenan went over that function

line by line. Regular Ed Transportation is over \$146,000. He is instituting a budget freeze for the rest of the year. Encumbrances will stay in place. A number of adjustments have to be made one major of them being that we have two students listed as out of district placements and we only have one. The January report will show these adjustments. Some will be moved over to IDEA. He said we have \$209,000 in the Special Ed Trust Fund. He said he doesn't advise taking it out today but look at that towards the end of the year. He told the Board that selling the buses will help offset expenses.

Mrs. Taliaferro said a lot of salary lines aren't encumbered. She only sees that the tuition line is over. Mrs. Collins asked if the Board will know what lines will be frozen. Mr. Markiewicz said that most is spent by January if it's going to be needed. Mrs. Taliaferro said she would like to see the policy on freezing the budget. Mr. Markiewicz said the policy states that the Superintendent, with the advice of the Business Administrator makes that determination. Mrs. Taliaferro said that policy should be addressed.

Consent Agenda

Mrs. Collins made a motion, seconded by Mrs. Taliaferro, 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 January 2, 2025. (Vote 4-0-1)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the public minutes of January 2, 2025. (Vote 4-0-1)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the public minutes of January 2, 2025. (Vote 4-0-1)

Mrs. Collins made a motion, seconded by Mrs. Peaslee, to approve the public minutes of January 8, 2025. (Vote 5-0)

Mrs. Collins made a motion, seconded by Mrs. Taliaferro, to approve the public minutes of January 13, 2025. (Vote 5-0)

Old Business

None

New Business

None

Policies

Second Reading

JLP – Parental Notification of and Involvement in Student Welfare

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

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

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

DAF – Administration of Federal Grant Funds

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

First Reading

EBCH – Chemical Safety and Chemical Hygiene Plan

The plan is in the packet. Mrs. Collins said we don't approve the plan.

IHBA

This policy and policy HIBA-R have already been implemented.

Programs for Pupils with Disabilities – Notice of Parental and Student Rights

IHBA-R

Public Comment

Mr. Fogg asked if the Board would have public hearings for buses and transportation.

Nominations/Hires/Resignations

Frank Markowitz was rehired by the Board at their emergency meeting

Follow Up

None

Non Public

Approve sealed minutes from 1-8-25 and 1-13-25

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to enter non public under RSA 91-A;3 II (c) at 7:00. Roll Call Vote: DeColfmaeker aye, Collins Aye, Ouellette aye, Taliaferro aye, Peaslee aye.

The Board returned to public session at 7:45. During non public the Board voted to seal the non public session 2 minutes of 1-21-24 for one year.

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to adjourn the meeting at 7:45. (Vote 4-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath

School Board Secretary

Acapella

Good afternoon, Frank
Paul School / SAU101

Please see the information below for the details of the project.

Scope: Replace the current outdated server "SAU101-HV-01" with a new server. Setup, configure and then migrate all data, virtual servers and services over to the new server and test all related functions & applications

Replace the current and outdated UPS (uninterruptible power supply) devices in all three rack areas/rooms with new rack-mount UPS devices. Install and test monitoring function.

Other considerations not included in this proposal: Disposal of replaced equipment.

Hardware	Quantity	Total Price
New custom-built server – Intel i7 13700 w/ 16 Cores LGA1700 30MB Cache – 5.2Ghz Windows Server 2022 - Crucial 128GB Total RAM - 4 x 32GB 4800Mhz DDR5 2 x WD Black SN770 1TB NVMe Gen4 for OS in RAID 1 8 x Micron Pro 7450 960GB SSD 2.5" in RAID 10 - hardware and operating system licensing, with 5yr parts and labor warranty	1	\$18,999.00
CyberPower OL1500RTXL2UN Smart App Online rackmount UPS Systems - \$1,399 each	3	\$4,197.00

Estimated Service	
Project and Configuration Planning and Setup	\$600.00
Build, configure, install software with migration, on-site install and test	\$3,600.00

Equipment Costs	\$23,196.00
Service Costs	\$4,200.00
Final Project Total	\$27,396.00

Acapella Technologies has no control over the pricing of hardware and software required for this project. Prices were best estimates at the time of proposal preparation and may vary.

