

Agenda Worksheet

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

Date: Tuesday March 18, 2025 at 6:00pm

Facilities Committee Meeting 5:15pm

1. **CALL TO ORDER**- Superintendent, followed by FLAG SALUTE
2. **BOARD REORGANIZATION**
 - a. Nomination for Chairman
 - b. Nomination for Vice Chairman
 - c. Committees
 - i. Budget Committee
 - ii. CIP
 - iii. Curriculum Committee
 - iv. Facility Committee
 - v. Safety Committee
 - vi. NHSBA Delegate
 - vii. Policy Committee
 - viii. Professional Development Committee
 - ix. Strategic Planning Committee
 - x. Technology Committee
 - xi. Transportation Committee
 - xii. Wellness Committee
3. **PUBLIC COMMENTS**: Public's opportunity to speak to items on the agenda.
4. **OLD BUSINESS**
 - a. Teacher Nominations
5. **REPORTS**
 - a. Facility
 - b. Transportation
6. **CONSENT AGENDA**
 - a. AP Manifest- Batch #45765, \$66,758.68;
 - b. Payroll Manifest- Batch #45766, \$193,482.02
7. **MEETING MINUTES**
 - a. WSB Non Public Minutes Session 2- 3.4.25
 - b. WSB Public Minutes 3.4.25
 - c. Superintendent Search Committee Minutes 2.18.25
8. **NEW BUSINESS**
 - a. Job Description
 1. Special Education Coordinator "Paws Program"
 2. BCBA

9. COMMITTEE UPDATES

a. Curriculum

10. NOMINATIONS/HIRES/RESIGNATIONS

Alex Matos

11. FOLLOW-UP

12. NON-PUBLIC; RSA 91-A;3 II (C) if required

a. Sealed Minutes 3.4.25

13. ADJOURNMENT:

PM

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

School Board Re-Organization

Chairman: _____

Vice Chairman: _____

Sub Committee:

Board Member:

Budget Committee _____

CIP _____

Curriculum Committee _____

Facility Committee _____

Safety Committee _____

NHSBA Delegate _____

Policy Committee _____

Professional Development _____

Strategic Planning _____

Technology Committee _____

Transportation Committee _____

Wellness Committee _____

Committee Meeting Times

Curriculum Committee:	3 rd Thursday of the month
Facility Committee:	2 nd board meeting of the month
Safety Committee:	4/10, 6/12 (meets 4 times a school year)
Policy Committee:	Every other Wednesday of the month
Technology Committee:	4/17, 6/5 (meets 4 times a school year)
Transportation Committee:	1 st board meeting of the month
Wellness Committee:	3/26, 5/28 (meets 4 times a school year)

Dawn Alie
Brandon Balser
Tracy Baussmann
Angela Boston
Peter Boucher
Lauren Bourque
Georgia Brunelle
Bethany Capen
Laura Courts
Caroline Dexter
Elayne Ellis
Samuel Fairfield
Alexander Gillikin
Sara Gillikin
Penny Huckins
Lindsay Hurley
Jaklyn Jakubec
Alison Erricolo
Meghan Kelly
Shane Krafton
Ivy Leavitt-Carlson
Andrea Levesque

Meghan Libby
Tarah Llewellyn
Francis Markiewicz
Aaron Nason
Meghan Nason
Diane O'Neil
Aisilyn O'Rourke
Michelle Osmer
Mark Perkins
Sandra Pollack
Lindsay Reynolds
Lauree Royle
Shannon Siegler
Laurianne Soucy
Renee Stevens
Julie Sullivan
Erin Thomas
Brianna Valdepena

