

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 18, 2025 at 6:00pm

Facilities Committee 5:15pm

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

2. AGENDA REVIEW

3. PRESENTATIONS, PUBLIC HEARINGS

Public Hearing- Withdrawal from Trust Fund

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

5. REPORTS

- a. Facility
- b. Finance

6. CONSENT AGENDA

- a. AP Manifest- Batch #45639, \$69,461.02; Batch #45624, \$10,844.29; Batch #45647, \$1,375.02; Batch #45614, \$360.06; Batch #45638, \$75.35; Batch#45645, \$551.72
- b. Payroll Manifest- Batch #45640, \$622.42; Batch #45628, \$76,950.25; Batch #45649, \$1,979.02; Batch #45641, \$213,331.00

7. MEETING MINUTES

- a. WSB Non Public Minutes Session 1 (2.4.25)
- b. WSB Non Public Minutes Session 2 (2.4.25)
- c. WSB Public Minutes 2.4.25

8. OLD BUSINESS

- a. SAS Assessment Data

9. POLICIES

- a. ACAC- Prohibition of Sexual Harassment: Policy and Grievance Procedures (emergency approval)

10. COMMITTEE UPDATES

- a. Technology Committee
- b. Curriculum Committee

11. NOMINATIONS/HIRES/RESIGNATIONS

Kristina King

12. FOLLOW-UP

13. NON-PUBLIC; RSA 91-A:3 II (C), if required

14. ADJOURNMENT:

PM

Upcoming: The next Wakefield School Board meeting will be held March 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.

**PUBLIC HEARING
WAKEFIELD SCHOOL DISTRICT - SAU 101
SANBORNVILLE, NH**

**The Wakefield School Board will hold a Public Hearing
Pursuant to 198:20-c**

Date: Tuesday, February 18, 2025

Time: 6:00 PM

Location: Wakefield School District SAU 101
76 Taylor Way
Sanbornville, NH 03872

Purpose: To withdraw funds from the following expendable trust fund account;

Maintenance Building Replacement Fund in the amount of \$26,397.50

**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 Jalgar Telephone #: (336) 252-340

_____ alanS @ Bossbuildings . Com Email:

_____ wen . 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@bossbuildings.com

Building Order
ODR-005434

Date
01/13/2025

Total
\$23,835.00

CUSTOMER DETAILS

Brad Davis

Billing Address

60 Taylor Way
Sanbornville, Carroll, New Hampshire 03872

Shipping Address

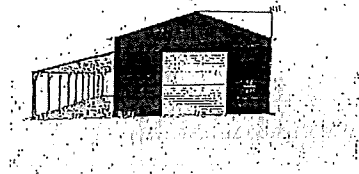
60 Taylor Way
Sanbornville, Carroll, New Hampshire 03872

brad.davis@sau101.org

(603) 977-3919

Standard Garages - 24 x 35 x 12

- Roof Color: Black
- Trim Color: Black
- Sides/Ends Color: Burnished Slate
- Wainscot Color: NA



Ready for Installation? Yes Jobsite Level? Yes Permit Required? Customer To Verify Inside City Limit? No Electricity Available? No Installation Surface? Concrete

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**

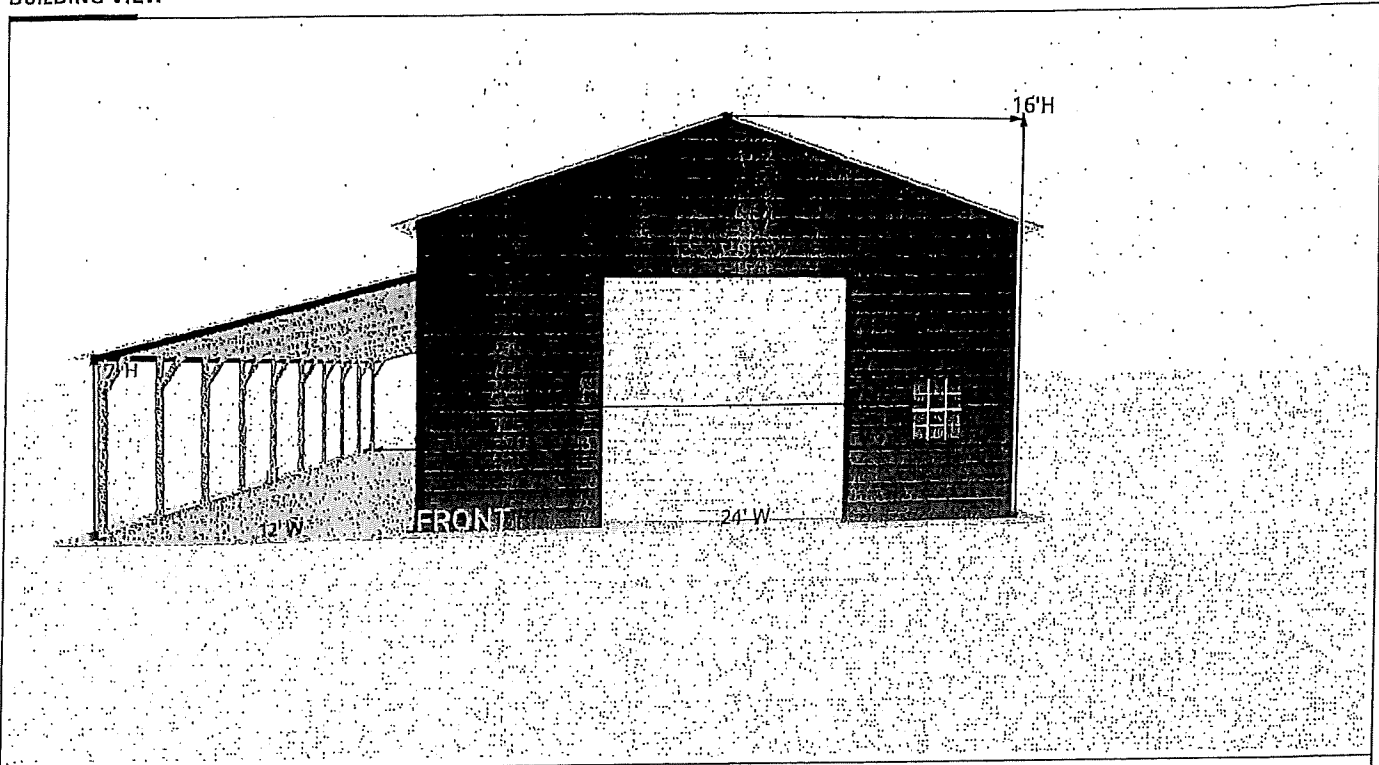
PAYMENT MODE

Payment Option	Finance Company	Application Id	Plan No.	Expiry Date
Cash				

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 Pitch	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

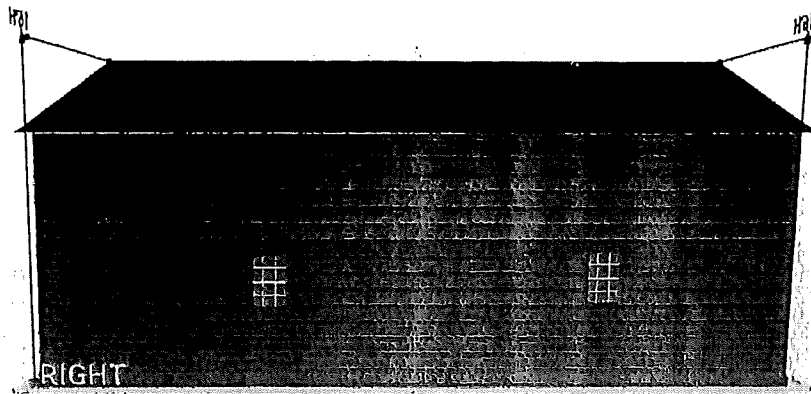
10x10 ft Garage Door (Roll-Up) on Front Wall	1	\$945.00
36x80 Inch Walk-In Door (6 Panel) on Left Wall	1	\$650.00
1' Overhang On Sides	1	\$2,287.50
Extra Bows (Included)	1	\$0.00
4ft On Center	1	\$975.00
Single Bubble (Roof Only)	1	\$1,137.50
Side Connection Fees	1	\$200.00
Permit Required : Customer 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