To initiate the project: we will send you a copy of this proposal to digitally sign and approve through Sign Now. Once you digitally approve, we'll email a deposit invoice (for all the hardware costs, plus half the estimated service cost). In this case, the deposit would be \$25,296.00

This proposal is valid for two weeks after the date of delivery.

Additionally, Acapella Technologies' service prices are based on our experience and historical precedence. We guarantee that the service price will not vary by more than 25% during implementation.

Approval of the project to move forward with procurement and implementation.

Frank Markiewicz – Paul School / SAU101

Date

Matthew Mercier – Acapella Technologies

Date

**SAU 101 School Board Presentation:
DOE SAS
Improvement Plan**

February 4, 2025

DOE has identified The Paul School as the following:

- Additional Targeted Support and Improvement (ATSI) which is a DOE SAS Improvement Plan.
- If in a 3 year period we do not show academic growth on our SAS scores then our school is moved to the next level, a more intense Improvement Plan, which will include more monitoring from the Department of Education.
- Academic growth is measured by SAS indicators and subgroups

SAS Indicators

- Indicator 1: Achievement
- Indicator 2: Growth
- Indicator 3: English Language Proficiency
- Indicator 4: Equity

- *(Indicator 5: Graduation Rate for high school only)*
- *(Indicator 6: College & Career Readiness (CCR) for high school only)*

Subgroups

- Race/Ethnicity
- Economically Disadvantaged
- English Language Learners
- Students With Disabilities

How did DOE identify us for an Improvement Plan?

Paul School did not meet the necessary SAS Cut Scores in 3 subgroups:

- Race Ethnicity - students who are two or more races
- Economically Disadvantaged - students who get free and reduced lunch
- Students with Disabilities - students on IEPs.

**Keep in mind that a student may fall into more than one subgroup.*

This immediately puts The Paul School on an Improvement Plan with the DOE.

Next Steps:

- Develop an academic improvement plan that must be submitted to the DOE, this includes:
 - A shift in interventions to use diagnostic formative assessment and progress monitoring
 - Resource Allocation (done by administrators with support from teachers)
- Monitoring from the Principal/Superintendent(designee) of academic progress this year 2025
- Revise as necessary to improve SAS scores

Intervention Shift

- All grade levels
 - IXL driven interventions
 - Grades K-2 will dedicate 1 hour a week to IXL work for both ELA and Math
 - Grades 3-8 will dedicate intervention block to IXL for both ELA and Math
 - All students will be given the IXL diagnostic in ELA and Math to determine current placement for the instructional levels
- IXL Diagnostic in ELA and Math will be run every 6 weeks by classroom teachers and Special Education Case Managers.

24

Why IXL?

1. We own it! But more importantly, there is evidence that improvement in IXL improves SAS scores! The diagnostic in IXL allows students to work directly at their level in both Math and ELA.
2. DOE requires an evidence-based intervention model with data collection that directly correlates to SAS

Beyond intervention block expectations:

- Grades 3-8 will complete modular assessments via SAS weekly starting mid February
 - This means having students complete these or viewing whole group
 - Use these to talk about correct answers and testing strategies
- Grades 5 and 8 will add time to their science block to viewing and completing the science modulares
- Grades 7 & 8 will use advisory time after February Break to run SAS Prep Course
- Practice Tests (Interim)
 - In March and April we will have dedicated school wide-time for Interim SAS Tests which are much shorter than the actual SAS assessment. These will be monitored and viewed by administrators.
 - Teachers will set up an appropriate test environment and practice facilitating this assessment to simulate the expectations of testing environment.
- **Non-testing grades will support the building**
 - Honoring all grades that test by quieting the halls and cheering on the grades as they work through their tests. We need a Whole School Testing Environment during SAS Testing Time.

Beyond Interventions Continued:

- All grades will begin to utilize the SAS vocabulary lists.
 - Grades K-2 will use the 3rd grade list
- All grades will begin to utilize the SAS writing rubrics as part of their tool set for grading writing pieces.
- Early Release and Teacher Workshop Days will include time dedicated to whole school and classroom level data review to inform our progress
- Admin will be running IXL Data Reports every Sunday night to monitor IXL Usage and Academic Growth.
- Admin will be running SAS data reports to ensure progress monitoring and exposure to SAS is occurring.