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68380

Check Batch: 45765
 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
45765	24042	02/28/2025	310	AMAZON BUSINESS	0.00	1,196.11
	24043	02/28/2025	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	802.56
	24044	02/28/2025	9790	C.E. MENDEZ FOUNDATION, INC (TOO GOOD PR	0.00	3,682.22
	24045	02/28/2025	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	20.87
	24046	02/28/2025	360	DEMCO Inc	0.00	135.08
	24047	02/28/2025	363	DIPRIZIO GMC TRUCKS INC.	0.00	2,365.04
	24048	02/28/2025	8940	DRUMMOND WOODSUM, ATTORNEYS AT LAW	0.00	8,367.36
	24049	02/28/2025	9755	EVERON, LLC	0.00	162.99
	24050	02/28/2025	8926	IRVING ENERGY	0.00	1,328.00
	24051	02/28/2025	8927	IRVING ENERGY-PROPANE	0.00	3,943.80
	24052	02/28/2025	9520	KEYSTONE PRESS	0.00	1,142.92
	24053	02/28/2025	497	LHS ASSOCIATES, INC.	0.00	1,306.70
	24054	02/28/2025	260	PARKER EDUCATION	0.00	6,294.33
	24055	02/28/2025	506	PIONEER MECHANICAL	0.00	9,300.00
	24056	02/28/2025	9530	SOLIAANT	0.00	3,075.00
	24057	02/28/2025	9585	ST CHARLES SCHOOL	0.00	16,865.99
	24058	02/28/2025	1768	THE MASTER TEACHER, INC.	0.00	1,650.00
	24059	02/28/2025	804	TREASURER, STATE OF NH	0.00	4,382.72
	24060	02/28/2025	9368	VERIZON	0.00	410.48
	24061	02/28/2025	9669	VOYA BENEFITS COMPANY	0.00	265.38
	24062	02/28/2025	2164	W.B. MASON COMPANY	0.00	61.13
Totals:					0.00	\$66,758.68

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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


 Robert DeColf, School Board Chairman


 Bob Ouellette, School Board Vice Chairman


 Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member


 Carlene Stewart, Treasurer

21 Checks Listed.

Wakefield School Board Public Minutes

Tuesday March 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: Asha Roy, Heather Wilcauskas, Tom Leonard Tech Director. Karen Guilbeault and Mary Soares from Clearview TV.

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

Agenda Review

Move Transportation to Committee Updates.

Presentations, Public Hearings

PTA

The PTA presently has a read-a-thon happening with members of the community reading to different classrooms. They are preparing for Easter and plan to have a carnival in May.

Public Hearing-Withdrawal from Technology Trust Fund

Mr. Leonard said they are in the process of purchasing a new server from Acapella which they plan to install during April vacation. The cost is \$27,396. The company needs to get paid for parts prior to the build. Mrs. Collins asked about increasing the number in case something else is needed. Mr. DeColfmacker opened the public hearing at 6:07. There were no questions or comments. Mr. DeColfmacker closed the public hearing at 6:08.

Mrs. Collins made a motion, seconded by Mr. Ouellette, to withdraw \$27,396 from the Technology Trust Fund for the server. (Vote 5-0)

Non Public

Mrs. Collins made a motion, seconded by Mr. Ouellette, to enter non public session at 6:12 under RSA 91-A;3 II (c). Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Peaslee aye.

The Board returned to public session at 7:33.

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

Public Comment

Mrs. Soares explained to the Board that it was difficult resetting the camera after a non public session and asked that non public be conducted prior to the meeting or at the end of the meeting.

Reports

Enrollment

Paul School Enrollment Report

		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
LP		15	16	17	16	17	18				
K		30	31	31	30	29	30				
1		33	33	33	35	34	34				
2		40	40	40	40	40	41				
3		39	41	41	40	40	40				
4		47	47	46	43	42	41				
5		63	65	65	65	65	66				
6		55	57	56	56	54	54				
7		46	47	47	47	47	46				
8		45	45	46	45	45	45				
Out of District		2	2	2	4	4	4				
Total	0	415	424	424	421	417	419	0	0	0	0

High School Enrollment Report

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

as of 2/28/2025

Student Services



Student Services Report: March 4, 2025
Carol Keenan, Director of Student Services