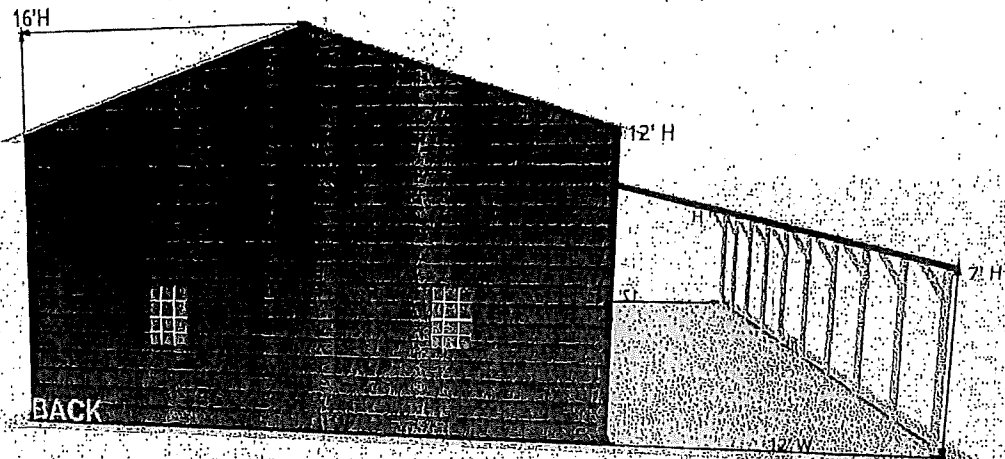
VIEW IMAGE 1

BUILDING VIEW



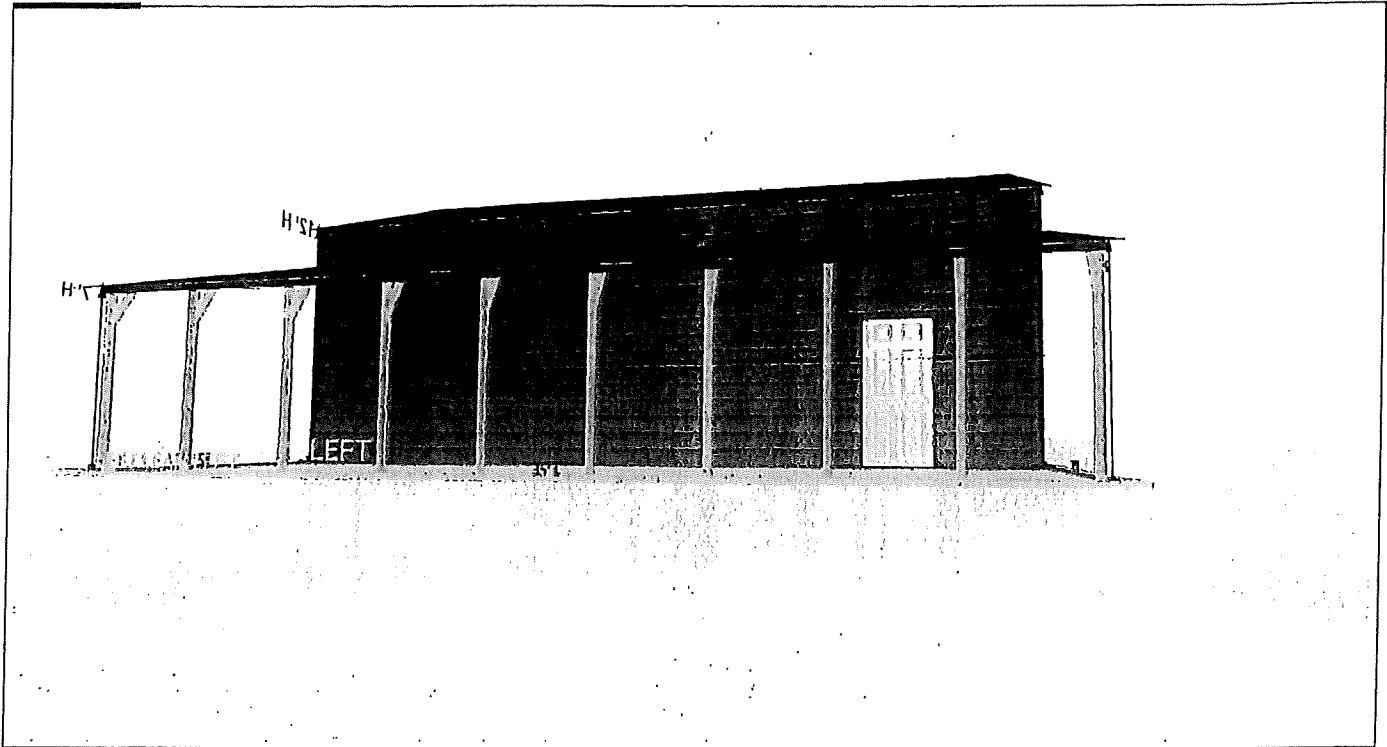
VIEW IMAGE 2

BUILDING VIEW

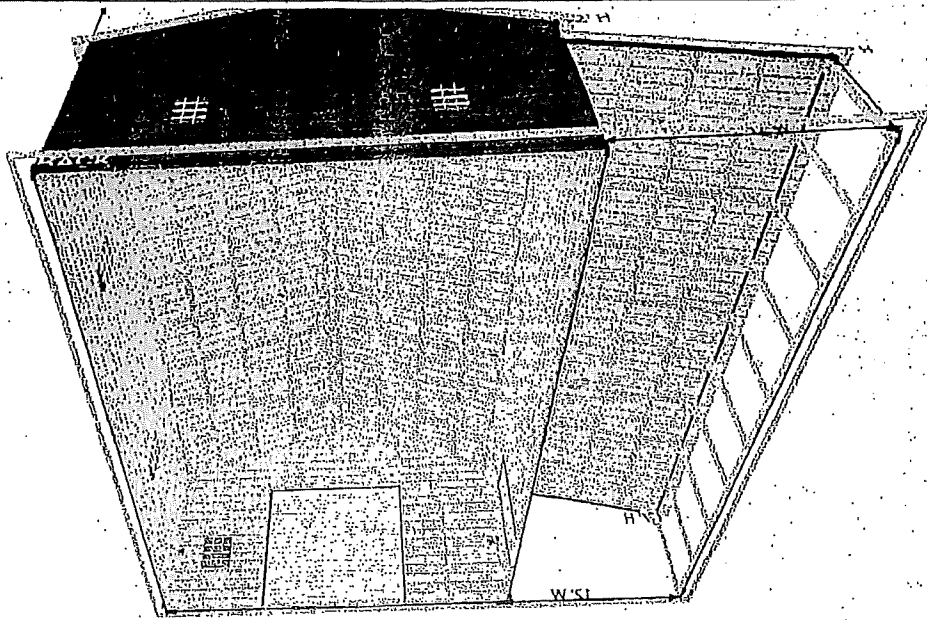


VIEW IMAGE 3

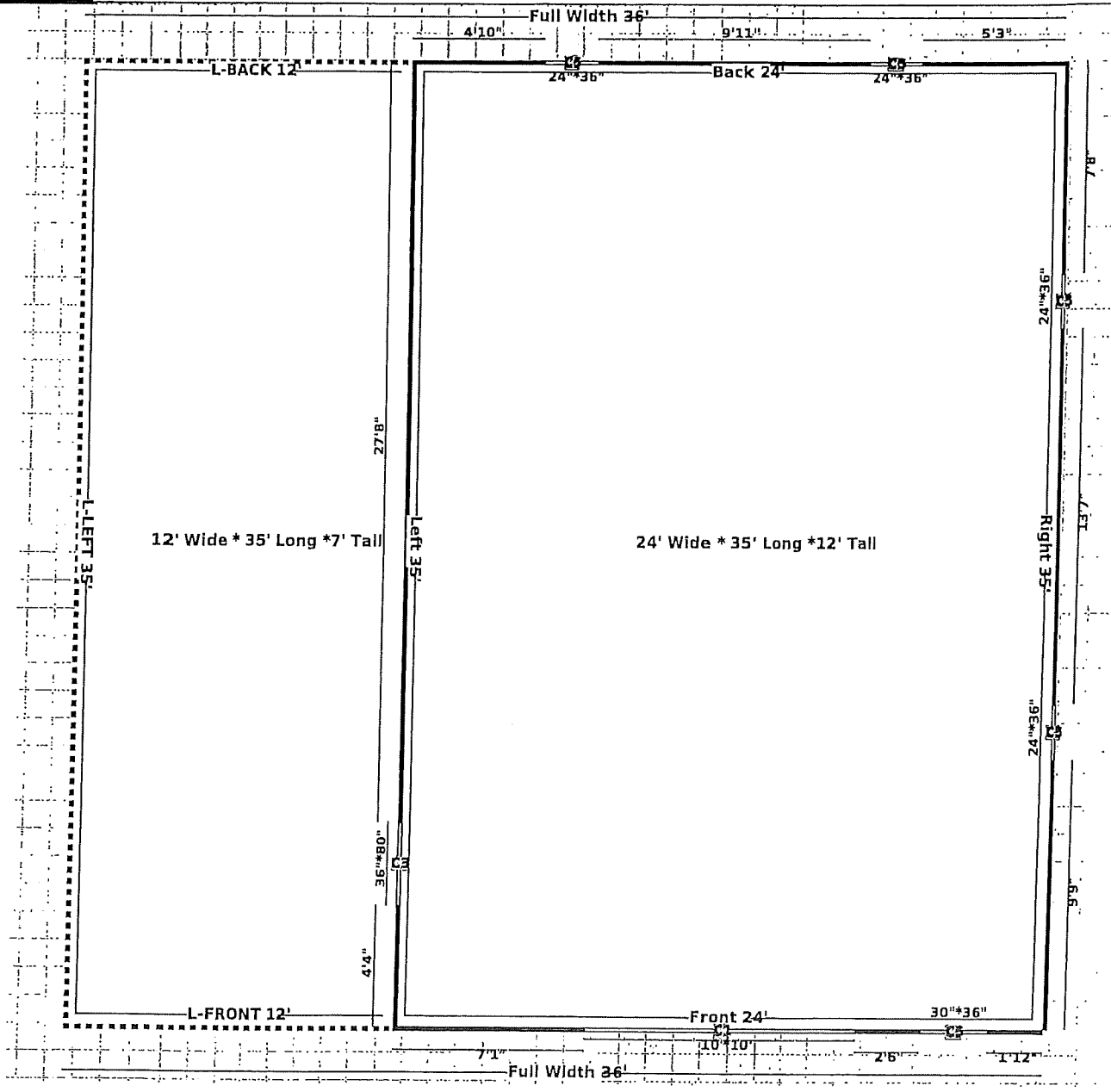
BUILDING VIEW



VIEW IMAGE 4



VIEW IMAGE 5



LEGENDS

- Garage Door
- Garage Door Frameout
- Walk In Door
- Walk In Door Frameout
- Windows
- Windows Frameout
- Open Wall
- Close Wall
- Distance
- Storage Length (Utility)
- 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 customer's 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 provide color 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



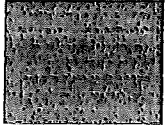
Black



Burgundy



Clay



Copper



Crimson Red



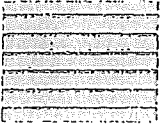
Earth Brown



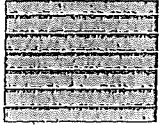
Evergreen



Gallery Blue



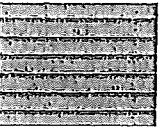
Pebble Beige



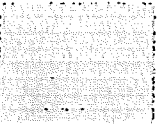
Pewter Gray



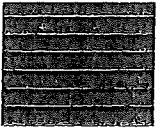
Quaker Gray



Rawhide



Sandstone



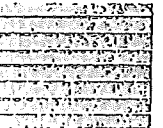
Slate Blue



White



Burnished Slate

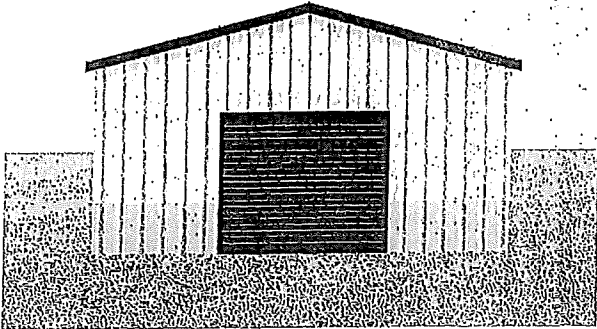


Galvalume

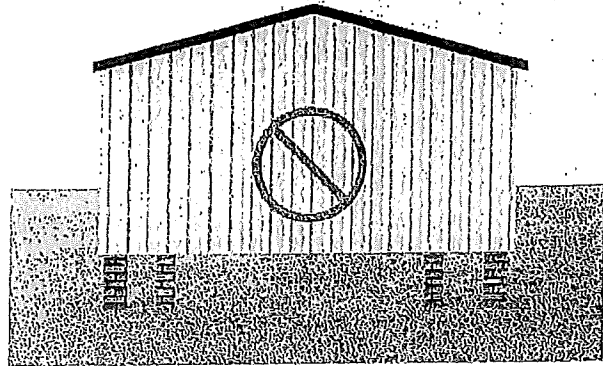


Levelled Land Agreement

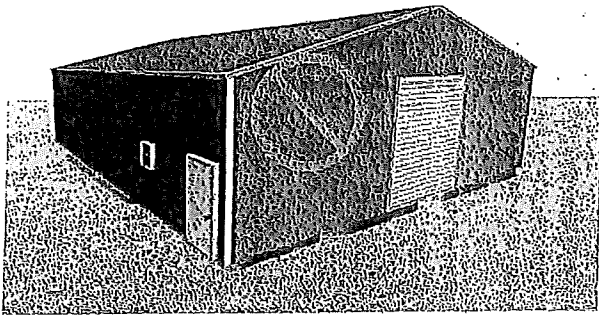
Boss Buildings greatly appreciates your purchase, however It is imperative that your ground is professionally levelled before the unit can be installed, Boss Buildings & our subcontracted installation crews that we work with will not be able to install the structure if any of the following are indicated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



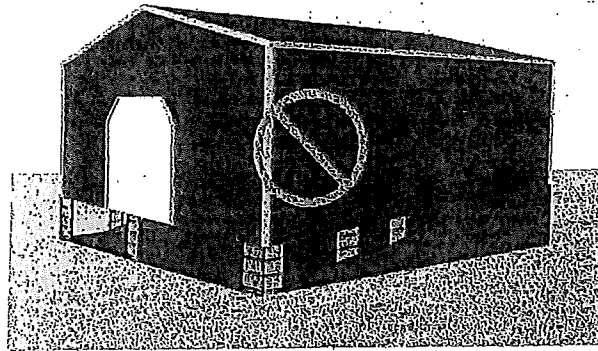
Wall Installation - 3 Feet Maximum



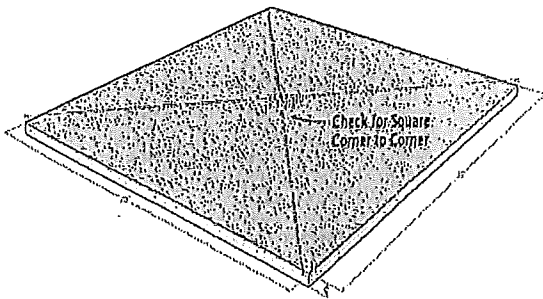
No Installs on Stacked Blocks



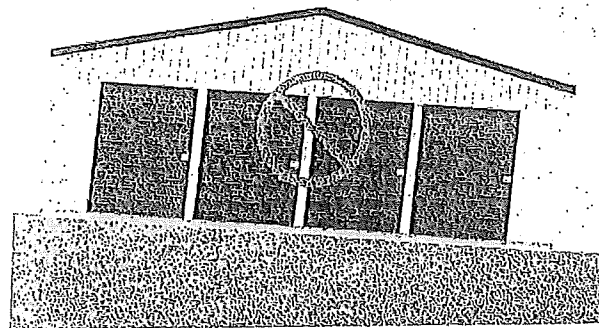
No Installs on Floating Docks



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 sloped ground there may be a labor charge as well.

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

CLAIMONT
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.

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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.

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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025
100 GENERAL FUND												
1100 REGULAR EDUCATION												
1. 100-1100-51120-1-00-00000 ELEMENTARY TEACHER SALARIES	1,838,539	1,838,539	1,838,539	1,838,539	136,730	136,730	136,730	927,901	773,908			
2. 100-1100-51140-1-01-00000 SUPPORT SALARIES	226,844	226,844	226,844	226,844	10,076	10,076	77,748	139,020				
3. 100-1100-51220-1-00-00000 SUBSTITUTES SALARIES	10,000	10,000	10,000	10,000	2,287	2,287	0	7,713				
4. 100-1100-51235-1-00-00000 STUDENT TUTORING SERV - SALAR	7,000	7,000	7,000	7,000	0	0	0	7,000				
5. 100-1100-51250-1-00-00000 STAFF STIPENDS/OTHER	35,000	35,000	35,000	35,000	0	0	6,900	28,100				
6. 100-1100-52110-1-00-00000 TEACHERS HEALTH INSURANCE	504,137	504,137	504,137	504,137	39,281	39,281	217,551	247,305				
7. 100-1100-52110-1-01-00000 SUPPORT STAFF HEALTH INS	10,901	10,901	10,901	10,901	2,952	2,952	17,353	(9,404)				
8. 100-1100-52120-1-00-00000 TEACHERS DENTAL INSURANCE	17,809	17,809	17,809	17,809	1,713	1,713	9,350	6,746				
9. 100-1100-52120-1-01-00000 SUPPORT DENTAL INSURANCE	621	621	621	621	486	486	2,393	(2,258)				
10. 100-1100-52200-1-00-00000 TEACHERS FICA	125,969	125,969	125,969	125,969	9,626	9,626	80,051	36,292				
11. 100-1100-52200-1-01-00000 SUPPORT FICA	6,633	6,633	6,633	6,633	748	748	6,784	(899)				
12. 100-1100-52310-1-00-00000 SUPPORT RETIREMENT	0	0	0	0	29	29	0	(29)				
13. 100-1100-52310-1-01-00000 SUPPORT RETIREMENT	11,731	11,731	11,731	11,731	3,163	3,163	26,297	(17,729)				
14. 100-1100-52320-1-00-00000 TEACHERS RETIREMENT	340,649	340,649	340,649	340,649	23,184	23,184	162,106	155,359				
15. 100-1100-53210-1-00-00000 REGULAR ED - CONTRACTED SERA	39,712	39,712	39,712	39,712	0	0	0	39,712				
16. 100-1100-55610-1-00-00000 TUITION-PUBLIC	3,008,746	3,008,746	3,008,746	3,008,746	0	0	1,852,045	1,156,701				
17. 100-1100-56100-1-00-00000 SUPPLIES	44,510	44,510	44,510	44,510	1,800	1,800	2,096	40,614				
18. 100-1100-56410-1-00-00000 CURRICULUM/TEXTBOOKS	13,780	13,780	13,780	13,780	0	0	188	13,592				
19. 100-1100-56500-1-00-00000 REG ED SOFTWARE	32,915	32,915	32,915	32,915	2,681	2,681	0	30,234				
20. 100-1100-57330-1-00-00000 REG ED NEW FURNITURE&FITUR	3,000	3,000	3,000	3,000	0	0	0	3,000				
21. 100-1100-57340-0-00-00000 REGULAR ED NEW COMPUTER	1	1	1	1	0	0	0	1				
22. 100-1100-57390-1-00-00000 REG ED REPLACE EQUIPMENT	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	1,020	1,020	0	1,501				
TOTAL 1100 REGULAR EDUCATION	\$6,281,018	\$6,281,018	\$6,281,018	\$6,281,018	\$2,355,776	\$2,355,776	\$3,388,763	\$2,656,479				

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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 1/1/2025 - 1/31/2025	Reported Period 1/1/2025 - 1/31/2025	Encumbrances 7/1/2024 - 1/31/2025	Amount Remaining 1/1/2025 - 1/31/2025
1200 SPECIAL EDUCATION						
24. 100-1200-51000-1-02-00000 STUDENT SERV DIRECTOR - SALAF	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	199,985	142,847
26. 100-1200-51140-1-01-00000 SPECIAL ED SUPPORT SALARIES	348,422	348,422	29,405	29,405	207,644	111,373
27. 100-1200-51200-1-00-00000 SUMMER SCHOOL SALARIES	15,000	15,000	0	0	0	15,000
28. 100-1200-51220-1-00-00000 SPECIAL ED - SUBSTITUTES	1	1	0	0	0	1
29. 100-1200-51230-1-01-00000 SPECIAL ED ABA TUTORS - SALARI	266,784	266,784	21,941	21,941	169,556	75,287
30. 100-1200-51235-1-00-00000 TUTORING SERVICES - SALARIES	5,000	5,000	0	0	0	5,000
31. 100-1200-51240-1-00-00000 SPED - SUBSTITUTES - SUPPORT ST	15,000	15,000	0	0	0	15,000
32. 100-1200-52110-1-00-00000 SPECIAL ED HEALTH INSURANCE	87,647	87,647	7,577	7,577	39,637	40,433
33. 100-1200-52110-1-01-00000 SPECIAL ED SUPPORT HEALTH INS	67,084	67,084	10,189	10,189	51,067	5,828
34. 100-1200-52110-1-02-00000 STUDENT SERV DIRECTOR - HEALT.	0	0	0	0	0	0
35. 100-1200-52120-1-00-00000 SPECIAL ED DENTAL INSURANCE	3,051	3,051	316	316	1,581	1,154
36. 100-1200-52120-1-01-00000 SPECIAL ED SUPPORT DENTAL	6,938	6,938	837	837	4,220	1,881
37. 100-1200-52120-1-02-00000 STUDENT SERV DIRECTOR - DENT/	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	17,618	6,378
39. 100-1200-52200-1-01-00000 SPECIAL ED SUPPORT FICA	33,391	33,391	3,749	3,749	32,403	(2,761)
40. 100-1200-52201-1-00-00000 STUDENT SERV DIRECTOR - FICA	0	0	0	0	0	0
41. 100-1200-52270-0-00-00000 OTHER - FICA	0	0	0	0	0	0
42. 100-1200-52310-1-00-00000 SPECIAL ED SUPPORT RETIREMEN	0	0	0	0	0	0
43. 100-1200-52310-1-01-00000 SPECIAL ED SUPPORT RETIREMEN	85,065	85,065	5,118	5,118	34,881	45,066
44. 100-1200-52320-1-00-00000 SPECIAL ED TEACHERS RETIREME	66,828	66,828	5,611	5,611	39,277	21,940
45. 100-1200-52320-1-02-00000 STUDENT SERV DIRECTOR - RETIRI	0	0	0	0	0	0
46. 100-1200-53210-1-00-00000 SPECIAL ED CONTRACT SRVS	359,715	359,715	160,689	160,689	55,690	143,336
47. 100-1200-53210-3-00-00000 CONTRACTED SERVICES - HIGH SC	1	1	0	0	0	1
48. 100-1200-53220-1-00-00000 TESTING	1,500	1,500	0	0	0	1,500
49. 100-1200-53230-1-00-00000 SLC MEMBERSHIP	4,867	4,867	2,048	2,048	0	2,819
50. 100-1200-53240-1-00-00000 CONTRACTED SERV- PARTNER PRC	145,861	145,861	29,609	29,609	103,164	13,088
51. 100-1200-53290-1-00-00000 MEDICAID FEES	2,250	2,250	0	0	1,984	266
52. 100-1200-55610-1-00-00000 SPECIAL ED TUITION-PUBLIC - ELE	1	1	0	0	0	1