26

Student Support Team = SST (to begin in March)

If not showing academic growth after 6 weeks of IXL Interventions as well as analyzing a student's data on IXL, SAS, STAR or NWEA, Report Card, and Attendance, a teacher **must refer** a student to the SST Team for brainstorming academic strategies to implement in the classroom created from the following resources:

PRIM-4 Strategies Handbook

Title One Academic Coaches

Grade Level Colleagues

Paul School Administration

Director of Student Support

Special Education Teacher (if student is on an IEP)

What are our academic goals for SAS in 2025?

- Move Level 1 students to Level 2
- Move Level 2 students to Level 3 OR maintain Level 2 students at Level 2
(based on each individual student)
- Maintain Level 3 students at Level 3 OR Level 4

Concluding Thoughts

- An improvement plan is ownership from all staff and all grade levels.
- Review, revise, improve as this is what our students deserve.
- Take pride in being an educator and having our students demonstrate SAS growth.
- All of the above plans/schedules/implementations will be on submitted to DOE on our SAS Improvement Plan.

Joint-Loss Management Committee
1/16/2025

Ivy Leavitt-Carlson
Aaron Nason
Brad Davis
Georgia Brunelle
Aisilyn Guivens
Bob Ouellette

Agenda

1. Incident report review for the last quarter
 - a. Discussion/clarification of number breakdown
 - b. Old business: Clarification of Incident Report - when/what to document
 - i. G. Brunelle - Touch base with Michele Lambert
 - ii. We have clarity now- we need to ensure staff know about incident reports and the time frame for filling them out.
 - c. Old business- update: Need for continued Para/1-1 training - CALM training/refreshers. This will take place on January 27th
 - d. Proposal to change the form
 - e. What is the procedure for incidents that occur during volunteering for non-school sponsored events like PTA? We should clarify roles when volunteering, and Ivy will clarify how and when to report to HR.
2. Building and grounds concerns -
 - a. Old business: Address Outdoor Fire Alarm Issues, Vandalism Clean-up with PD, Winter weather concerns - parking lots/plowing regarding contract with First Student. Howe2 renewed their contract. Communication with First student has been good and there's a plan moving forward.
 - b. Continued work on Fire alarm, we should be getting the outdoor fire beacons soon.
 - c. All new emergency lighting in the building with LEDs is completed.
 - d. Vandalism has slowed down.
 - e. New business
 - i. Chemical Hygiene Plan is working well to start complying with chemicals. MSDS sheets have been updated. WE need to train multiple people on the software for accessing the sheets. **We need to be communicating this out to staff- they need to notify us of any additional chemicals into the building. We should also examine primex to see if there's a staff training that could be included in the beginning of the year orientation.**
 - f. Phones periodically not working in parts of the building. It appears that some ports are not labeled and not correctly connected. Tom is working on labelling ports to ensure that they stay working when the internet is down.

- g. Ramps out at the modulars: the mats went back out for safety.
 - 3. Health office concerns
 - a. Sports Injury Report can stand alone for our sports injuries for away games
 - 4. Staff Concerns
 - a. Old Business:
 - i. Present info on JLMC and how to report issues
 - ii. A. Guivens = contact for staff for concerns
 - iii. Inform staff on Incident Report procedure
 - iv. Middle School Bathroom Behaviors
 - v. Refresh Lock Down procedures at next Staff Meeting
 - b. New Business:
 - 5. Recommendations/Action Items
 - a. Discuss EOP
 - 6. Agenda for next meeting
 - a. Next Meeting April 10th

Paul School Health & Wellness Committee Agenda

Meeting #2

Date: January 15, 2025

3:15-4:15

Agenda Item	Person to Share/Timing	Notes
Welcome & driving question to guide discussion		
<p>New Discussion Topics:</p> <ul style="list-style-type: none"> ● End 68 Hours of Hunger Update- next themes and dates ● Penny & Elayne- PD Wellness ● Polar Explorers Info ● <u>Policy Update</u> ● <u>Paul School Recess Plan</u>- about halfway finished ● Breakfast Challenge 		<p>January 27- "On the 27th of January, we would like to give the staff a few options for wellness activities, keeping in mind the varying abilities of individuals. These may include an art project, a physical activity, a social group, a cooking class, a relaxation opportunity, etc. Possibly, four things could be offered for 30 minutes. People would sign up and attend only one. Please have a person who would be willing to volunteer to run the program. Example- Jodi D may want to run a relaxation activity. Brandon- runs a physical activity, etc. It does not have to be someone from the Wellness Committee."</p> <p>Brandon- Physical Activity TBD</p> <p>-Geocaching, Staff Scavenger hunt/ escape room, yoga, art project,</p> <p>-Looking for more activities for the winter months. 4-square, basketball, walking track,</p>
Clarifying questions		