1. Every Student. Every Day. Whatever It Takes.
2. Enrollment Data includes the following:
 - A.) Paul Elementary School = 98 students on IEPs
 - B.) Spaulding High School = 31 students on IEPs
 - C.) Bud Carlson Academy High School = 2 students on IEPs
 - D.) Kingswood Regional High School = 3 students on IEPs
 - E.) Out of District = 6 students on IEPs
3. New students to Paul Elementary School on IEPs: none
4. New Special Education Referrals = 8 New Referrals
5. Special Education Disabilities include the following: (8 TBD at IEP Meetings)
 - A.) Autism = 17 students
 - B.) Development Delay = 14 students
 - C.) Emotional Disability = 5 students
 - D.) Intellectual Disability = 4 students
 - E.) Other Health Impairment = 31 students
 - F.) Specific Learning Disability = 39 students
 - G.) Speech Language Impairment = 23 students
6. Section 504 Accommodation Plans at Paul School = 26 students
7. Section 504 Accommodation Plan Referrals = 2 New Referrals
8. Wakefield School District Current NHDOE Compliance Data = 98%!!
9. **New Updates/Information:** Every spring, each NH public school district gets a "Report Card" on the following 17 Special Education Indicators which is called the "Special Education LEA Determination". The ratings categories are: Meets Requirements, Needs Assistance, Needs Intervention, and Needs Substantial Intervention.

Indicator 1 = Graduation Rate: This is the percent of students with IEPs exiting Special Education due to graduating with a regular high school diploma.
Status for SY23-24 = Meets Requirements

Indicator 2 = Dropout Rate: This is the percent of students with IEPs who exited Special Education due to dropping out.
Status for SY23-24 = Meets Requirements

Indicator 3 = SAS Data (State Assessment System): This is the participation and performance rate for students with IEPs as compared to students not on IEPs on the SAS.
Status for SY23-24 = Needs Assistance

Indicator 4 = Suspension Data: This the rate of suspensions and expulsions greater than 10 days in a school year as compared to the state average.
Status for SY23-24 = Meets Requirements

Indicator 5 = LRE Placement (Least Restrictive Environment): This is the percent of students with IEPs aged 5 who are enrolled in Kindergarten and aged 6-21 served inside the regular class 80% or more of the day, and inside the regular class less than 40% of the day, and in separate schools, residential facilities, or homebound/hospital placements
Status for SY23-24 = Meets Requirements

Indicator 6 = Early Childhood Settings: This is percent of children with IEPs aged 3-5 who are enrolled in a preschool program attending a regular early childhood program and receiving the majority of special education and related services in the regular early childhood program, and separate special education class, separate school or residential program; and receiving special education and related services in the home.
Status for SY23-24 = Meets Requirements

Indicator 7 = Preschool Skills: This is the percent of children ages 3-5 with IEPs who demonstrate improved positive social-emotional skills, acquisition and use of knowledge and skills, and use of appropriate behaviors to meet their needs.
Status for SY24-24 = Meets Requirements

Indicator 8 = Parent Involvement in Special Education Survey: This is the percent parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.
Status for SY23-24 = Meets Requirements

Indicator 9 = Disproportionate Representation in Special Education: This is based on our Oct. 1 Enrollment Report to DOE.
Status for SY23-24 = Meets Requirements

Indicator 10 = Disproportionate Representation in Specific Disability Categories: This is The percent Of districts with disproportionate representation of racial and ethnic In specific disability categories that is the result of inappropriate identification.
Status for SY23-24 = Meets Requirements

Indicator 11 = Child Find: This is the percent of children who were evaluated within 60 of receiving parental consent for an initial evaluation.
Status for SY23-24 = Meets Requirements

Indicator 12 = Early Childhood Transition: This is the percent of children referred by Part C prior to age 3 who are found eligible and who have an IEP developed and implemented by their 3rd birthdays..
Status for SY23-24 = Meets Requirements