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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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025
53. 100-1200-55610-3-00-00000 SPECIAL ED TUITION-PUBLIC - HIG	120,000	120,000	120,000	120,000	2,656	2,656	2,656	2,656	31,710	31,710	85,634	85,634
54. 100-1200-55640-1-00-00000 TUITION - PRIVATE - ELEMENTARY	117,000	117,000	117,000	117,000	(64,685)	(64,685)	(64,685)	(64,685)	64,562	64,562	117,123	117,123
55. 100-1200-55640-2-00-00000 TUITION- PRIVATE- MIDDLE SCHO	108,000	108,000	108,000	108,000	81,786	81,786	81,786	81,786	159,902	159,902	(133,688)	(133,688)
56. 100-1200-55640-3-00-00000 TUITION- PRIVATE - HIGH SCHOOL	190,000	190,000	190,000	190,000	9,375	9,375	9,375	9,375	48,046	48,046	132,579	132,579
57. 100-1200-55800-1-00-00000 SPECIAL ED TRAVEL	500	500	500	500	189	189	189	189	0	0	311	311
58. 100-1200-56100-0-88-00000 PRESCHOOL- - SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
59. 100-1200-56100-1-00-00000 SPECIAL ED SUPPLIES	6,000	6,000	6,000	6,000	0	0	0	0	234	234	5,766	5,766
60. 100-1200-56410-1-00-00000 SPECIAL ED BOOKS	1	1	1	1	0	0	0	0	0	0	1	1
61. 100-1200-56500-1-00-00000 SPED SOFTWARE	1,850	1,850	1,850	1,850	0	0	0	0	0	0	1,850	1,850
62. 100-1200-57330-1-00-00000 SPED NEW EQUIPMENT	1	1	1	1	0	0	0	0	0	0	1	1
63. 100-1200-57340-0-00-00000 SPECIAL ED NEW COMPUTER	1	1	1	1	0	0	0	0	0	0	1	1
64. 100-1200-57390-1-00-00000 SPED - OTHER EQUIPMENT	1,000	1,000	1,000	1,000	0	0	0	0	0	0	1,000	1,000
65. 100-1200-58100-1-00-00000 SPECIAL ED DUES	1,005	1,005	1,005	1,005	0	0	0	0	0	0	1,005	1,005
TOTAL 1200 SPECIAL EDUCATION	\$2,457,195	\$2,457,195	\$2,457,195	\$2,457,195	\$337,013	\$337,013	\$337,013	\$337,013	\$1,263,161	\$1,263,161	\$857,021	\$857,021

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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	18,000	7/1/2024 - 6/30/2025	18,000	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	
1410 CO-CURRICULAR ACTIVITIES												
66. 100-1410-51120-1-00-00000 SALARIES		18,000		18,000	(2,246)	(2,246)	0	0	0	0	20,246	
67. 100-1410-51120-1-01-00000 ELEMENTARY TEACHER SALARIES		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	1	1	
69. 100-1410-52200-1-00-00000 CO-CURRICULAR - FICA		1,377		1,377	100	100	0	0	0	1,277	1,277	
70. 100-1410-52200-1-01-00000 MORNING PROGRAM - FICA		1		1	0	0	0	0	0	1	1	
71. 100-1410-52310-1-00-00000 RETIREMENT - SUPPORT STAFF		0		0	14	14	0	0	0	(14)	(14)	
72. 100-1410-52320-1-00-00000 RETIREMENT - TEACHER		3,535		3,535	64	64	0	0	0	3,471	3,471	
73. 100-1410-52320-1-01-00000 MORNING PROGRAM - RETIREMEN		1		1	0	0	0	0	0	1	1	
74. 100-1410-53230-1-00-00000 CONTRACTED SERV - SPECIAL EVE		28,000		28,000	0	0	0	0	0	28,000	28,000	
75. 100-1410-56100-1-00-00000 CO-CURRICULAR - SUPPLIES		1,500		1,500	81	81	0	0	0	1,419	1,419	
TOTAL 1410 CO-CURRICULAR ACTIVITIES		\$52,415		\$52,415	\$(1,987)	\$(1,987)	\$0	\$0	\$0	\$54,402	\$54,402	

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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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025
1420 ATHLETICS												
76.100-1420-51120-1-00-00000	13,000	13,000	13,000	13,000	0	0	0	0	2,500	2,500	10,500	10,500
77.100-1420-52200-1-00-00000	995	995	995	995	0	0	0	0	191	191	804	804
78.100-1420-52320-1-00-00000	2,553	2,553	2,553	2,553	0	0	0	0	491	491	2,062	2,062
79.100-1420-53300-1-00-00000	4,950	4,950	4,950	4,950	600	600	600	600	150	150	4,200	4,200
80.100-1420-56100-1-00-00000	3,000	3,000	3,000	3,000	673	673	673	673	362	362	1,965	1,965
81.100-1420-57301-0-00-00000	1	1	1	1	0	0	0	0	0	0	1	1
TOTAL 1420 ATHLETICS	\$24,499	\$24,499	\$24,499	\$24,499	\$1,273	\$1,273	\$1,273	\$1,273	\$3,694	\$3,694	\$19,532	\$19,532

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

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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 1/1/2025 - 1/31/2025	Reported Period 1/1/2025 - 1/31/2025	Encumbrances 7/1/2024 - 1/31/2025	Amount Remaining 1/1/2025 - 1/31/2025
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

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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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025			
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	90,328	34,936					
91. 100-2120-51150-1-01-00000 SUPPORT STAFF - SALARY	13,507	13,507	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	14,761	23,940					
93. 100-2120-52110-1-01-00000 TEACHERS HEALTH INSURANCE	1	1	0	0	0	0	1					
94. 100-2120-52120-1-00-00000 GUIDANCE/SOCIAL WORKER DENT	1,287	1,287	126	126	126	628	533					
95. 100-2120-52120-1-01-00000 TEACHERS DENTAL INSURANCE	1	1	0	0	0	0	1					
96. 100-2120-52200-1-00-00000 GUIDANCE/SOCIAL WORKER FICA	6,171	6,171	947	947	947	7,897	(2,673)					
97. 100-2120-52200-1-01-00000 SUPPORT STAFF - FICA	1	1	0	0	0	0	1					
98. 100-2120-52310-1-01-00000 SUPPORT RETIREMENT	1	1	0	0	0	0	1					
99. 100-2120-52320-1-00-00000 GUIDANCE/SOCIAL WORKER RETI	27,137	27,137	2,534	2,534	2,534	17,740	6,863					
100. 100-2120-53000-0-00-00000 CONTRACTED SERVICES	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	12,000					
102. 100-2120-55800-1-00-00000 GUIDANCE/SOCIAL WORKER TRA	400	400	0	0	0	0	400					
103. 100-2120-56100-1-00-00000 GUIDANCE/SOCIAL WORKER SUPI	500	500	0	0	0	0	500					
104. 100-2120-56410-0-00-00000 TEXT BOOKS	1	1	0	0	0	0	1					
105. 100-2120-57510-1-00-00000 GUIDANCE/SOCIAL WORKER NEW	0	0	0	0	0	0	0					
106. 100-2120-58100-1-00-00000 GUIDANCE/SOCIAL WORKER DUE:	458	458	0	0	0	0	458					
TOTAL 2120 GUIDANCE/SOCIAL WORKER	\$241,286	\$241,286	\$19,463	\$19,463	\$19,463	\$131,354	\$90,469					

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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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025
2130 NURSE						
107. 100-2130-51130-1-00-00000 NURSE SALARY	55,531	55,531	5,375	5,375	37,623	12,533
108. 100-2130-51140-1-01-00000 NURSE - SUPPORT STAFF SALARY	43,073	43,073	2,238	2,238	20,122	20,713
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	154	154	1,711	(689)
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	303	303	2,723	(945)
116. 100-2130-52320-1-00-00000 NURSE RETIREMENT	10,906	10,906	1,056	1,056	7,389	2,461
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	173	173	377	4,450
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	\$10,789	\$10,789	\$80,784	\$62,744

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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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	
2210 PROFESSIONAL DEVELOPMENT												
122. 100-2210-52110-1-00-00000	0	0	0	0	0	0	0	0	0	0	0	0
123. 100-2210-52120-1-00-00000	0	0	0	0	0	0	0	0	0	0	0	0
124. 100-2210-52310-1-00-00000	0	0	0	0	0	0	0	0	0	0	0	0
125. 100-2210-52320-1-00-00000	0	0	0	0	0	0	0	0	0	0	0	0
126. 100-2210-52400-1-00-00000	40,000	40,000	4,544	4,544	4,544	4,180	31,276	4,180	4,180	31,276	14,790	14,790
127. 100-2210-53220-1-00-00000	15,000	15,000	0	0	0	210	14,790	210	210	14,790	14,790	14,790
TOTAL 2210 PROFESSIONAL DEVELOPMENT	\$55,000	\$55,000	\$4,544	\$4,544	\$4,544	\$4,390	\$46,066	\$4,544	\$4,390	\$46,066	\$46,066	\$46,066

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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 1/1/2025 - 1/31/2025	Reported Period 1/1/2025 - 1/31/2025	Encumbrances 7/1/2024 - 1/31/2025	Amount Remaining 1/1/2025 - 1/31/2025
2220 LIBRARY						
128. 100-2220-51130-1-00-00000 MEDIA SPECIALIST SALARY	43,006	43,006	3,584	3,584	25,090	14,332
129. 100-2220-51140-1-00-00000 LIBRARY SUPPORT SALARIES	12,780	12,780	889	889	9,982	1,909
130. 100-2220-52110-1-00-00000 MEDIA SPECIALIST HEALTH INSUF	9,836	9,836	0	0	0	9,836
131. 100-2220-52120-1-00-00000 MEDIA SPECIALIST DENTAL INSUF	517	517	62	62	310	145
132. 100-2220-52200-1-00-00000 MEDIA SPECIALIST FICA	3,290	3,290	274	274	2,194	822
133. 100-2220-52200-1-01-00000 LIBRARY SUPPORT FICA	978	978	68	68	832	78
134. 100-2220-52310-1-00-00000 LIBRARY SUPPORT RETIREMENT	0	0	0	0	0	0
135. 100-2220-52320-1-00-00000 MEDIA SPECIALIST RETIREMENT	8,447	8,447	704	704	4,928	2,815
136. 100-2220-53210-1-00-00000 CONTRACT SERVICES	0	0	0	0	0	0
137. 100-2220-54300-1-00-00000 LIBRARY REPAIRS	1	1	0	0	0	1
138. 100-2220-56100-1-00-00000 LIBRARY SUPPLIES	2,000	2,000	0	0	204	1,796
139. 100-2220-56410-1-00-00000 LIBRARY BOOKS & OTHER PRINTS	15,000	15,000	0	0	10,474	4,526
140. 100-2220-56500-1-00-00000 LIBRARY SOFTWARE	4,100	4,100	0	0	0	4,100
141. 100-2220-57300-1-00-00000 LIBRARY EQUIPMENT	1	1	0	0	0	1
142. 100-2220-57330-1-00-00000 LIBRARY FURNITURE/FIXTURES	1,500	1,500	0	0	0	1,500
143. 100-2220-57370-1-00-00000 LIBRARY REPLACE FURN/FIXT	1	1	0	0	0	1
144. 100-2220-58100-1-00-00000 DUES & FEES	240	240	0	0	0	240
TOTAL 2220 LIBRARY	\$101,697	\$101,697	\$5,581	\$5,581	\$54,014	\$42,102

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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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	
2310 SCHOOL BOARD												
145. 100-2310-51110-1-00-00000 SCHOOL BOARD SALARIES	5,500	5,500	0	0	0	2,750	2,750	0	2,750	2,750	0	
146. 100-2310-51120-1-00-00000 SCHOOL BOARD MODERATOR	125	125	0	0	0	0	0	0	0	125	0	
147. 100-2310-51130-1-00-00000 SCHOOL BOARD TREASURER	3,000	3,000	0	0	0	1,500	1,500	0	1,500	1,500	0	
148. 100-2310-51150-1-00-00000 SCHOOL BOARD DISTRICT CLERK	200	200	0	0	0	0	0	0	0	200	0	
149. 100-2310-51160-1-00-00000 SCHOOL BOARD SECRETARY	5,000	5,000	345	345	345	3,594	3,594	0	3,594	1,061	0	
150. 100-2310-52200-1-00-00000 SCHOOL BOARD FICA	1,057	1,057	26	26	26	626	626	0	626	405	0	
151. 100-2310-53220-1-00-00000 SCHOOL BOARD PROF.DEV.	600	600	0	0	0	0	0	0	0	600	0	
152. 100-2310-53800-1-00-00000 SCHOOL BOARD LEGAL SERVICES	15,000	15,000	2,320	2,320	2,320	950	950	0	950	11,730	0	
153. 100-2310-53820-1-00-00000 SCHOOL BOARD AUDITOR	18,000	18,000	385	385	385	180	180	0	180	17,615	0	
154. 100-2310-55400-1-00-00000 SCHOOL BOARD ADS/NOTICES	5,000	5,000	180	180	180	90	90	0	90	4,730	0	
155. 100-2310-55410-1-00-00000 SCHOOL BOARD - BACKGROUNDS	6,000	6,000	0	0	0	0	0	0	0	6,000	0	
156. 100-2310-55450-1-00-00000 SCHOOL BOARD BALLOT PRINTING	3,549	3,549	0	0	0	0	0	0	0	3,549	0	
157. 100-2310-55500-1-00-00000 SCHOOL BOARD DISTRICT REPORT	1,000	1,000	0	0	0	0	0	0	0	1,000	0	
158. 100-2310-56100-1-00-00000 SCHOOL BOARD - SUPPLIES	500	500	0	0	0	0	0	0	0	500	0	
159. 100-2310-57340-1-00-00000 NEW COMPUTERS/TABLET	0	0	0	0	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	0	0	0	4,200	0	
161. 100-2310-58200-1-00-00000 SCHOOL BOARD - SCHOLARSHIP	500	500	0	0	0	0	0	0	0	500	0	
162. 100-2310-58900-1-00-00000 SCHOOL BOARD MISC	500	500	(1,475)	(1,475)	(1,475)	1,500	1,500	0	1,500	475	0	
TOTAL 2310 SCHOOL BOARD	\$69,731	\$69,731	\$1,781	\$1,781	\$1,781	\$11,010	\$11,010	\$0	\$11,010	\$56,940	\$0	