Old Items:

- End 68 Hours of Hunger Update
- Policy Update
- Staff Wellness PD Ideas?
- School Recess Plan
- Polar Explorers
- Breakfast Challenge

Next Agenda: March 26, 2025

Present:

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;

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 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. **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 yearly and updated as necessary, **prior to the start of the new school year.** The Copies of the

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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.

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

Adopted by the Board:

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

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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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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 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)

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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).

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

Adopted by the Board:

Section 504 Coordinator
60 Taylor Way
Sanbornville NH 03872
603-522-8891

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

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Mrs. Mary Collins

Adopted by the Board:

PURCHASING PROCEDURES

Fiscal management can only be achieved through proper and consistent purchasing procedures for the procurement of supplies, equipment, and services for the Wakefield School District. These purchasing procedures are to ensure not only the proper encumbrance for forecast purposes, but to ensure management of funds is in compliance with District policy, generally accepted accounting principles, and the rules of the New Hampshire Department of Education. This procedure shall:

- Provide for the consistent accountability of all District funds.
 - Provide for the consistent accountability of all Federal Funds and Grants received by the District.

Require that purchases be supported by purchase orders, contracts, or itemized procurement card (p-card) receipts. Payment shall be made only upon receipt of an original invoice or monthly p-card statement, and acknowledgement by the school or person receiving the goods or service of the completion of the order. When authorized by the Superintendent or Business Administrator to complete a cash purchase, school personnel shall submit the original itemized receipt for reimbursement. Any contract that binds the District financially, must come to the SAU and be signed by the Business Administrator and/or the Superintendent.

Require school personnel to maintain a clear audit trail from receipt of funds to disbursement of funds.

Purchase requisitions must be entered in the District’s financial software containing the budget unit organization and object codes to be charged, and bear the electronic approval of the Principal and/or Director. Orders that must be put to bid or have solicited price quotations must have a copy of the bid or quotation provided. The SAU Business Office shall verify that District policy and correct accounting codes are followed prior to the issuance of a purchase order. It shall be the responsibility of the Principal or Director to request a budget transfer of funds to cover any order that may take an account over-budget.

Expenditures that are less than the amount allocated to a particular function/object line shall be authorized in the following manner:

- \$0 to \$2,500 Building Principal or Director
- \$2,501-\$5,000 Business Administrator
- \$5,001 & above Superintendent

Purchases and projects involving expenditures in excess of the following dollar amounts shall be expected to comply with these practices:

- \$0 to \$4,999 Best interest of the District
- \$5,000 to \$20,000 Request at least three (3) written quotes
- \$20,001 & above Request at least three (3) written quotes in response to District developed Requests for Quotations or bid documents.

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

Adopted by the Board: 16 August 1995
 Reaffirmed by the Board: 14 March 2001
 Reaffirmed by the Board: 6 May 2002
 Revised by the Board: 6 June 2012
 Revised by the Board: 21 November 2012
 Approved by the Board: 19 September 2023
 Page 1 of 3

Exceptions to Bidding or Written Quotation Requirements:

- Purchases made through collaborative purchasing groups.
- Purchases of utilities, where competitive sources are not available.
- Purchases involving the acquisition of personal or professional services.
- Purchases of proprietary maintenance contracts, where alternate “authorized” sources are not available.
- Renewal of current vendor service contracts where quality and timely performance is a critical requirement and where the Business Administrator determines renewal is in the best interest of the District.
- Purchases involving minor repairs.
- Purchases involving major repairs where bidding or formal request for quotation (RFQ) requirements are waived by the Business Administrator due to the urgency of the repair. ● Purchases involving a documented sole source of supply (e.g. textbooks) or Board approved sole source vendors.
- Any other purchases deemed to be within the best interest of the District and approved by the Board.

No exception shall be made nor procedure followed that is contrary to New Hampshire or Federal law. 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. See Policy DAF: DAF-3 and DAF-4.