Indicator 13 = Secondary Transition: This is the percent of students with IEPs aged 16 and above with measurable, annually updated IEP goals and appropriate transition assessment, services, and courses.
Status for SY23-24 = Meets Requirements

Indicator 14 = Post-School Outcomes: This is the percent of students who are no longer in secondary school, who had IEPs in effect at the time they left school, and were enrolled in higher education; enrolled in higher education or competitively employed; enrolled in higher education, other postsecondary education, or training program or competitively employed or in some other employment, within one year of leaving high school.
Status for SY23-24 = Meets Requirements

Indicator 15 = Hearing Requests Resolved

Indicator 16 = Mediation Agreements

Indicator 17 = State Systemic Improvement Plan

Thanks so much.

Consent Agenda

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

Meeting Minutes

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the non public minutes of February 18, 2025. (Vote 4-0-1)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the public minutes of February 18, 2025. (Vote 4-0-1)

New Business

New Hampshire Department of Environmental Services Grant

Mr. Markiewicz told the Board that this grant was pursued as two of our valves with lead had to be replaced. This was completed last week. He said we have to spend the money first and then request that amount through the grant process. The total cost will be around \$6,000 to which all of that will be reimbursed through the grant. Mr. Markiewicz said that in the Board packets is

wording that the Board must use to accept the grant. The second motion is to authorize the Business Administrator to sign and submit the documentation to DES.

1. A statement that the governing body approves to accept and expend the grant funds from the Drinking Water and Groundwater Trust and enter into a grant agreement with the New Hampshire Department of Environmental Services and.

2. Identify the person and their title who has authority to sign the grant documents on behalf of the governing body.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to enter into a grant agreement for the Lead Remediation Grant with the New Hampshire Department of Environmental Services. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to authorize Frank Markiewicz, SAU 101 Business Administrator, to sign grant documents. (Vote 5-0)

25/26 Calendar

Mrs. Roy said that Rochester will not have half days next year but the rest of the calendar is aligned with Rochester.

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve the 2025-2026 calendar. (Vote 5-0)

Policies 2nd Reading

DJ-R – Purchasing Procedures

Mrs. Collins made a motion, seconded by Mrs. Taliaferro, approve of Policy DJ-R. (Vote 5-0)

JFACC-Tuition Expenses for Wakefield Resident

Mrs. Collins made a motion, seconded by Mrs. Taliaferro, to approve of Policy JFACC. (Vote 5-0)

Committee Updates

Curriculum Development Update

Mr. DeColfmacker would like a more in-depth presentation on curriculum. He said since he came on the Board two years ago we've been working on curriculum. He'd like to know the expected completion date. He feels that there should be some forward movement getting the curriculum established. Mrs. Collins said it's almost done. Mr. DeColfmacker said we haven't heard that.

Mrs. Collins would like to see a public forum. Mr. DeColfmacker would like a in-depth presentation once a month to let us know where curriculum is at. After some discussion the Board decided this could be done quarterly. Mr. DeColfmacker will talk with Ms. Levitt-Carlson and bring a schedule back to the Board.

Mr. DeColfmacker would like to see a timeline and a completion date. He feels this should be getting some exposure. Mrs. Peaslee agrees.

Members present: Lauree Royle, Shannon Siegler, Kim Hurley, Andrea Levesque, Laura Courts, Lindsay Hurley, Aaron Nason, Sam Fairfield, Ivy Leavitt-Carlson, Lindsay Reynolds.

We examined the grade level power standards and proofread. We will be presenting these standards to our staff in March. We discussed how our work has made our standards much more user friendly, clear and concise, and usable for families and for teachers. We discussed arranging for a standards lunch and learn to help grade levels examine them. Ivy will look at linking them to SAS standards to ensure we can use them to strengthen instruction and help students demonstrate proficiency.