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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 1/1/2025 - 1/31/2025	Reported Period 1/1/2025 - 1/31/2025	Encumbrances 7/1/2024 - 1/31/2025	Amount Remaining 1/1/2025 - 1/31/2025
2320 SAU ADMINISTRATION EXPENSE						
163. 100-2320-51100-1-00-00000 SUPERINTENDENT SALARY	90,000	90,000	22,875	22,875	0	67,125
164. 100-2320-51110-1-00-00000 STUDENT SERVICES DIRECTOR	84,000	84,000	6,923	6,923	38,077	39,000
165. 100-2320-51150-1-00-00000 SUPPORT STAFF SALARY	60,243	60,243	4,634	4,634	25,487	30,122
166. 100-2320-52110-1-00-00000 HEALTH INSURANCE	51,174	51,174	4,920	4,920	4,920	41,334
167. 100-2320-52120-1-00-00000 DENTAL INS	2,072	2,072	256	256	628	1,188
168. 100-2320-52140-1-00-00000 DISABILITY INSURANCE	414	414	0	0	0	414
169. 100-2320-52200-1-00-00000 FICA	16,160	16,160	2,563	2,563	5,747	7,850
170. 100-2320-52310-1-00-00000 RETIREMENT - SAU	31,355	31,355	1,564	1,564	8,600	21,191
171. 100-2320-52320-1-00-00000 RETIREMENT	0	0	0	0	0	0
172. 100-2320-52350-1-00-00000 RETIREMENT	0	0	0	0	0	0
173. 100-2320-53200-1-00-00000 CONFERENCES/COURSES	1,000	1,000	0	0	0	1,000
174. 100-2320-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000	1,000	0	0	0	1,000
175. 100-2320-54300-1-00-00000 MAINTENANCE AGREEMENTS	2,500	2,500	0	0	0	2,500
176. 100-2320-54420-1-00-00000 COPIER/LEASE	3,000	3,000	4,542	4,542	10,050	(11,592)
177. 100-2320-55400-1-00-00000 ADVERTISING	3,000	3,000	0	0	0	3,000
178. 100-2320-55610-1-00-00000 TUITION OTHER	3,000	3,000	0	0	0	3,000
179. 100-2320-55800-1-00-00000 TRAVEL	0	0	0	0	0	0
180. 100-2320-56100-1-00-00000 SUPPLIES & FORMS	4,000	4,000	267	267	77	3,656
181. 100-2320-56400-1-00-00000 SOFTWARE	500	500	0	0	0	500
182. 100-2320-57340-1-00-00000 COMPUTER HARDWARE & NETWC	200	200	0	0	0	200
183. 100-2320-58100-1-00-00000 DUES/FEES	2,000	2,000	0	0	0	2,000
TOTAL 2320 SAU ADMINISTRATION EXPENSE	\$355,618	\$355,618	\$48,544	\$48,544	\$93,586	\$213,488

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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 1/1/2025 - 1/31/2025	Reported Period 1/1/2025 - 1/31/2025	Encumbrances 7/1/2024 - 1/31/2025	Amount Remaining 1/1/2025 - 1/31/2025
2410 PRINCIPAL						
184. 100-2410-51110-1-00-00000 PRINCIPAL SALARY	96,600	96,600	7,431	7,431	40,869	48,300
185. 100-2410-51120-1-00-00000 ASST.PRINCIPAL SALARY	88,463	88,463	6,805	6,805	37,426	44,232
186. 100-2410-51130-1-01-00000 PRINC.SUPPORT SALARY	69,449	69,449	6,010	6,010	36,917	26,522
187. 100-2410-52110-1-00-00000 PRINCIPAL HEALTH INSURANCE	3,000	3,000	2,657	2,657	13,286	(12,943)
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	650	506
190. 100-2410-52120-1-01-00000 PRINCIPAL SUPPORT DENTAL INS	1,226	1,226	61	61	303	862
191. 100-2410-52200-1-00-00000 PRINCIPAL FICA	21,935	21,935	1,497	1,497	10,420	10,018
192. 100-2410-52310-1-01-00000 SUPPORT RETIREMENT	9,396	9,396	813	813	4,995	3,588
193. 100-2410-52320-1-00-00000 PRINCIPAL RETIREMENT	34,972	34,972	2,796	2,796	15,377	16,799
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/MAINTEN/ANC	4,500	3,000	0	0	0	3,000
197. 100-2410-54420-1-00-00000 PRINCIPAL-COPIER/LEASE	10,000	10,000	995	995	2,985	6,020
198. 100-2410-55340-1-00-00000 PRINCIPAL POSTAGE	4,400	4,900	173	173	195	4,532
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	499	499	26	7,475
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	\$29,867	\$29,867	\$164,199	\$195,954

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	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025			
2510 FISCAL SERVICES												
206. 100-2510-51100-1-00-00000 BUSINESS ADMINISTRATOR SALAI	100,000	100,000	6,375	6,375	28,875	64,750						
207. 100-2510-51120-1-00-00000 SUPPORT STAFF SALARY	120,820	120,820	9,791	9,791	53,850	57,179						
208. 100-2510-52110-1-00-00000 HEALTH INSURANCE	23,736	23,736	1,968	1,968	10,341	11,427						
209. 100-2510-52120-1-00-00000 DENTAL INSURANCE	1,887	1,887	126	126	628	1,133						
210. 100-2510-52200-1-00-00000 FICA	16,893	16,893	893	893	7,317	8,683						
211. 100-2510-52300-1-00-00000 RETIREMENT	0	0	0	0	0	0						
212. 100-2510-52310-1-00-00000 RETIREMENT - EMPLOYEES	0	0	0	0	0	0						
213. 100-2510-52320-1-00-00000 RETIREMENT-EMPLOYEES	32,260	32,260	1,325	1,325	8,025	22,910						
214. 100-2510-53200-1-00-00000 CONFERENCES/COURSES	1,300	1,300	0	0	0	1,300						
215. 100-2510-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000	1,000	0	0	0	1,000						
216. 100-2510-53900-1-00-00000 AUDITOR	0	0	0	0	0	0						
217. 100-2510-54300-1-00-00000 MAINTENANCE AGREEMENTS	65,313	65,313	660	660	38,720	25,933						
218. 100-2510-55800-1-00-00000 TRAVEL	100	100	22	22	0	78						
219. 100-2510-56100-1-00-00000 SUPPLIES	3,370	3,370	216	216	0	3,154						
220. 100-2510-57330-1-00-00000 NEW FURNITURE/FIXTURES	2,500	2,500	0	0	0	2,500						
221. 100-2510-58100-1-00-00000 DUES/FEES	870	870	0	0	0	870						
TOTAL 2510 FISCAL SERVICES	\$370,049	\$370,049	\$21,376	\$21,376	\$147,756	\$200,917						

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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025
2610 OPERATIONS/MAINTENANCE												
222. 100-2610-51110-1-00-00000 OP/MAINT CUSTODIAN SALARY	180,030	180,030	180,030	180,030	11,342	11,342	11,342	11,342	70,642	70,642	98,046	98,046
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	28,875	28,875	34,125	34,125
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	12,575	12,575	9,063	9,063
225. 100-2610-52120-1-00-00000 OP/MAINT - DENTAL INSURANCE	1,732	1,732	1,732	1,732	182	182	182	182	969	969	581	581
226. 100-2610-52200-1-00-00000 OP/MAINT FICA	16,789	16,789	16,789	16,789	1,226	1,226	1,226	1,226	9,016	9,016	6,547	6,547
227. 100-2610-52310-1-00-00000 OP/MAINT RETIREMENT	29,693	29,693	29,693	29,693	2,245	2,245	2,245	2,245	10,012	10,012	17,436	17,436
228. 100-2610-52200-1-00-00000 OP/MAINT CONTRACTED SERVICE	48,693	48,693	48,693	48,693	1,575	1,575	1,575	1,575	14,891	14,891	32,227	32,227
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	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	9,500
231. 100-2610-54210-1-00-00000 OP/MAINT RUBBISH REMOVAL	10,947	10,947	10,947	10,947	1,375	1,375	1,375	1,375	194	194	9,378	9,378
232. 100-2610-54220-1-00-00000 OP/MAINT SNOW REMOVAL	32,875	32,875	32,875	32,875	4,125	4,125	4,125	4,125	12,375	12,375	16,375	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	7,300
234. 100-2610-54240-1-00-00000 OP/MAINT CARE OF GROUNDS	26,000	26,000	26,000	26,000	2,917	2,917	2,917	2,917	5,283	5,283	17,800	17,800
235. 100-2610-54300-1-00-00000 OP/MAINT REPAIR BUILDINGS	33,350	33,350	33,350	33,350	2,973	2,973	2,973	2,973	3,280	3,280	27,097	27,097
236. 100-2610-54300-1-06-00000 PAUL SCHOOL ROOF REPAIR	1	1	1	1	0	0	0	0	0	0	1	1
237. 100-2610-54320-1-00-00000 MAINTENANCE - SPECIAL PROJEC	1	1	1	1	0	0	0	0	0	0	1	1
238. 100-2610-54420-1-00-00000 OP/MAINT RENTAL OF EQUIPMENT	2,900	2,900	2,900	2,900	75	75	75	75	375	375	2,450	2,450
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	35,856
240. 100-2610-55310-1-00-00000 OP/MAINT INTERNET/PHONES	23,040	23,040	23,040	23,040	1,245	1,245	1,245	1,245	19,115	19,115	2,680	2,680
241. 100-2610-55800-1-00-00000 OP/MAINT TRAVEL	480	480	480	480	0	0	0	0	0	0	480	480
242. 100-2610-56100-1-00-00000 OP/MAINT SUPPLIES	36,000	36,000	36,000	36,000	3,412	3,412	3,412	3,412	7,239	7,239	25,349	25,349
243. 100-2610-56220-1-00-00000 OP/MAINT ELECTRICITY	64,166	64,166	64,166	64,166	5,592	5,592	5,592	5,592	25,500	25,500	33,074	33,074
244. 100-2610-56230-1-00-00000 OP/MAINT LP GAS	54,750	54,750	54,750	54,750	8,617	8,617	8,617	8,617	37,042	37,042	9,091	9,091
245. 100-2610-56240-1-00-00000 OP/MAINT FUEL OIL	16,590	16,590	16,590	16,590	3,486	3,486	3,486	3,486	10,230	10,230	2,874	2,874
246. 100-2610-56500-1-00-00000 OP/MAINT SOFTWARE	0	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	0	0	0	0	0	0	3,200	3,200
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	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	650

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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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025
TOTAL 2610 OPERATIONS/MAINTENANCE	\$741,449	\$741,449	\$57,605	\$57,605	\$273,498	\$410,346

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining 1/1/2025 - 1/31/2025
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025			
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	0	0	0	0	0	4,887	4,887	0	195,626
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	61,702	61,702	0	0	0	369,724	369,724	0	(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	0	0	0	0	0	52,984	52,984	0	12,016
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	\$61,702	\$61,702	\$61,702	\$61,702	\$61,702	\$427,595	\$427,595	\$13,754	

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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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025
2722 SPECIAL EDUCATION STUDENT TRANSPORTATION												
267. 100-2722-51100-1-00-00000 SPED TRANS - DRIVERS SALARY	94,145	94,145	0	0	0	0	0	0	0	0	0	94,145
268. 100-2722-51140-1-00-00000 SPED TRANS - SUBSTITUTE	4,950	4,950	0	0	0	0	0	0	0	0	0	4,950
269. 100-2722-52110-1-00-00000 SPED TRANS - HEALTH	2,000	2,000	0	0	0	0	0	0	0	0	0	2,000
270. 100-2722-52120-1-00-00000 SPED TRANS - DENTAL INSURANC	0	0	0	0	0	0	0	0	0	0	0	0
271. 100-2722-52200-1-00-00000 SPED TRANS - FICA	7,202	7,202	0	0	0	0	0	0	0	0	0	7,202
272. 100-2722-52310-1-00-00000 SPED TRANS - RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0
273. 100-2722-53200-1-00-00000 SPED TRANS - CONTRACTED SERV	15,232	15,232	34,484	34,484	34,484	34,484	34,484	34,484	30,104	30,104	(49,356)	
274. 100-2722-57300-1-00-00000 EQUIPMENT	1	1	0	0	0	0	0	0	0	0	0	1
TOTAL 2722 SPECIAL EDUCATION STUDENT TRANSPORTATION	\$123,530	\$123,530	\$34,484	\$34,484	\$34,484	\$34,484	\$34,484	\$34,484	\$30,104	\$30,104	\$58,942	

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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 1/1/2025 - 1/31/2025	Reported Period 1/1/2025 - 1/31/2025	Encumbrances 7/1/2024 - 1/31/2025	Amount Remaining 1/1/2025 - 1/31/2025
2724 ATHLETICS STUDENT TRANSPORTATION						
275. 100-2724-51100-1-00-00000 ATHLETIC TRANS - SALARY	5,000	5,000	471	471	4,005	524
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	\$471	\$471	\$4,005	\$908

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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 1/1/2025 - 1/31/2025	Reported Period 1/1/2025 - 1/31/2025	Encumbrances 7/1/2024 - 1/31/2025	Amount Remaining 1/1/2025 - 1/31/2025
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	185	4,115
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 - CON	1	1	0	0	0	1
TOTAL 2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATIO	\$5,212	\$5,212	\$0	\$0	\$185	\$5,027

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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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025
2820 TECHNOLOGY												
282.100-2820-51140-1-00-00000	0	0	0	0	0	0	0	0	0	0	0	0
283.100-2820-51180-1-00-00000	78,000	59,300	4,348	4,348	4,348	4,348	4,348	4,348	23,913	31,039	31,039	31,039
284.100-2820-52110-0-00-00000	19,664	19,664	0	0	0	0	0	0	0	19,664	19,664	19,664
285.100-2820-52121-0-00-00000	681	681	61	61	61	61	61	61	364	256	256	256
286.100-2820-52200-1-00-00000	5,967	5,967	333	333	333	333	333	333	2,162	3,472	3,472	3,472
287.100-2820-52310-1-00-00000	10,553	10,553	588	588	588	588	588	588	3,235	6,730	6,730	6,730
288.100-2820-52320-1-00-00000	0	0	0	0	0	0	0	0	0	0	0	0
289.100-2820-52320-1-00-00000	23,300	42,000	3,500	3,500	3,500	3,500	3,500	3,500	16,071	22,429	22,429	22,429
290.100-2820-54300-1-00-00000	11,100	11,100	0	0	0	0	0	0	975	10,125	10,125	10,125
291.100-2820-54350-1-00-00000	1	1	344	344	344	344	344	344	2,326	(2,669)	(2,669)	(2,669)
292.100-2820-55310-1-00-00000	1	1	0	0	0	0	0	0	0	1	1	1
293.100-2820-56100-1-00-00000	13,500	13,500	0	0	0	0	0	0	0	13,500	13,500	13,500
294.100-2820-57340-1-00-00000	1	1	0	0	0	0	0	0	0	1	1	1
295.100-2820-57380-1-00-00000	1	1	0	0	0	0	0	0	0	1	1	1
296.100-2820-58100-1-00-00000	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL 2820 TECHNOLOGY	\$162,769	\$162,769	\$9,174	\$9,174	\$9,174	\$9,174	\$9,174	\$9,174	\$49,046	\$104,549	\$104,549	\$104,549

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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	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	7/1/2024 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	1/1/2025 - 1/31/2025	
2900 OTHER BENEFITS												
297. 100-2900-52140-1-00-00000	10,000	10,000	10,000	837	837	4,340	837	837	4,340	4,823		
298. 100-2900-52170-1-00-00000	1	1	1	0	0	0	0	0	0	1		
299. 100-2900-52190-1-00-00000	6,309	6,309	6,309	5,361	5,361	0	5,361	5,361	0	948		
300. 100-2900-52201-0-00-00000	1,000	1,000	1,000	0	0	0	0	0	0	1,000		
301. 100-2900-52600-1-00-00000	22,865	22,865	22,865	0	0	0	0	0	0	22,865		
TOTAL 2900 OTHER BENEFITS	\$40,175	\$40,175	\$40,175	\$6,198	\$6,198	\$4,340	\$6,198	\$6,198	\$4,340	\$29,637		