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. See Policy DAF: DAF-3 and DAF-4.

Construction projects with a cost in excess of \$5,000 must be approved by the School Board. All bids and Requests for Proposals shall be issued from the SAU Business Office unless otherwise stated by the Superintendent.

Purchase orders or District procurement cards are to be used in every possible instance. Blanket purchase orders may be issued to vendors where repeated purchases of incidental items take place. All blanket purchase orders must be approved by the Business Administrator. The requirement for purchase orders may be waived by the Business Administrator.

Employees provided with a District procurement card for business purchases must follow the procedures established for p-card purchases.

In the event that a function and object line would become over-expanded, the expenditure must be approved by the Superintendent or designee. Every effort shall be made to find savings in other areas of the budget to offset such expenditure.

The Superintendent, with the advice of the Business Administrator, may institute a partial or full freeze on expenditures at any time to protect the District against a potential deficit.

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

Adopted by the Board: 16 August 1995
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Page 2 of 3

All purchasing, whenever possible and in the best interest of the District, shall be done cooperatively through collaborative purchasing groups (e.g. State of New Hampshire bids and U.S. Communities) or with other districts and/or municipalities to take advantage of lower prices for bulk purchasing, and to reduce the administrative costs involved in bidding.

Any individual who places an order without complying with the purchase order or p-card procedures shall be responsible for the payment of or return of the items received.

Administrative procedures relating to purchasing shall be recommended by the Business Administrator and approved by the Superintendent of Schools.

In the event of an emergency, the Superintendent or Business Administrator may approve a purchase outside the regular procedure. The Board shall be notified immediately of such purchases over \$10,000.

Statutory Reference:

2 CFR 200.317 - .326

See Also: Policy DJE, Bidding Requirements

*Policy DAF, Administration of Federal Funds: DAF-3, Procurement, and DAF-4,
Procurement- Additional Provisions Pertinent to Food Service Program*

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

Adopted by the Board: 16 August 1995
Reaffirmed by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Revised by the Board: 6 June 2012
Revised by the Board: 21 November 2012
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Page 3 of 3

TUITION EXPENSES FOR WAKEFIELD RESIDENTS

The Wakefield School Board recognizes its duty to “provide, at District expense, elementary and secondary education to all pupils who reside in the district until such time as the pupil has acquired a high school diploma or has reached age 21, whichever occurs first” (RSA 189.1-a). Residency is defined by RSA 193:12. The superintendent shall decide residency issues under this section. If more than one school district is involved in a residency dispute or the parents who live apart cannot agree on the residence of a minor child, the respective superintendents shall jointly make such decision. In those instances, when an agreement cannot be reached in a timely manner, the commissioner of education shall make a determination and such determination shall be final. No school district shall deny a pupil attendance or implementation of an existing individual education plan. A pupil shall remain in attendance in the pupil's current school during the pendency of a determination of residency. Notwithstanding the provisions of RSA 21-N:11, III any person aggrieved by a determination of the commissioner may appeal such determination to a court of competent jurisdiction.

The Wakefield School District operates public schools within the Villages of Wakefield for kindergarten through eighth grade students. The Wakefield School District does not assume tuition expenses for students in kindergarten through eighth grade enrolled in schools other than the district’s schools, except those placed in out-of-district schools by Wakefield student service teams.

In addition, the Wakefield School District contracts with the Rochester School District to provide a secondary education for Wakefield’s ninth through twelfth grade students. The Wakefield School District assumes the tuition expense for Wakefield students enrolled at Spaulding High School as well as provides transportation services for the regular school program. The Wakefield School District also assumes tuition expense for ninth through twelfth grade students who are placed in out-of-district schools by Wakefield student service teams.

As a service to secondary students and parents, the Wakefield School District permits secondary education students to attend a public high school or public academy other than Spaulding High School, with the Wakefield School Board approval, except for schools established under RSA 194-B:3 (Charter Schools) outside the authority of the Wakefield School District, and schools established under RSA 194B:3-a. The Wakefield School District assumes the cost of tuition up to, but not exceeding, the Spaulding High School tuition rate for the same year. If the tuition exceeds the Spaulding High School rate, the excess is borne by the student and parents. The district does not provide transportation services to public high schools or public academies other than Spaulding High School, except services mandated by Wakefield student service teams.