ELA Power Standards for Paul School: **Grade 3**

Reading Informational Text and Reading Literature Standards	
RI.1, RL 3.1	I can ask and answer questions using the text to demonstrate my understanding. (RI and RL)
RI.2, RL.2	I can ask and answer questions and retell using key details and identify how they support the main ideas in a text. (RI and RL)
RI.5	I can use text features and search tools to find information on a given topic.
RI.8	I can make connections between sentences and paragraphs in a text.
Writing Standards	
W3.1	While supporting a point of view, I can express an opinion in an organized way that includes an introduction, reasons, linking phrases, and an on-topic conclusion.
W3.2	I can write an informative piece that introduces a topic, groups related information based on facts and research, includes graphics to support facts, uses linking words to connect ideas, and provides a concluding statement.
W3.3	I can write a narrative using literary techniques, descriptive details, and clearly sequenced events.
W3.4	With support, I can produce organized writing that is appropriate to a task or purpose.
W3.6	I can use technology to publish writing.
W3.7	I can complete a research project about different parts of a topic.
W3.8	I can independently collect information from print and digital sources, take notes, and sort evidence into categories.
Reading Foundational Skills Standards	
RF3.3	I can read and understand the meaning of words with suffixes, multiple syllables, and irregular spellings.
RF3.4	I can read poetry and prose aloud with expression and understand the content.
Speaking and Listening Standards	
SL3.1	I can participate in collaborative conversations with peers and adults, in small and large groups, about grade level topics.
SL3.4	I can report or tell a story with appropriate facts and details, at an understandable pace.
Language Standards	
L3.2	I can use reference materials to check and correct spelling. I can capitalize words in titles. I can use commas in addresses and dialogue. I can use quotation marks in dialogue. I can form and use possessives. I can spell high frequency words. I can add suffixes to base words. I can use spelling patterns in writing words.
L3.3	I can use conventional language to make, observe, and recognize appropriate word choices for a given situation when writing, speaking, or listening.
L3.4	I can determine the meaning of a variety of 3rd grade words using strategies like context clues, affixes and roots, and reference materials.

Transportation

Mrs. Taliaferro shared with the Board the updates that Mr. Markiewicz had gotten. Cressy is only interested in four of the six buses and their offer is a lot lower than First Student at \$121,000. First Student offered \$205,135 for the six buses. The buses that the Board gave to Parks and Rec are valued at \$121,390. The two vans will go out to bid and include a minimum bid when the new Board is on board. Mrs. Peaslee wants to make sure that the SD cards are removed along with the radios and GPS. Mr. Markiewicz will find out if this would change First Students offer.

Nominations/Resignations

Teacher Certifications

Mrs. Peaslee questioned the names of administrators being on the list as they are not part of the CBA. Mrs. Roy said the list is a reference from last years list based on this years employees. She said those positions were on last years list. Mr. Markiewicz said any position that requires certification from the DOE must come from the Superintendent to the School Board for approval. Mrs. Keenan said SOE's are on the list as long as their SOE hasn't expired.

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the nominations as presented. (3-2)

Mrs. Collins made a motion, seconded by Mrs. Taliaferro, to accept the resignation of Michele Hossack with regret. (5-0)

Public Comment

None

Non Public

Mrs. Collins made a motion, seconded by Mr. Ouellette, to enter non public under RSA 91-A;3 II (c) and (e) 8:22 Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Peaslee aye.

The Board returned to public session at 8:59.

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to adjourn the meeting at 9:00. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary



Superintendent Search Committee

Tuesday February 18, 2025

Held in the Library at 4:00

Draft

Present: Bob Ouellette, Sandra Taliaferro, Frank Markiewicz, Carol Keenan, Norma DiRocco, Ivy Levitt Carlson, Ashia Roy, Aaron Nason, Laura Courts, Michelle Castonguay.

This committee wants to find a candidate that fits the district not just the position. They discussed the process. They felt that the candidate should attend a meet the community night not just a tour of the school. They have received seven applications. Mrs. DiRocco, Mrs. Levitt-Carlson and Mrs. Keenan will vet the seven applications to make sure all the required paperwork is complete. The committee then will screen the applicants and send their recommendations to the Board.