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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 1/1/2025 - 1/31/2025	Reported Period 1/1/2025 - 1/31/2025	Encumbrances 7/1/2024 - 1/31/2025	Amount Remaining 1/1/2025 - 1/31/2025
5252 TRANSFERS TO/FROM TRUST FUNDS						
302. 100-5252-59300-1-02-00000 TRANS TO EXPEND TRUST-BOILEI	50,000	50,000	0	0	0	50,000
303. 100-5252-59300-1-04-00000 TRANS TO EXPEND TRUST-TRANS	110,000	110,000	0	0	0	110,000
304. 100-5252-59300-1-10-00000 TRANS TO EXPEND TRUST-SPED E.	50,000	50,000	0	0	0	50,000
305. 100-5252-59300-1-12-00000 TRANS TO EXP. TRUST FUND-SECL	0	0	0	0	0	0
306. 100-5252-59300-1-17-00000 TRANS TO EXPEND TRUST-BUILD-	0	0	0	0	0	0
307. 100-5252-59300-1-54-00000 TRANS TO EXPEND TRUST-PARKIN	0	0	0	0	0	0
308. 100-5252-59300-1-55-00000 PAVING OF 76 TAYLOR WAY	0	0	0	0	0	0
309. 100-5252-59300-1-56-00000 TRANS TO EXPEND TRUST-GYM F	0	0	0	0	0	0
310. 100-5252-59300-1-57-00000 TRANS TO EXPEND TRUST-MAINT	0	0	0	0	0	0
311. 100-5252-59300-1-58-00000 WELL REPLACEMENT	15,000	15,000	0	0	0	15,000
312. 100-5252-59300-1-59-00000 REPLACE HVAC UNITS	75,000	75,000	0	0	0	75,000
313. 100-5252-59300-1-60-00000 CLASSROOM RENOVATIONS	25,000	25,000	0	0	0	25,000
TOTAL 5252 TRANSFERS TO/FROM TRUST FUNDS	\$325,000	\$325,000	\$0	\$0	\$0	\$325,000
TOTAL 100 GENERAL FUND	\$12,459,423	\$12,459,423	\$883,654	\$883,654	\$6,131,484	\$5,444,285
GRAND TOTAL	\$12,459,423	\$12,459,423	\$883,654	\$883,654	\$6,131,484	\$5,444,285

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68089

Check Batch: 45639
 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
45639	23962	01/31/2025	310	AMAZON BUSINESS	0.00	730.92
	23963	01/31/2025	948	BASIX AUTOMATION INTEGRATORS	0.00	525.00
	23964	01/31/2025	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	795.00
	23965	01/31/2025	1190	CLEAN-O-RAMA	0.00	2,662.52
	23966	01/31/2025	9375	DRUMMOND WOODSUM & MACMAHON PA	0.00	5,681.60
	23967	01/31/2025	9755	EVERON, LLC	0.00	162.99
	23968	01/31/2025	9741	FIRST STUDENT	0.00	210.11
	23969	01/31/2025	585	HEALTH TRUST	0.00	5,933.89
	23970	01/31/2025	2161	HOWE TWO LAWCARE & LANDSCAPING LLC	0.00	7,041.66
	23971	01/31/2025	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	3,209.46
	23972	01/31/2025	2190	MOUNT PROSPECT ACADEMY	0.00	250.00
	23973	01/31/2025	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	29,248.97
	23974	01/31/2025	9290	PAGE STREET LEASING, LLC	0.00	75.00
	23975	01/31/2025	1209	SALMON PRESS, INC	0.00	90.00
	23976	01/31/2025	9530	SOLIANT	0.00	6,487.50
	23977	01/31/2025	1706	CHARTER COMMUNICATIONS	0.00	423.98
	23978	01/31/2025	9679	STORAGE NETWORKS CORPORATION	0.00	344.00
	23979	01/31/2025	762	STRAFFORD LEARNING CENTER	0.00	3,198.37
	23980	01/31/2025	9191	TORRES, LUIS	0.00	470.40
	23981	01/31/2025	9368	VERIZON	0.00	410.48
	23982	01/31/2025	9669	VOYA BENEFITS COMPANY	0.00	112.50
	23983	01/31/2025	9669	VOYA BENEFITS COMPANY	0.00	67.64
	23984	01/31/2025	9669	VOYA BENEFITS COMPANY	0.00	1,113.09
	23985	01/31/2025	2164	W.B. MASON COMPANY	0.00	215.94
Totals:					0.00	\$69,461.02


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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68089

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 DeColfmackey, School Board Chairman


Bob Ouellette, School Board Vice Chairman


Mary Collins, School Board Member

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member


Carlene Stewart, Treasurer

49

24 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 68069

Check Batch: 45624
 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
45624	90392	01/29/2025	8926	IRVING ENERGY	0.00	969.58
	90393	01/29/2025	8927	IRVING ENERGY-PROPANE	0.00	69.46
	90394	01/29/2025	8927	IRVING ENERGY-PROPANE	0.00	4,213.67
	90395	01/29/2025	669	EVERSOURCE	0.00	5,591.58
Totals:						\$10,844.29

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 TREASURER APPROVALS

Robert DeColfmacke
Robert DeColfmacke, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

51

Sandrea Taliaferro, School Board Member

Brennan Peaslee
Brennan Peaslee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

4 Checks Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 68105

Check Batch: 45647
 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	
45647	90396	01/31/2025	834	WASTE MGMT OF NH-ROCHESTER	0.00	1,375.02	
Totals:						0.00	\$1,375.02

52

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeCaffmacher
 Robert DeCaffmacher, School Board Chairman

Bob Quелlette
 Bob Quелlette, 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

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 68055

Check Batch: 45614
 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
45614	90391	01/28/2025	9608	BMO HARRIS BANK N.A.	0.00	360.06
Totals:						360.06

53

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
 Brennan Peaslee, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68086

Check Batch: 45638
 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
45638	23961	01/31/2025	310	AMAZON BUSINESS	0.00	75.35
Totals:					0.00	\$75.35

54

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeCoffinacker
 Robert DeCoffinacker, 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

Manual AP CHECK REGISTER

Report # 68102

Check Batch: 45645
 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
45645	90397	02/03/2025	8926	IRVING ENERGY	0.00	551.72
Totals:					0.00	\$551.72

55

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeC...
 Robert DeC... 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

Wakefield School Board Public Minutes

Tuesday February 4, 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: Ashia Roy, Aaron Nason, Meghan Nason, Amelia Nason, Milo Rainone, Sara Cook, Heather Wilcauskas, Frank Peaver, Kim Hurley, Tom Leonard, John Powers and Max Gehring from Clearview TV.

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

Agenda Review

None

Presentations, Public Hearings

Annual Report Cover Winner (Milo Rainone)

Mr. DeColfmacker presented a check to Milo Rainone for winning the district report cover contest. for His drawing will appear on the front cover of the Annual School District Report.

5th Grade Writers (Amelia Nason)

Mrs. Hurley, fifth grade teacher explained that her class had all written scary stories for National Writers Month. They had not only written the stories but then went back and then edited them and explained why they had written them as they had. Amelia (Milli) Nason read her story to those gathered. The story was great and she read it very well.

PTA

The PTA is looking for classroom snack donations. They are also listed on Amazon. They will be hosting dances on February 14th. They will also be selling flowers on February 14th. They are looking forward to their Read-A-Thon in March.

Non Public Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to enter non public under RSA 91-A;3 II (c) at 6:19. Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye., Peaslee, aye.

The Board re-entered public session at 6:29.

Public Comment

None

Reports

Transportation

Mrs. Taliaferro said that the buses have been transferred to Parks and Rec and the lettering will be removed. Diprizio's is aware that the tires they have in their possession now belong to Parks and Rec. The vans have gone to Diprizio's for safety inspections and new batteries. The lettering has to be removed. The Board needs to discuss whether we want to do the inspections or wait until after voting to decide. Mrs. Peaslee said if we replace the batteries and let them sit through the winter the batteries will go bad. Mrs. Taliaferro asked why should we inspect them. When someone buys them they need to inspect them anyway. Mr. DeColfmacker feels that they will bring more money if they are drivable and inspected. Inhouse use has been eliminated. Mr. Markiewicz said he needed some direction from the School Board.

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to check with the town to make sure they don't need the 2017 van or the 2019 van, and if not, have the lettering removed, batteries replaced and the safety inspection completed. Also have radios and cameras removed if they are in them. Then put them out to bid with an end date of ninety days using Kelly Blue Book minimum values in the bids. (Vote 4-1)

The Board received bids from Cressy and are waiting for one from First Student. Mrs. Taliaferro still feels that the vehicles should be put out to bid individually. Mr. Markiewicz will look into getting the bids from First Student. Mr. Peaslee said we can then compare the bids for each individual bus and do what's best for the district. She asked, do we still have cameras and radios we can sell? She said the SD cards have to also be removed as they have student information on them. Mr. Markiewicz will look into this.

Enrollment

Mr. Ouellette read the current enrollment figures.

Paul School Enrollment Report

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
LP	15	16	17	18	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	0	415	424	421	417	0	0	0	0	0

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

15 of 1/27/2015

Mrs. Collins asked about the results of the state testing from last year. Mrs. Keenan said some of that information is in tonight's presentation but she said the Board will have it for the next meeting.

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 session 1 of January 21, 2025. (Vote 5-0)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the public minutes of January 21, 2025. (Vote 5-0)

New Business

IT Server

Mr. Leonard said he has been going through the back end of our network with Acapella, our consulting agency and network our network people. Wi-Fi updates have been completed. The switches are new. The bandwidth has been increased from 200 to 500 because of the addition of the cameras and phones. There is also a new firewall. He figures the server is at least ten years old and needs to be replaced. We can't upgrade past 2022. He said if that fails we can't do anything. It's an off brand server. Acapella is managing it right now.

He said he asked Acapella what a new server would cost. That would be removing the old one and building one from scratch and installing it. The price would be \$18,000 built not bought and configured to what this school needs. That would include all the configuration, planning and installation. Everything will be mounted off the ground. This company will also include a five year parts and warranty. He said we have no back up if there is a power outage. He is asking to take money from the Trust Fund for the server. He'd like to do this the end of April during the spring break.

Mr. DeColfmacker said according to our purchasing policy we are supposed to get three quotes. He said this is a proprietary item. Mr. Leonard plans to come back with three bids for the Chromebooks. He said with the two Microsoft upgrades we won't need to replace the server for six to eight years, which is normal. Mrs. Taliaferro asked if we had backup on the cloud. Mr. Leonard said what we have is disc backup. The cloud is expensive. Mrs. Taliaferro asked if there was room for growth. He said it does with modifications.

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to waive policy DJ to accept the Acapella purchase for the new server. (Vote 5-0)

A public hearing to expend the funds will take place at the first meeting in March. Mr. Leonard said the company want's 25% down. He will see that Mr. Markiewicz receives the contract tomorrow.

DOE SAS Improvement Plan

Mrs. DiRocco said that this plan was presented to the full staff at last weeks teacher workshop. The DOE identifies schools based on what they call cut scores based on your SAS data. This is the mandated state assessment test taken every year for grades 3-8 in both math and literacy. Also, science assessment is done in grades 5-8. Parents can opt their child out of this test but it then counts as a zero towards our score if we go over a certain amount of families opting out. In previous years there were many. Mrs. DiRocco said we are doing a better job of having less opt out. This year if a family opts out the building principal has to report it to the state.

Do to the test scores of last year (2023-2024) Additional Targeted Support and Improvement school which puts you on an improvement plan. That gives us three years to show academic growth. Mrs. Taliaferro said she doesn't understand how we have so many making honor roll and end up with this. Mrs. DiRocco said she feels there's a discrepancy between the scores and our grading policy. Mrs. DiRocco said if we don't make the growth we move up to the next level and the more the DOE monitors your school. Right now, we are at the level where she, Mrs. Levitt-Carlson and Mrs. Keenan have developed a plan and submitted it to the state. She said that they are the monitors of the plan and we report how it's going to the state. The explanation by Mrs. DiRocco and Mrs. Keenan followed. (The presentation is at the end of these minutes)

Superintendent Search Committee

After discussion the Board decided to ask Mrs. DiRocco, Mrs. Levitt-Carlson, Mrs. Keenan, Mr. Markiewicz, Mrs. Roy a member of the Teachers Union and a member of the Para Union. Elaine Millian, A middle school teacher and an elementary teacher and two Board members, Mrs. Taliaferro and Mr. Ouellette to be on the Superintendent Search Committee. The final candidates will tour the school and speak with staff. Their final interview will be with the Board who will make the final decision.

Mrs. DiRocco will ask the union reps and the teachers. She was also asked to put the committee together. (times and dates) Mr. Markiewicz suggested that they look at a calendar before they start interviews. The posting has only been out for two weeks. Districts have been looking at applicants in November and December. The Board decided to start scheduling interviews in the first week of March. The committee will meet prior to that to go over the process and choose interview questions.

Committee Updates

Joint Loss Committee

Mr. Ouellette gave the highlights of the Joint Loss Committee. He told the Board that they discussed incident reports and how and when they have to fill them out. They discussed one on one training for CALM. Procedure for non-school events like PTA. Fire alarms outside the building, trash cleanup and snow removal, chemical storage, health concerns, sports injuries were all discussed. Lock down procedure will be discussed at the next staff meeting.

Wellness Committee

Mrs. DiRocco said they discussed the 68 Hours of Hunger program. Wellness activities were offered on the 27th. The twenty minutes activities included physical fitness, art, yoga and a book swap.

Policies

Second Reading

EBCH – Chemical Safety and Chemical Hygiene Plan

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

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

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

IHBA-R

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve Policy HIBA-R. (Vote 5-0)

First Reading

DJ-R Purchasing Procedures

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to add “*will be implemented after School Board notification*” to the end of the last paragraph. (Vote 5-0)

Mrs. Taliaferro made a motion, seconded by Mrs. Collins, to add “*within thirty days*” to the end of the second paragraph on the second page.(5-0)

This policy will go back to the Policy Committee and Mr. Markiewicz will also look at it.

JFACC – Tuition Expense for Wakefield Residents

This policy will go back to the policy committee to add priority for siblings. The sibling must be currently enrolled and be in that school next year and add a time limit to submit their letter by September 1st.

Deliberative Session

Mrs. Taliaferro clarified that Article 9 was not for the gym divider. The gym divider is in the operating budget under special projects. Article 9 is for unanticipated items.

Follow Up Nominations/Resignations

FYI Brittany Joy

Public Comment

None

Non Public

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to enter non public under RSA 91-A;3 II (c) at 8:29. Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Peaslee aye.

The Board returned to public session at 8:52.

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

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

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(desinee) 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.

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

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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 modulars
- 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.

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Why IXL?

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2. DOE requires an evidence-based intervention model with data collection that directly correlates to SAS

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

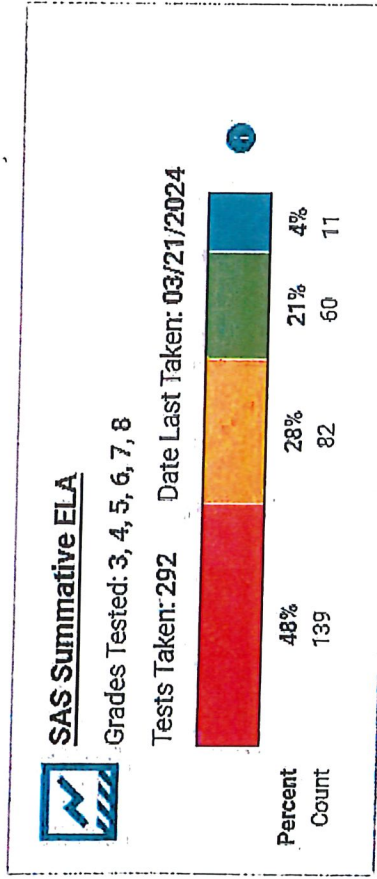
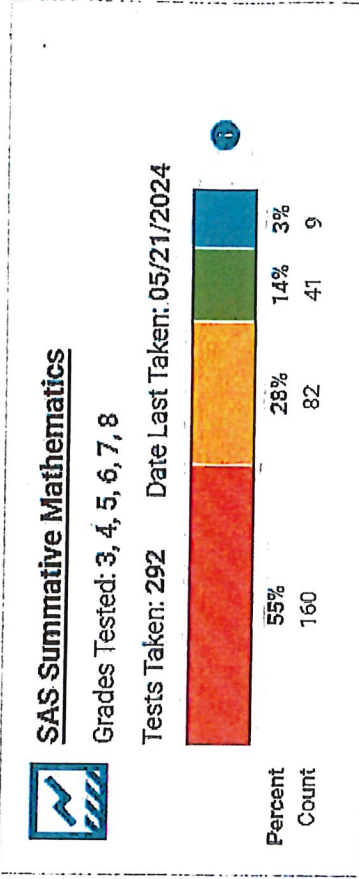
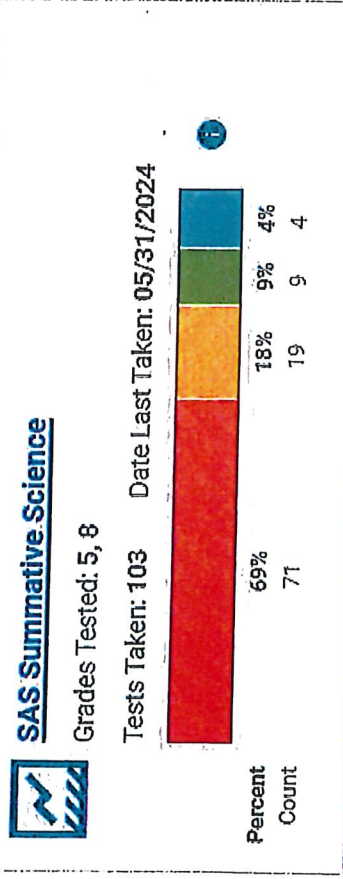
Concluding Thoughts

- 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.