The Wakefield School District does not provide any of its funds to schools established under RSA 194B:3 (Charter Schools) outside the authority of the Wakefield School District, and established under RSA 194-B:3-a.

The Wakefield School Board establishes the following procedure for payment of tuition to public high schools and public academies other than Spaulding High School:

Robert DeColmacker, Chairman
Bob Oullette, Vice Chairman
Sandra Taliaferro
Mary Collins
Brennan Peaslee

Adopted by the Board: 6 August 2013
Revised by the Board: 3 September 2014
Revised by the Board: 21 September 2016
Revised by the Board: 20 September 2022
Approved by the Board: 18 April 2023
Approved by the Board: 20 August 2024

1. Eighth grade students and secondary students currently attending public schools or public academies other than Spaulding High School and their parents are provided with a copy of the School District's *Tuition* policy by the Superintendent upon request.
2. Secondary students and parents who choose to enroll in public schools or public academies other than Spaulding High School are requested to confirm their school of choice no later than September 10. This is a letter or email of intent to the Wakefield School District expressing interest in attending another high school. Intents should be sent to the Superintendent at the SAU office. All applicants will be placed into a lottery. The lottery is a random drawing of numbers that are drawn at the second school board meeting in September. Each student entered into the pool will be given a number. Said student and family will know the outcome of the lottery by number only at the time of the drawing. Students chosen will be contacted by phone call within 24 hours of the lottery and in writing within 72 hours. This correspondence will come from the SAU office.
3. The first names submitted that meet the maximum number of students that can attend public high schools other than Spaulding for that given year will be considered for Board approval.
4. Students returning to an approved out of district high school need to confirm their acceptance and attendance of said school by October 1st for each following school year.
5. When tuition rates are tentatively set at public schools and public academies in which Wakefield students have chosen to enroll, the Superintendent advises the students and parents of the approximate rates, the portion of the rates which the district will assume (based on the Spaulding High School approximate rate), and the portion of the rates which the student and parent may have to assume.
6. When the actual Spaulding High School tuition rate is finalized, the student and parents will be notified accordingly. Their portion of the tuition is due in full, payable to the Wakefield School District, prior to November 15.
7. Secondary students who wish to enroll in a public school or public academy at a time after the first day of classes may do so at any time, based on the date of entry and the Spaulding High School rate, and approval by the Wakefield School Board.
8. The Wakefield School District pays the tuition directly to the receiving school.

The School Board charges the Superintendent with the responsibility to inform current and potential receiving high school of the district's policy and to advise the schools that the district does not accept financial responsibility for students who do not have approval granted through the *Proof of Residency Form*, which is required to be submitted annually.

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

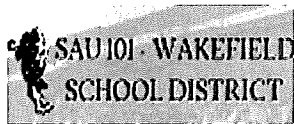
Adopted by the Board: 6 August 2013
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Certified Staff Nomination			
Name	Title	Effective Date	Salary

Staff New Hire FYI			
Name	Title	Effective Date	Salary

Resignations			
Name	Title	Effective Date	Salary
Brittany Joy	Paraprofessional	1/31/2025	\$17.28 hourly

Retirements			
Name	Title	Effective Date	Salary



Michele Lambert <michele.lambert@sau101.org>

Re: Last Day

1 message

Carol Keenan <carol.keenan@sau101.org>

Fri, Jan 17, 2025 at 12:15 PM

To: Brittany Joy <brittany.joy@sau101.org>

Cc: Norma DiRocco <norma.dirocco@sau101.org>, Ivy Leavitt-Carlson <ivy.leavittcarlson@sau101.org>, Michele Lambert <michele.lambert@sau101.org>

Thanks Brittany. I am ccing HR so they are aware of your resignation. Thanks again.

On Fri, Jan 17, 2025 at 12:14 PM Brittany Joy <brittany.joy@sau101.org> wrote:

Good morning,

I would like to start off by saying thank you for always adapting to my changing schedule while I was in school and working my other full-time job. I would like to formally let you know that I am giving my notice of being a Paraprofessional, and my last day will be 1/31/25 for this position. As of 2/3/25, I will be a substitute as needed. Thank you for understanding.

Regards
Brittany

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Thanks so much.

Carol Keenan

Director of Student Services

Title IX Coordinator

Human Rights Officer

SAU 101 Wakefield School District

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48