The committee developed a leadership profile.

Experience: three years in a superintendent position. budget, grants, finance, DOE regulations, Experience with public school setting,.

Education: Required certifications.

Personal Characteristics: organized, professional in their communications, visibility, social, transparent, kid friendly, thick skinned, decision maker, balance needs of all, good listener, respect the Chain of Command.

Achievements: worked with unions and teachers, teaching and learning first and foremost.

Mrs. DiRocco stressed confidentiality.

The meeting ended at 4:45. The next meeting will be at 4:30 in the SAU Conference Room on Thursday March 6th.

Priscilla Colbath
School Board Secretary

**SCHOOL ADMINISTRATIVE UNIT 101
WAKEFIELD SCHOOL DISTRICT
76 Taylor Way
Sanbornville, NH 03872
(603) 871-8502 FAX (603) 871-8608**

TITLE: Special Education Coordinator for "Paws Program"

EDUCATION and QUALIFICATIONS:

- NH Dept of Ed Licensure in Special Education
- Experience in all essential duties and responsibilities listed below

REPORTS TO: Director of Student Services

EVALUATOR: Director of Student Services

OBJECTIVE:

The special education coordinator for Paws Program is an educational professional with experience coordinating, overseeing and training all elements listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates a self-contained Special Education classroom for students with Autism
- Coordinates ESY Summer Program
- Trains and supervises all classroom paraprofessionals
- Coordinates NH DOE Special Education compliance with IEPs and Evaluations
- Coordinates NH DOE Special Education compliance with SAS and DLM
- Coordinates accommodated and/or modified curriculum as per IEP Goals
- Coordinates Behavioral data collection and analysis
- Oversees and trains all staff in CPI
- Coordinates Special Education documents on electronic file in NHSEIS
- Coordinates Report Cards, Progress Reports, Parent Communications, etc.
- Collegial and collaborative working relationships with BCBA and Related Service Providers
- Collegial and collaborative working relationships with General and Special Education Staff

Robert DeColfMacker, Chairperson
Bob Ouellette, Vice Chairperson
Mary Collins
Heather Wilcauskas
Sandrea Taliaferro

Adopted by the Board:

PHYSICAL DEMANDS:

Physical demands are a way of describing the physical activities that a job requires.

Strength: Light-Heavy lifting, 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds.

- Far Acuity (C) Clarity of vision at 20 feet or more.
- Field of Vision (C) Observing an area that can be seen up and down or right and left when eyes are fixed on a given point.
- Handling (C) Seizing, holding, grasping, turning or otherwise work with hand(s).
- Hearing (C) Perceiving the nature of sounds by the air.
- Near Acuity (C) Clarity of vision at 20 inches or less.
- Reaching (C) Extending the hand(s) and arm(s) in any direction.
- Standing: (C)
- Color Vision (F) Ability to identify and distinguish colors.
- Fingering (F) Picking, pinching, or otherwise working with fingers primarily.
- Lifting: (O)
- Sitting: (O)
- Talking (O) Expressing or exchanging ideas by means of the spoken word.
- Walking: (O)

Key:

- Constantly (C): 2/3 of the time or more
- Frequently (F): From 1/3 to 2/3 of the time
- Occasionally (O): Up to 1/3 of the time

Robert DeColfMacker, Chairperson
Bob Ouellette, Vice Chairperson
Mary Collins
Heather Wilcauskas
Sandrea Taliaferro

Adopted by the Board:

TERMS OF EMPLOYMENT:

- Fair Labor Standards Act (FLSA Status): Exempt – Employee
- Twelve months with compensation to be determined by the School Board.

SAU #101 shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion or handicap under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

I have read and understand the preceding position description.