What did our data look like last year?

Performance Distribution, By Test Group: Paul Elementary School, 2023-2024

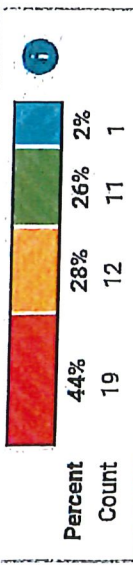
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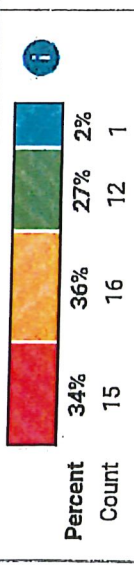
ELA Proficiency

23-24

8

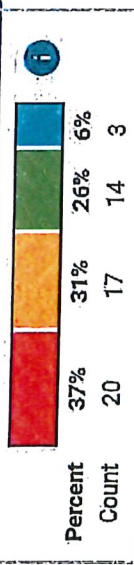


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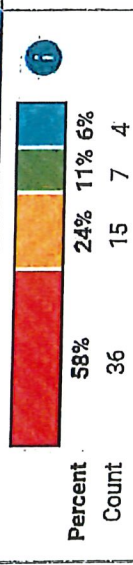


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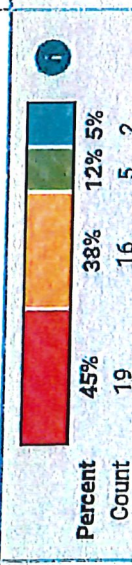
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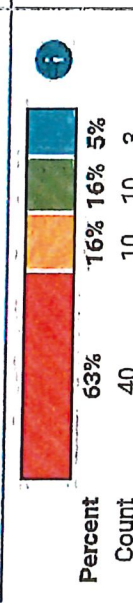
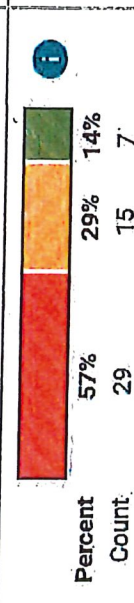
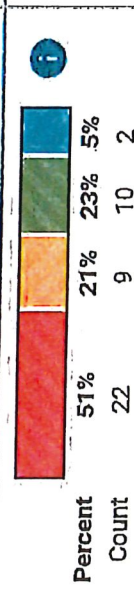
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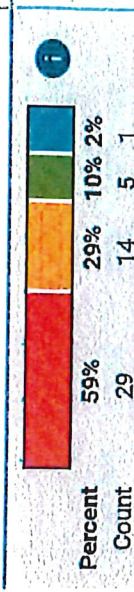
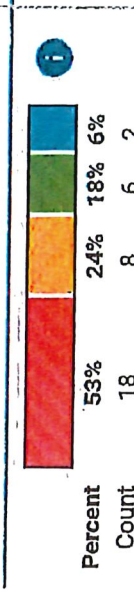
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22-23



21-22



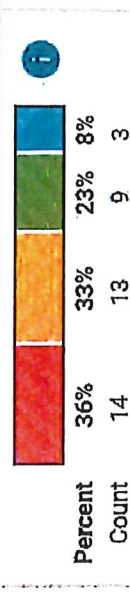
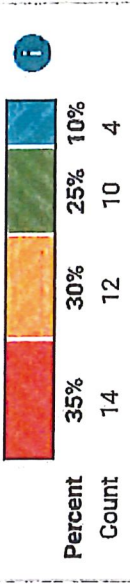
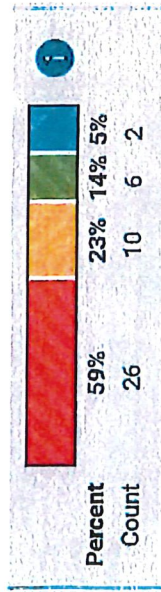
Mathematics Proficiency

23-24

22-23

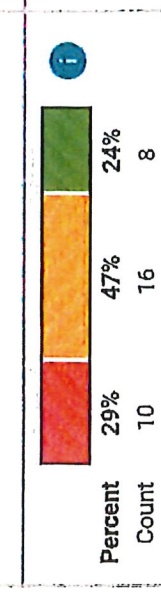
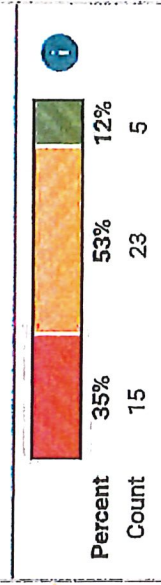
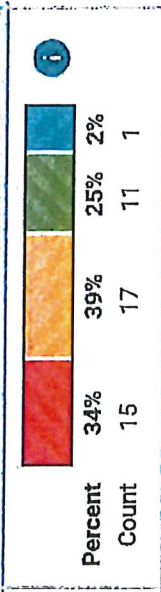
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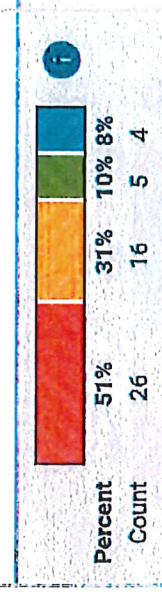
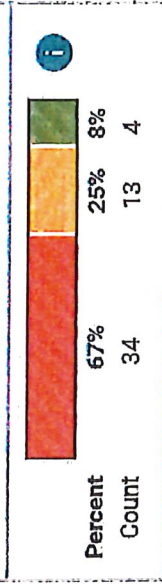
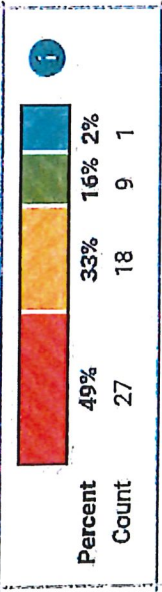


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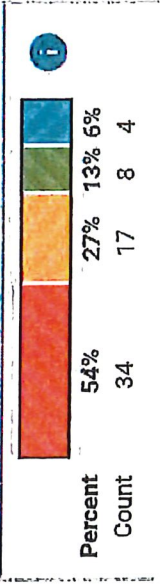
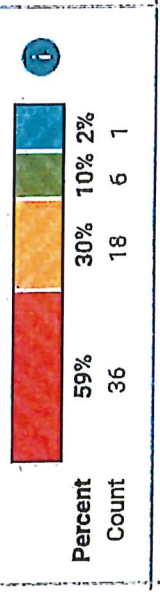
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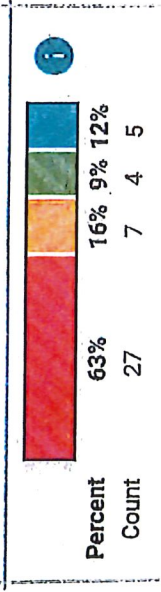
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4



NHSBA Update: 2025 NHSBA Special Title IX Policy Update is now available!

1 message

The New Hampshire School Boards Association <wphillips-nhsba.org@shared1.ccsend.com>
Reply-To: wphillips@nhsba.org
To: ashia.roy@sau101.org

Mon, Feb 10, 2025 at 3:27 PM



NHSBA Update: 2025 NHSBA Special Title IX Policy Update is now available!

Dear NHSBA Policy Members,

NHSBA is “pleased” to present this Special Title IX Policy Update which includes not only a revised sample ACAC, but several other revised policies directly related to the nullification of the 2024 Title IX regulations (described more fully in the Introduction to the 2025 NHSBA Special Title IX Policy Update Summary).

You can view and download the 2025 NHSBA Special Title IX Policy Update Summary [here](#). You can download a pdf with the Redline versions of the policies included in the update [here](#). Final versions can be found both in the main policy index and on policy update page.

Because the nullification of the 2024 Title IX regulations took effect on January 9, 2025, NHSBA recommends that boards waive any policy requiring a pre-review by a policy committee and/or two readings, and approve revised sample ACAC on an emergency basis, and then reschedule review of ACAC, and the other policies in this update within 30-60 days thereafter.

Please contact William Phillips, NHSBA Staff Attorney, at wphillips@nhsba.org if you have any questions.

Prohibition of Sexual Harassment: Policy and Grievance Procedures

This policy and grievance procedure applies to all reports or complaints of sexual harassment, whether prohibited by Title IX (“Title IX sexual harassment”) or sexual harassment prohibited/governed by other policies or state or federal laws (“Non-Title IX sexual harassment”). Definitions for both Title IX and Non-Title IX sexual harassment are found in Section **II.C** of this policy.

Instructions for making a report of either form of sexual harassment are found in Section **II.K**, and instructions for making a “Formal Complaint” initiating the Title IX investigation and determination process are found in Section **III.A**. The “Title IX Grievance Process” (or sometimes simply the “Grievance Procedure”) is Section **III**.

I. RESTATEMENT OF POLICY PROHIBITING DISCRIMINATION ON THE BASIS OF SEX.

Per Board policy AC, Title IX of the Education Amendments Act of 1972 (“Title IX”), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment, are prohibited in the District.

II. DEFINITIONS AND OTHER PROVISIONS APPLICABLE TO PROHIBITED SEXUAL HARASSMENT.

A. **Prohibited Sexual Harassment.** Sexual harassment is a form of sex discrimination and is strictly prohibited by the District. Behaviors that will often constitute prohibited sexual harassment include:

1. Sexually suggestive remarks or jokes;
2. Verbal harassment or abuse;
3. Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);
4. Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;
5. Harassing or sexually suggestive or offensive messages that are written or transmitted electronically;
6. Subtle or direct propositions for sexual favors or activities; or

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7. Touching of a sexual nature or groping will always constitute a violation of school policies, and such touching or groping that occurs without consent (i.e. sexual assault) will constitute sexual harassment prohibited under Title IX.

Such behaviors are prohibited and, depending on the context, the repetition, and/or the severity, may also violate one or more state or federal laws. The most severe, pervasive, and offensive of these behaviors are governed by Title IX. Less severe sexual harassment may still constitute a violation of this policy, Board policy AC and/or JICK, as well as one or more state or federal laws, such as: Title VII of the Civil Rights Act of 1964, RSA 193:38, RSA 354-A:1, -A:6 and -A:27. More detailed definitions of “Title IX sexual harassment” and other prohibited sexual harassment (“non-Title IX sexual harassment”) are set out in the definitions section in **II.C** below.

While **all reports of sexual harassment are to be processed in the first instance under Sect. II.K.1 of this Policy**, only formal complaints regarding alleged conduct that **could** constitute Title IX sexual harassment are subject to the Complaint and Grievance Procedure found in **Sect. III**, below. If the alleged conduct does not appear to meet - or has been determined under the Title IX Grievance Procedure of **Sect. III** not to meet - the definition of sexual harassment under Title IX, then the report will be investigated and processed in accordance with Board policy ACA.

B. Application of Policy.

This Policy shall apply to all students, employees, and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity.

Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law. **I** Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or will be reported to law enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

The Superintendent shall have overall responsibility for implementing this Policy, and shall annually appoint a District Title IX Coordinator **I** as that position is described in **Sect. II.C**, below. The name and contact information for the Title IX Coordinator is set forth in Board Policy AC-R(2), which policy shall be updated and disseminated annually with the Title IX Coordinator’s name as set forth in Board policy AC

C. Definitions.

As used in this Policy and the Title IX Grievance Process, the terms below shall have the

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meaning ascribed.

“Actual knowledge” occurs when the District’s Title IX Coordinator or **ANY** employee of one of the District’s schools (other than a “respondent” or alleged harasser) receives a notice, report or information or becomes aware of sexual harassment or allegations of sexual harassment.

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment, whether or not that person files a report or formal complaint.

“Days” shall mean calendar days, but shall exclude non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

“Decision Maker” means persons tasked with: the responsibility of making initial determinations of responsibility (at times referred to as “initial decision maker”); or the responsibility to decide any appeal (at times “appeals decision maker”) with respect to formal complaints of sexual harassment in accordance with the Title IX Grievance Process.

“Determination of Responsibility” is the formal finding by the decision-maker on each allegation of Sexual Harassment contained in a Formal Complaint that the Respondent did or did not engage in conduct constituting Sexual Harassment Under Title IX.

“Formal Complaint” means a document filed by a complainant, the complainant’s parent/guardian, or the Title IX Coordinator, alleging sexual harassment against a respondent, and requesting that the district investigate the allegation of sexual harassment.

“Respondent” is an individual who is reported to be the individual accused of conduct that could constitute sexual harassment.

“Sexual harassment” prohibited under this policy includes sexual harassment specifically prohibited and defined under regulations implementing Title IX (“Title IX sexual harassment”) and other sexual harassment defined or governed by other policies, or state or federal laws (“non-Title IX Sexual Harassment”).

The context and severity of behavior can make a difference between conduct prohibited under Title IX, and conduct of a sexual nature that violates Board policy and/or other statutes. The nature of the allegations will determine whether the allegations are to be processed under provisions relating to Title IX or under Board policy ACA. The Title IX Grievance Process found in Sect. III, below, will only be used upon the filing of a formal complaint (discussed in Sections II.K.3 and III.A, below).

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Sexual harassment under either definition may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

“Title IX sexual harassment” is conduct on the basis of sex occurring in a school system, education program or activity that constitutes one or more of the following:

- I.
 1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual’s participation or refusal to participate in sexual conduct, irrespective of whether the conduct is welcomed by the student or other employee;
 2. Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law; **OR**
 3. Unwelcome sex-based/related conduct determined by a reasonable person to be so severe, pervasive, **AND** objectively offensive that it effectively denies a person equal access to the education program or activity (this standard requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority. *(Note: conduct that meets some but not all the elements of this type of sexual harassment would not be Title IX sexual harassment, but, may, nonetheless, constitute Non-Title IX sexual harassment.)*)

Conduct that meets one or more of the above will not constitute Title IX sexual harassment if the conduct occurred (1) outside the United States or (2) under circumstances in which the school system did not have substantial control over both the harasser/respondent and the context in which the harassment occurred. The same conduct, may, however, be addressed under policy ACA.

NOTE Regarding Concurrent Enrollment and Dual Enrollment, Extended Learning Opportunities, 3rd Party Distance Learning and Other Alternative Instructional Programs: Under federal regulations, in order for the District to have jurisdiction over conduct that would otherwise meet the definition above of Title IX sexual harassment, the District must have substantial control over both the respondent and the context in which the harassment occurred. In general, this will mean that unless such learning program is occurring upon district property, conduct otherwise meeting the definition of Title IX sexual harassment within that program, may not be subject to this policy.

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“*Non-Title IX sexual harassment*” prohibited under this policy, Board policies AC and ACA and one or more of Title VII of the Civil Rights Act of 1964, RSA 193:38, RSA 354-A:1, -A:6 or -A:27 is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature in the following situations:

I.