Signature

Date

Robert DeColfmacker, Chairperson
Bob Ouellette, Vice Chairperson
Mary Collins
Heather Wilcauskas
Sandrea Taliaferro

Adopted by the Board:

**SCHOOL ADMINISTRATIVE UNIT 101
WAKEFIELD SCHOOL DISTRICT
76 Taylor Way
Sanbornville, NH 03872
(603) 871-8502 FAX (603) 871-8608**

TITLE: Board Certified Behavior Analyst (BCBA)

EDUCATION and QUALIFICATIONS:

- BCBA Board Certification

REPORTS TO: Director of Student Services

EVALUATOR: Director of Student Services

OBJECTIVE:

The Board Certified Behavior Analyst (BCBA) is a healthcare professional who uses applied behavior analysis (ABA) to create, implement, and monitor behavioral intervention plans to improve or change problematic behaviors with students who exhibit emotional and/or social issues with the goal of improving their school success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct Functional Behavior Assessments (FBAs) to identify the triggers, functions, and patterns of challenging behaviors.
- Develop individualized behavior intervention plans (BIPs) that are data-driven based on assessment findings.
- Collaborate with all school-based teams to ensure BIPs align with what the students need: General Education, Special Education, 504 Accommodation Plans.
- Monitor student progress and adjust interventions as needed based on data.
- Present ongoing professional development training opportunities for all staff.
- Provide direct and/or indirect behavior support and interventions to students.
- Works closely with all ABA Tutors in data collection and data analysis techniques.

PHYSICAL DEMANDS:

Physical demands are a way of describing the physical activities that a job requires.

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Adopted by the Board:

Strength: Light-Heavy lifting, 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds.

- Far Acuity (C) Clarity of vision at 20 feet or more.
- Field of Vision (C) Observing an area that can be seen up and down or right and left when eyes are fixed on a given point.
- Handling (C) Seizing, holding, grasping, turning or otherwise work with hand(s).
- Hearing (C) Perceiving the nature of sounds by the air.
- Near Acuity (C) Clarity of vision at 20 inches or less.
- Reaching (C) Extending the hand(s) and arm(s) in any direction.
- Standing: (C)
- Color Vision (F) Ability to identify and distinguish colors.
- Fingering (F) Picking, pinching, or otherwise working with fingers primarily.
- Lifting: (O)
- Sitting: (O)
- Talking (O) Expressing or exchanging ideas by means of the spoken word.
- Walking: (O)

Key:

- Constantly (C): 2/3 of the time or more
- Frequently (F): From 1/3 to 2/3 of the time
- Occasionally (O): Up to 1/3 of the time

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Adopted by the Board:

TERMS OF EMPLOYMENT:

- Fair Labor Standards Act (FLSA Status): Exempt – Employee
- Twelve months with compensation to be determined by the School Board.

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Bob Ouellette, Vice Chairperson
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Adopted by the Board:

Curriculum Committee

Definitions:

Assessment: The measurement of student ability to show what they know in order to drive instruction

Standards: Universal language that sets our foundation for our scope and practice, approached with accountability and fidelity

Instructional Resources: Materials and people that support and enhance learning

Curriculum: Planned experiences based on grade level standards

Instructional Practices: The way information is delivered to support and enhance learning

Certified Staff Nomination			
Name	Title	Effective Date	Salary

Staff New Hire FYI			
Name	Title	Effective Date	Salary

Resignations			
Name	Title	Effective Date	Salary
Alex Matos	Custodian	3/14/2025	\$18.78

Retirements			
Name	Title	Effective Date	Salary

Resignation Letter

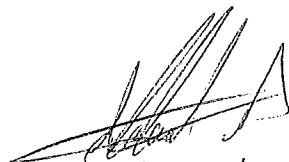
March 10, 2025
Paul School

To whom it may concern,

Kindly accept this letter as my formal resignation as a staff member of Paul School, due to the recent executive order to return to in-person work by President Trump.

My last day is expected to be on March 14, 2025.

I have enjoyed working and being part of the Paul School Family.



Alexander Santos