A.

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s educational benefits, a term of an employee or prospective employee’s employment, or any other person’s access to District programs or activities;
- ii. Submission to or rejection of such conduct is used as the basis for decisions on educational benefits, district employment, or access to programs or facilities; or
- iii. Such conduct has the purpose and effect of substantially interfering with a student’s academic performance, an employee’s work performance, any person’s access to district programs or facilities, **OR** creates an intimidating, hostile or offensive learning or work environment.

“**Supportive Measures**” are free, non-disciplinary, non-punitive, individualized services and shall be offered to the complainant, and may be offered to the respondent, as appropriate. These measures may include, but are not limited to, the following:

I.

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision
5. [district may add additional types of supportive services (non-punitive/disciplinary)].

Supportive measures shall be designed to restore or preserve equal access to the District’s education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment and/or deter sexual harassment. Supportive measures shall remain confidential with exclusive exceptions stated and required in **Sect. II.F**, below.

D. **Title IX Coordinator.**

The Title IX Coordinator shall respond promptly to all general reports as well as formal

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complaints of sexual harassment, whether the report concerns Title IX sexual harassment or Non-Title IX sexual harassment. the Title IX Coordinator shall receive general and specific reports of sexual harassment and coordinate the District's responses to both reports and formal complaints of sexual harassment so that the same are prompt and equitable. In addition to any other specific responsibilities assigned under this Policy, or as assigned by the Superintendent, the Title IX Coordinator will be responsible for:

1. meeting with a complainant, and informing the parent/guardian once the Title IX Coordinator becomes aware of allegations of conduct that could constitute sexual harassment as defined in this Policy;
2. identification and implementation of supportive measures;
3. signing or receiving formal complaints of sexual harassment;
4. engaging with the parents/guardians of parties to any formal complaint of sexual harassment;
5. coordinating with District and school-level personnel to facilitate and assure implementation of investigations, and remedies, and helping to assure that the District otherwise meets its obligations associated with reports and complaints of sexual harassment;
6. coordinating with the Superintendent with respect to assignment of persons to fulfill the District's obligations, both general and case specific, relative to this Policy (e.g., investigator, decision makers, etc.; this may involve the retention of third party personnel.);
7. coordinating with District and school-level personnel to assure appropriate training and professional development of employees and others in accordance with Sect. II.E of this Policy; and
8. helping to assure that appropriate systems are identified and maintained to centralize sexual harassment records and data.

In cases where the Title IX Coordinator is unavailable, including unavailability due to a conflict of interest or other disqualifying reason (see [Sect. II.H, below](#)), the Superintendent shall assure that another person with the appropriate training and qualifications is appointed as acting Title IX Coordinator for that case, in such instances "Title IX Coordinator" shall include the acting Title IX Coordinators.

E. **Training.**

All District employees shall receive regular training relative to mandatory reporting obligations under this policy (see also Board policy GBEAB), and any other responsibilities they may have relative to this Policy.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an

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informal resolution process must receive training on the definition of sexual harassment, this Policy, the scope of the District's education program or activity, and how to conduct an investigation (including the requirements of the reporting and the Title IX Grievance Process, including hearings, appeals, and information resolution processes). The training must also include avoiding prejudgment of the facts, conflicts of interest, and bias.

Decision-makers must also receive training on issues of relevance of questions and evidence, including when questions about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment, and must be made available to the public as provided in **Sect. II.I** of this Policy.

F. Confidentiality.

The District will respect the confidentiality of the complainant and the respondent as much as possible; however, some information may need to be disclosed to appropriate individuals or authorities. All disclosures shall be consistent with the District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action. Examples of required disclosure include:

1. information to either party to the extent necessary to provide the parties due process during the Title IX Grievance Process (if allegations concern Title IX sexual harassment, or a formal complaint has been filed instituting the Title IX Grievance Process under Sect. **III.A**);
2. information to individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
3. mandatory reports of child abuse or neglect to DCYF or local law enforcement (per Board policy JLF);
4. information to the complainant's and the respondent's parent/guardian as required under this Policy and or the Family Educational Rights and Privacy Act ("FERPA"); and

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5. reports to the New Hampshire Department of Education as required under N.H. Code of Administrative Rules Ed 510 regarding violations of the NH Code of Conduct for Education Professionals.

Additionally, any supportive measures offered to the complainant or the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

Except as specified above in this Section, the District shall keep confidential the identity of:

- I.
 - i. Any individual who has made a report or complaint of sex discrimination;
 - ii. Any individual who has made a report or filed a formal complaint of sexual harassment;
 - iii. Any complainant;
 - iv. Any individual who has been reported to be the perpetrator of sex discrimination;
 - v. Any respondent; and
 - vi. Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

G. Retaliation Prohibited.

Retaliation against any person who makes a report or complaint, or against any person who assists, participates, or refuses to participate in any investigation of an act alleged in this Policy is prohibited. Actions taken in response to materially false statements made in bad faith, or to submitting materially false information in bad faith, as part of a report or during the Title IX Grievance Process do not constitute retaliation. A finding of responsibility alone is insufficient to conclude that a person made a materially false statement in bad faith. Complaints of retaliation with respect to reports or formal complaints of sexual harassment shall be filed under the District's general grievance process.

H. Conflict of Interest.

No person designated as a Title IX Coordinator, investigator, decision-maker, nor any person designated by the District to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

I. Dissemination and Notice.

The District shall include in all student and employee handbooks, and shall make **publicly**

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available on the district's website] **{OR, BUT only if the District does not maintain a website}** [*available to members of the public as government records*] the following information:

1. the District's policy of non-discrimination on the basis of sex (included in Board policy AC).
2. the title, name, office address, email address, and telephone number of the Title IX Coordinator (to be provided pursuant to Board policy AC and its addendum, updated annually, AC-R(2));
3. the complaint process;
4. how to file a complaint of sex discrimination or sexual harassment;
5. how the District will respond to such a complaint; and
6. a statement that Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights.

The same information shall be provided to all persons seeking employment with the District, or seeking to enroll or participate in the District's educational programs or activities.

Additionally, the District will make this Policy, as well as any materials used to train personnel as required under **Sec. II.E** [*publicly available on the district's website*] **{OR, BUT only if the District does not maintain a website}** [*available to members of the public as government records*].

J. Records and Record Keeping.

1. For each report or formal complaint of sexual harassment, the District, through the Title IX Coordinator, must create, and maintain for seven (7) years, record of:
 - a. Any actions, including any supportive measures,
 - b. The basis for the District's conclusion that its response was not deliberately indifferent; and
 - c. Documentation which:
 - If supportive measures were provided to the complainant, a description of the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
 - If no supportive measures were provided to a complainant, explains the reasons why such a response was not clearly unreasonable in light of the known circumstances.
2. In addition, the District shall maintain the following records for a minimum of seven (7) years:

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- a. Records for each formal complaint of sexual harassment, including:
 - Any determination regarding responsibility, including dismissals;
 - Any disciplinary sanctions imposed on the respondent;
 - Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
 - Any appeal and the result therefrom;
 - Any informal resolution process and the result therefrom;
- b. All materials used to train Title IX Coordinators, investigators, and decision-makers.

K. Reports of Sexual Harassment, Formal Complaints and District Responses.

1. Report of Sexual Harassment.

NOTE: *A report does not initiate the formal Title IX Grievance Process. That process is begun only upon the filing of a formal complaint under the procedures set out in II.K.3, and III.A, below.*

Any person may report sexual harassment whether relating to her/himself or another person. **However, if any District employee – other than the employee harasser, or the Title IX Coordinator – receives information of conduct which may constitute sexual harassment under this Policy, s/he shall, without delay, inform the Title IX Coordinator** of the alleged sexual harassment. Failure to report will subject the employee to discipline up to and including dismissal.

A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Additionally, while the District strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to **any** District staff member, including, for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/complaint, or delegate the function to another person.

NOTE: For any allegation of sexual assault on a student under the age of 18, such conduction shall be reported immediately to the DCYF per Board policy JLF. If the

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alleged respondent (perpetrator) is a person holding a license or credential from the New Hampshire Department of Education (i.e., “credential holder”), then a report shall also be made pursuant to Board policy GBEAB.

2. District Response to Report of Sexual Harassment.

The district will promptly respond when there is actual knowledge of sexual harassment, even if a formal complaint has not been filed. The district shall treat complainants and respondents equitably by providing supportive measures to the complainants and by following the Title IX Grievance Process prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

As soon as reasonably possible after receiving a report of alleged sexual harassment from another District employee or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- a. discuss the availability of and offer supportive measures;
- b. consider the complainant’s wishes with respect to supportive measures;
- c. inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- d. explain to the complainant the process for filing a formal complaint.

3. Formal Complaints.

Pursuant to federal regulations, and this Policy, a formal complaint that contains allegations of conduct that may constitute Title IX sexual harassment and a request that the District investigate the allegations is required before the District may conduct a formal investigation of Title IX sexual harassment or take any action (other than supportive measures) against a person accused of Title IX sexual harassment. **Once a formal complaint of Title IX sexual harassment is received by the Title IX Coordinator, s/he shall commence the Title IX Grievance Process set out in Sect. III below. The process for filing a formal complaint is set forth in Sect. III.A.** If the alleged conduct does not appear to meet the definition of Title IX sexual harassment, **AND** no formal complaint is filed under Sect. III.A, then the matter may be processed under Board policy ACA.

4. Limitation on Disciplinary Action.

In no case shall the District impose disciplinary consequences or sanctions against a respondent who has been accused of conduct which may constitute Title IX sexual harassment, until the Title IX Grievance Process has been completed.

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5. Emergency Removal and Administrative Leave.

At any point after receiving a report or formal complaint of sexual harassment, the Title IX Coordinator (or other District official charged with a specific function under this Policy or the Title IX Process: e.g., investigator, decision maker, etc.) may request the Superintendent to direct that an individualized safety and risk analysis be performed to determine whether a respondent student is an immediate threat to the physical health or safety of any person. In the event that the safety and risk analysis determines that the respondent student does present an immediate threat to the physical health and safety of any person, the District may remove that student, provided that such removal is in full compliance with the IDEA, a student's IEP and or 504 plan if applicable. Such emergency removal shall not be disciplinary. However, the District must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal, and shall continue to offer educational programming until a final determination is made pursuant to the Title IX Grievance Process.

The Title IX Coordinator shall keep the Superintendent of Schools informed of any employee respondents so that he/she can make any necessary reports to New Hampshire Department of Education in compliance with applicable administrative rules and the New Hampshire Code of Conduct for Educational Professionals. In appropriate cases, the Superintendent may place an employee respondent on non-disciplinary administrative leave pursuant to RSA 189:31.

III. TITLE IX GRIEVANCE PROCESS.

The Title IX Grievance Process is used only upon the filing of a formal complaint of sexual harassment as described in Sect. III.A, below. The provisions of Sections I and II of this Policy are incorporated as part of the Title IX Grievance Process. *However, as used in this Section III, "sexual harassment" shall only refer to "Title IX sexual harassment" unless otherwise specifically indicated.* Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator will coordinate the District's efforts to comply with its responsibilities related to the Title IX Grievance Process.

A. Process for Filing a Formal Complaint of Sexual Harassment.

The Title IX Grievance Process is initiated by way of a formal complaint ("complaint" or "formal complaint") filed by the complainant, the complainant's parent/guardian, or the Title IX Coordinator. The complainant may file a complaint or choose not to file a complaint and simply receive the supportive measures. If the Complainant does not file a complaint, the Title IX Coordinator may sign a formal complaint, but only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances, and in other cases where, in the exercise of good judgment and in consultation with the District's

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attorney as appropriate, the Title IX Coordinator determines that a grievance process is necessary to comply with the obligation not to be deliberately indifferent to known allegations of sexual harassment (e.g., reports of sexual assault, employee on student harassment, repeat reports, or the conduct in the complainant's report has not been adequately resolved through the provision of supportive measures). If the complaint is filed by the Title IX Coordinator, he/she is not a party to the action, and the District must comply with all of the provisions of the Title IX Grievance Process relative to respondents and complainants.

If no formal complaint is filed by the complainant or the Title IX Coordinator no disciplinary action may be taken against the respondent based upon conduct that would constitute sexual harassment under this policy.

Although there is no time limit per se to filing a formal complaint, for complaints initiated by the complainant or his/her parent/guardian, the complainant must be employed by the District or participating in or attempting to participate in the education program or activities of the District at the time of filing. Additionally, although the District will initiate the Title IX Grievance Process regardless of when the formal complaint is submitted, delays in reporting may significantly impair the ability of school officials to investigate and respond to the allegations.

At a minimum, a formal complaint must:

1. contain the name and address of the complainant and the student's parent or guardian if the complainant is a minor student;
2. describe the alleged sexual harassment,
3. request an investigation of the matter, and
4. be signed by the complainant or otherwise indicate that the complainant is the person filing the complaint.

The complaint may be filed with the Title IX coordinator in person, by mail, or by email. Complaint forms may be obtained from the Title IX Coordinator *[for on the District and school websites]*.

B. Initial Steps and Notice of Formal Complaint.

1. The Title IX Coordinator will provide notice to the complainant and the complainant's parent/guardian (if the complainant is a non-eligible student under FERPA), and to the respondent (if known) and the respondent's parent/guardian (if the respondent is a non-eligible student under FERPA), as well as to any other known parties, of the following:
 - a. this Title IX Grievance Process, including any informal resolution process;

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- b. the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview; “sufficient details” shall include to the extent known identities of persons involved, the conduct allegedly constituting sexual harassment, and the date and location of the incident;
 - c. a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - d. that each party may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - e. that each party is entitled to inspect and review evidence; and
 - f. a reference to any provision in the District’s code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
2. The Title IX Coordinator will contact the complainant to discuss and offer supportive measures.
 3. The Title IX Coordinator may contact the respondent to discuss, and or impose, non-disciplinary supportive measures.
 4. The Title IX Coordinator will examine the allegations in the formal complaint, to determine whether even if assumed true, the allegations are sufficient to sustain a finding of sexual harassment under this Policy. If the Title IX Coordinator was not involved with preparing the formal complaint, the Title IX Coordinator will contact the complainant to discuss the complaint and whether amendment is appropriate, in which case the process of **Sect. III.C.4** will apply.
 5. If the formal complaint fails to satisfy the definition of sexual harassment in this Policy, the complaint shall be dismissed as provided in **Sect. III.G**, below.
 6. If the complaint is not dismissed, then Title IX Coordinator will consult with the Superintendent as to whether the Title IX Coordinator should act as the investigator or whether a different District or other employee shall act in that capacity. At the same time, the Title IX Coordinator and the Superintendent shall appoint the person who shall make the initial determination of responsibility (initial decision maker). *[The District’s policy contains additional language regarding appointment of decision maker. Can be optional language, e.g., {“Ordinarily the building principal shall serve as the initial decision maker...” or “The Superintendent, in consultation with the Title IX Coordinator, shall appoint an initial decision maker on a case-by-case basis....” }]* In all cases, the investigator and the initial decision maker must be properly trained and otherwise qualified (see **Sect. II.E** “Training”, and **Sect. II.H** “Conflict of Interest”).

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7. If the report alleges sexual harassment by the Superintendent, the Title IX Coordinator will inform the School Board Chair and the *Business Administrator* the latter of whom shall have authority to seek guidance from the District's general counsel, but shall not delay the District's response to the report as outlined in this Policy.

C. General Provisions and Additional Definitions Relative to Title IX Grievance Process.

1. Copies and Notices. Except as specifically stated elsewhere in this Policy, for any document, information or material required to be delivered to a party or to a person assigned with responsibility under the Title IX Grievance Process, the manner of transmittal may be by electronic mail, regular mail or such other manner reasonably calculated to assure prompt delivery with evidence thereof (such as a commercial carrier or other receipted delivery). Hand delivery will only be permitted if made to the District official charged with the specific function under this Policy (e.g., Title IX Coordinator, Superintendent, investigator, decision maker(s), etc.). Any document required to be delivered to a minor or other non-eligible student, must also be delivered to the minor's parent/guardian. Copies should also be sent to a party's advisor if the information for the advisor has been previously communicated to the sending party. (Under federal regulations, copies of the investigative evidence, as well as the investigative report, must be forwarded to a party's advisor. See Sections III.E.3, and III.E.4).
2. Risk Analysis and Emergency Removal. At any point during the Title IX Grievance Process, the Title IX Coordinator may arrange for an individualized safety and risk analysis as described in Sec. II.K.5, following which a student may be removed.
3. Administrative Leave. At any point during the Title IX Grievance Process, the Superintendent, and at his/her own discretion, and with or without consulting the Title IX Coordinator, may place an employee on administrative leave pursuant to RSA 189:31.
4. Additional Allegations. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that were not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.
5. No Interference with Legal Privileges. At no point in process will the Title IX Coordinator, the investigator, any decision maker, or any other person participating on behalf of the District, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege (e.g., doctor/patient, attorney/client, clergy, etc.), unless the person holding such privilege (parent/guardian for minor student) has waived the

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privilege in writing to use the information with respect to the Title IX Grievance Process.

6. Consolidation of Complaints. The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular “party”, “complainant”, or “respondent” include the plural, as applicable.
7. Remedies: Range of Disciplinary Sanctions and Remedial Actions Upon Final Determination of Responsibility.
 - a. “Disciplinary sanctions” are consequences imposed on a respondent when s/he is found responsible for sexual harassment under this Policy. Remedial actions are actions intended to restore or preserve a complainant’s equal access to the educational programs and activities of the District.
 - b. “Disciplinary sanctions” against an employee respondent may include any available sanction available for the discipline of employees, up to and including dismissal or non-renewal for any other violation of Board policy, NH Code of Conduct for Educational Professionals, applicable individual or collective bargaining contract, or state or federal laws or regulations.
 - c. “Disciplinary sanctions” against a student may include any available discipline or sanction, up to and including expulsion, under the policies, rules and procedures that establish the district’s comprehensive student code of conduct.
 - d. “Remedial actions” as to a respondent after a final finding of responsibility, whether employee or student, may include the imposition upon a responsible respondent of any additional non-disciplinary measures appropriate to effecting a remedy for sexual harassment, and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant’s right to access the district’s program and activity.

Additional remedial actions may include recommendations that a school-wide or system-wide response is needed in order to respond to the sexual

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harassment in a way that is not clearly unreasonable under the circumstances. In such cases, the Superintendent shall provide additional staff training, harassment prevention programs, or such other measures as determined appropriate to protect the safety of the educational environment and/or to deter sexual harassment.

D. Timeframe of Grievance Process.

The District shall make a good faith effort to conduct a fair, impartial grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. It is expected that in most cases, the grievance process will be concluded through at least the determination of responsibility decision within 80 days after filing the formal complaint. In more complex cases, the time necessary to complete a fair and thorough investigation or other circumstances mean that a determination of responsibility cannot reasonably be made within that timeframe.

1. Summary of Grievance Process Timeline. *[With the exception of paragraphs b & c, the below are timeframes recommended by NHSBA. Both para. b & c, however, are minimum timeframes mandated under the federal regulations.]*
 - a. Investigation (as described in Sect. III.E.1) 20 +/- days as the complexity of the case demands
 - b. 10 days for reviewing information prior to conclusion of investigation
 - c. 10 days after receiving report to respond to report
 - d. 10 days for decision maker to allow initial questions
 - e. 10 days for responses to questions
 - f. 10 days for questions and responses to follow-up questions.
 - g. 10 days for determination of responsibility decision
 - h. 10 days for appeal (6 additional days for administrative steps)
 - a. 10 days for argument/statement challenging or supporting determination
 - j. 10 days for decision on appeal
2. Delays and Extensions of Time. At any stage of the grievance process, the District (through the Superintendent, or if the Superintendent is the respondent, the Title IX Coordinator or designee) may for good cause allow for temporary delays or extensions of time upon request of either party, or on his/her own initiative. Examples of good cause may include such things as availability of parties or witnesses, school or school administrative office holidays or vacations, referral back to an earlier stage of the grievance process, concurrent law enforcement or other agency activity, or need to obtain interpreters or accommodation of disabilities. For

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any such delay or extension of time, the Superintendent or the Title IX Coordinator will provide written notice to the parties of the delay/extension and the reason(s).

E. Investigation.

The Title IX Coordinator will coordinate the investigation. The investigator shall be as appointed pursuant to **Sect. III.B.6.**

1. The Title IX Coordinator may conduct the investigation, or, in consultation with the Superintendent, designate another qualified person to investigate. The investigation and investigator must:
 - a. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. (Evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent.)
 - b. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on either of the parties;
 - c. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence;
 - d. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
 - e. Provide the parties with the same opportunities to have others present during any interview or other part of the investigation, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The investigator may restrict any others from participating, as long as the restrictions apply equally to both parties;
 - f. Provide, to a party (e.g., respondent or complainant – and parent/guardian as appropriate) whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate within the timeframes established in **Sect. III.D.** below.
 - g. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;

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2. Prior to completion of the investigative report, the District, through the Title IX Coordinator, must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
3. The investigator must prepare a written investigative report that fairly summarizes relevant evidence, including, without limitation, witness credibility, discrepancies, inculpatory and exculpatory information, and relevant District policies, rules and regulations, and the manner in which the same were made known to the pertinent school populations or specific parties. The investigative report shall include a description of the procedural steps taken, starting with the receipt of the formal complaint, and continuing through the preparation of the investigative report, including any notifications to the parties, interview with parties and witnesses, site visit, and methods used to gather evidence.
4. The investigator shall provide the investigative report in hard copy or electronic format to the Title IX Coordinator, to each party and each party's advisor, if any. Each party will have 10 days from receipt to provide the Title IX Coordinator a written response to the investigative report.
5. It serves all parties when investigations proceed diligently and conclude within a reasonable time, which may vary case by case. In most cases, it is expected that the investigator will conclude the initial investigation, and provide the parties the evidence and other information required under **Sect. III.E.2**. Not more frequently than every other week, any party may request the Title IX Coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion. In most cases, the investigator should conclude the investigation within **10-20 days**[*NHSBA recommends*] after receiving a Formal Complaint.

F. Determination of Responsibility and Initial Decision Maker.

The determination of responsibility of the respondent shall be made by the initial decision maker as appointed pursuant to **Sect. III.B.6**.

1. Prior to making a determination of responsibility, the initial decision maker will afford each party **10 days** [*NHSBA recommends*] to submit written, relevant questions to the initial decision maker that the party wants asked of any party or witness.
2. The initial decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are

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offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.¹²

3. The initial decision maker will provide the questions to the party/witness, with copies to each party, and provide no less than 10 days [NHSBA recommends] for written responses, likewise to be provided to each party.
4. The initial decision maker will provide 5 days [NHSBA recommends] each for supplementary, limited follow-up questions and 5 days [NHSBA recommends] for answers, and may provide for additional rounds of follow-up questions, as long as the provision is extended to both parties equally.
5. The initial decision maker may not make any credibility determinations based on the person's status as a complainant, respondent or witness.
6. The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. The initial decision maker may impose disciplinary sanctions and remedies as described in Sect. III.C.7, above.
8. The standard to be used for formal complaints in determining whether a violation has occurred and/or that the respondent is responsible is the preponderance of the evidence standard¹³, which is only met when the party with the burden convinces the fact finder (the initial decision maker) that there is a greater than 50% chance that the claim is true (i.e., more likely than not).
9. The initial decision-maker must issue a written determination/decision within 10 days [NHSBA recommends] after the close of the period for responses to the last round of follow-up questions. The written "Initial Determination of Responsibility" must include:
 - a. Identification of the allegations potentially constituting sexual harassment;
 - b. A description of the procedural steps taken from the receipt of the formal complaint through the Initial Determination of Responsibility, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the District's applicable codes of conduct, policies, administrative regulations or rules to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether or not the respondent is

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responsible for sexual harassment), and any disciplinary sanctions or remedies; and

- f. The District's procedures and permissible bases for the complainant and respondent to appeal (as set forth in Sect. III.H, below).

10. The decision maker shall provide the Initial Determination of Responsibility to the Title IX Coordinator, the Superintendent and the parties simultaneously.

G. Dismissal of a Formal Complaint.

1. The District must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:
 - a. Would not constitute Title IX sexual harassment, even if proved;
 - b. Did not occur in the District's education program or activity; or
 - c. Did not occur against a person in the United States.
2. The District may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or determination of responsibility stage(s):
 - a. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - b. The respondent is no longer enrolled or employed by the District; or
 - c. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. Prior to dismissal of a complaint, the person responsible at that stage shall consult with the Superintendent.
4. Upon dismissal of a formal complaint, the District must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude the District from continuing any investigation or taking action relative to Non-Title IX sexual harassment or otherwise under Board policy ACA, other applicable District policies, code of conduct or administrative rules/regulations. In some cases, the District may have an obligation to continue an investigation and proceed under a different policy or mandated process. (See discussions in Sect. II.A and the definitions under "sexual harassment" in Sect. II.C).

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H. Appeals Process.

1. Either party may appeal the Initial Determination of Responsibility or the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Superintendent in writing (“written appeal”), with a copy to the Title IX Coordinator. If there are multiple determinations of responsibility, the written appeal shall specify which ones are included in the appeal. The written appeal must be received by the Superintendent within **10 days** [NHSBA recommends] of the Initial Determination of Responsibility or written notice of dismissal being communicated to the parties.
2. An appeal under this Policy may only be based upon one or more of the following bases, which must be stated specifically in the party’s written appeal:
 - a. Procedural irregularity that affected the outcome of the matter;
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 - c. **[Additional bases may be added by a district if made available equally to both parties];**
 - d. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals for any other reason or upon any determination of responsibility not included in the written appeal will not be heard.

Appeals pertain only to the determination of responsibility and non-disciplinary remedies. Once a determination of responsibility is final per **Sect. III.I**, below, appeals of disciplinary sanctions may be made pursuant to the District’s ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

I.

3. Within **3 days** [NHSBA recommends] of receipt of the written appeal, the Superintendent shall appoint a decision maker for appeal (“appeals decision maker”) **14**, who must have adequate training as provided in **Sect. II.E**, be free from conflict of interest as provided in **Sect. II.H**, and may not be the same person as the initial decision maker, the person who ordered dismissal, the investigator(s), or the Title IX Coordinator. Upon the appointment of the appeals decision maker, the Superintendent shall provide a Notice of Appeal to each party and to the Title IX

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Coordinator, with a copy of the written appeal. The Notice of Appeal must include information about all deadlines and timeframes in the appeal stage.

4. Each party shall have 10 days [NHSBA recommends] from the date the Notice of Appeal is delivered to the parties to submit to the appeals decision maker a written statement, with copies to the Superintendent, Title IX Coordinator, and other party a statement (“appeal statement”) in support of, or challenging, the determination of responsibility or dismissal.
5. Each party shall provide copies of the appeal statement to the other party, the Superintendent, and the Title IX Coordinator at the same time the appeal statement is given to the appeals decision maker. If the basis of the appeal is newly available evidence affecting the outcome, the party shall submit such evidence or a summary of such evidence along with the party’s appeal statement.
6. The appeals decision maker may refer an appealed issue back to a prior point in the grievance process, with written notice to the parties, the Superintendent and the Title IX Coordinator.
7. The appeals decision maker shall provide a written appeals decision after considering the record and the parties’ appeal statements. The appeals decision maker will only overturn the Initial Determination of Responsibility upon a conclusion that it was clearly erroneous (i.e., either made on unreasonable grounds, or without any proper consideration of the circumstances). If the basis or one of the bases for the appeal was new evidence, the appeals decision maker may either make a determination of responsibility regarding that evidence, or refer it back to the appropriate stage of the Title IX Grievance Process. The written appeals decision will describe the result(s) of the appeal and the rationale, with copies provided to the parties, Superintendent and Title IX Coordinator, no more than 10 days [NHSBA recommends] after receiving the last of the parties’ written statements per Sect. III.H.5.

- II. **Finality of Determination of Responsibility.** The determination regarding responsibility becomes final either on the date that the recipient, through the Superintendent, provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal of the Initial Determination of Responsibility would no longer be considered timely. The final determination shall be identified as the Title IX Decision.

Once the Title IX Decision is final, the District may implement remedies and disciplinary sanctions. The Title IX Coordinator is responsible for effective implementation of any non-disciplinary remedies, with the assistance of building and District administrative personnel, while disciplinary sanctions will be imposed by persons charged with such responsibilities under other Board policies, regulations or administrative procedures. The District may also proceed against the respondent or complainant pursuant to the District’s applicable code of

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conduct or other Board policies, collective bargaining agreement, individual contract or administrative rules/regulations/procedures. The issue of responsibility for the conduct at issue shall not be subject to further review or appeal within the District.

J. **Informal Resolution.**

At any time prior to reaching a determination regarding responsibility (but only after the filing of a formal complaint), the District may offer an optional informal resolution process **13** (e.g., mediation, arbitration), provided that the District:

1. Provides written notice to the parties disclosing:
 - a. The allegations of the formal complaint;
 - b. The requirements of the information resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and

In no event may the District offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

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Technology Committee
December 12, 2024
Location: Library, 7:15AM

1. General Tech
 - a. Updates about Wifi and Printing
 - i. Adding Wifi to Special Education hallway
 - b. New server to be purchased
 - c. Licensing for Microsoft
2. Tech Plan
 - a. Working with Acapella to support our plan
 - b. Focus on replacement cycle
 - c. Goal to have complete by the third meeting of the year
3. Website
 - a. Hoping to update this summer
4. Professional Development
 - a. Sessions to be hosted throughout the year (25/26)

Curriculum Committee Notes 1/23

Members Present:

Tracy Baussmann
Ivy Leavitt-Carlson
Shannon Siegler
Kim Hurley
Lena Richie
Andrea Levesque
Aaron Nason
Lindsay Hurley
Lindsay Reynolds
Lauree Royle
Laura Courts

During this meeting we attempted to complete the I can statements for our power standards. Members worked in both the online document and on the paper copies to finalize our work with these standards. We plan to meet in February to examine what this document will look like for each grade level, in anticipation of presenting our work to staff at our March PD day.

Our next meeting will be in person on Thursday, February 20th, from 3:20-4:20.

Certified Staff Nomination			
Name	Title	Effective Date	Salary

Staff New Hire FYI			
Name	Title	Effective Date	Salary

Resignations			
Name	Title	Effective Date	Salary
Kristina King	ABA Tutor	2/14/2025	\$20.29 hr

Retirements			
Name	Title	Effective Date	Salary

Kristina Leigh King

February 3, 2025

Norma DiRocco

Paul Elementary School
60 Taylor Way
Sanbornville N.H, 03872

Dear Norma,

I hope this letter finds you well. After eight incredible years at Paul Elementary School, I am writing to formally submit my resignation from my position as ABA Tutor, February 14th, 2025.

This decision was not made lightly, as Paul Elementary has been an integral part of my personal and professional life. Over the past years, I have had the privilege of working with an incredible group of colleagues, students, and parents who have supported and inspired me every day. I am immensely grateful for the opportunities I've been given and for the strong sense of community I've experienced here.

Please be assured that I will do everything I can to ensure a smooth transition during my remaining time, and I am happy to assist with finding and training my replacement, if necessary. I am confident that the school will continue to thrive and make a positive impact in the lives of its students.

Thank you for your support, guidance, and understanding throughout my time at Paul Elementary. It has truly been an honor to be a part of such a dedicated and passionate team.

I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
Kristina L. King