

## **Agenda Worksheet**

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

Date: Tuesday, April 15, 2024 at 6:00pm

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

**2. AGENDA REVIEW**

**3. NON-PUBLIC;** RSA 91-A;3 II (c)

**4. PRESENTATIONS, PUBLIC HEARINGS**

Superintendent Announcement- Donna Magoon

Public Hearing- Withdraw Funds from School Technology Trust Fund

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

**6. REPORTS**

a. Finance

**7. CONSENT AGENDA**

a. AP Manifest-Batch #45906, \$19,920.87; Batch #45902, \$2,089.13; Batch #45878, \$3,943.80;  
Batch #45875, \$4,717.17; Batch #45914, \$83,087.03; Batch #45919, \$5,686.39

b. Payroll Manifest- Batch #45896, \$207,645.82

**8. MEETING MINUTES**

a. WSB Non Public Meeting Minutes 3.25.25

b. WSB Public Meeting Minutes 3.25.25

c. WSB Public Meeting Minutes 4.1.25

**9. OLD BUSINESS**

a. IXL Update

**10. NEW BUSINESS**

a. Job Descriptions

i. IT Support Technician

ii. ABA Tutor

iii. School Nurse

iv. Library Media Specialist

**11. COMMITTEE UPDATES**

Curriculum Committee

Transportation Committee

## **12. POLICIES**

AC- Non-Discrimination, Equal Opportunity Employment and Anti-Discrimination Plan- 2<sup>nd</sup> Reading  
AC-R(2)- Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan- Annual  
Notice of Contact Information- 2<sup>nd</sup> Reading  
ACA- Discrimination and Harassment Grievance Procedure- 2<sup>nd</sup> Reading  
IHBCA- Accommodation of Pregnancy and Related Medical Conditions: Students- 2<sup>nd</sup> Reading  
IGE- Parental Objections to Specific Course Material- 2<sup>nd</sup> Reading  
IHAMA- Teaching about Alcohol, Drugs, and Tobacco- 2<sup>nd</sup> Reading  
IHAM- Health Education and Exemption from Instruction- 2<sup>nd</sup> Reading

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

## **14. NOMINATIONS/HIRES/RESIGNATIONS**

Francis Cross  
Annette O'Neill

## **15. FOLLOW-UP**

a. Gym Floor

## **16. NON-PUBLIC:** RSA 91-A:3 II (c)

- a. WSB Sealed Minutes Session 1 4.1.25
- b. WSB Sealed Minutes Session 2 4.1.25

## **17. ADJOURNMENT:**

**PM**

**Upcoming: The next Wakefield School Board meeting will be held May 6, 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:** April 15, 2025

**Time:** 6:00 PM

**Location:** Paul School  
60 Taylor Way  
Sanbornville, NH 03872

**Purpose:** To withdraw funds from the School Technology Trust Fund in the amount of \$66,228.00 for replacement of 150 Chromebooks.





## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **May. 03, 2025**.

You can download a copy of this quote during checkout.

[Place your order](#)

**Quote Name:** 150 Chromebook  
**Quote No.** 3000187514052.4  
**Total** \$66,228.00  
Customer # 10706854  
Quoted On Apr. 03, 2025  
Expires by May. 03, 2025  
Contract Name Dell NASPO Computer  
Equipment PA - New  
Hampshire  
Contract Code C000001094087  
Customer Agreement # 23026 / 8003325  
Deal ID 28636903

Sales Rep Mike Vinals  
Phone 1(800) 456-3355  
Email Michael.Vinals@Dell.com  
**Billing To** WAKEFIELD SCH DISTRICT  
WAKEFIELD SCHOOL DISTRICT  
76 TAYLOR WAY  
SANBORNVILLE, NH 03872-4350

### Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Mike Vinals

### Shipping Group

**Shipping To**  
SAU 101 IT DEPT  
WAKEFIELD SCHOOL DISTRICT  
76 TAYLOR WAY  
SANBORNVILLE, NH 03872-4350  
(603) 871-5802

**Shipping Method**  
Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	\$441.52	150	\$66,228.00

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Subtotal:	\$66,228.00
Shipping:	\$0.00
Non-Taxable Amount:	\$66,228.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

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Total:	\$66,228.00
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## Shipping Group Details

### Shipping To

SAU 101 IT DEPT  
WAKEFIELD SCHOOL DISTRICT  
76 TAYLOR WAY  
SANBORNVILLE, NH 03872-4350  
(603) 871-5802

### Shipping Method

Standard Delivery

	Unit Price	Quantity	Subtotal
<b>Dell Chromebook 3120</b>	<b>\$441.52</b>	<b>150</b>	<b>\$66,228.00</b>

Estimated delivery if purchased today:  
Apr. 10, 2025  
Contract # C000001094087  
Customer Agreement # 23026 / 8003325

Description	SKU	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	210-BLHG	-	150	-
Intel(R) Processor N100(6MB cache,4 cores,4 threads,up to 3.40 GHz Turbo,4.80W),4GB Memory,64GB EMMC, 2 USBC	338-CNJT	-	150	-
4GB 4800MHz LPDDR5 Non-ECC	370-BCDT	-	150	-
64GB eMMC Hard Drive	400-BNIB	-	150	-
11.6", HD 1366x768, 60Hz, Non-Touch,Anti-Glare, Cam/Mic, WLAN	391-BHWR	-	150	-
Single Pointing Non Backlit, US English	583-BINI	-	150	-
Intel(R) Wi-Fi 6 AX203, 2x2, 802.11ax, MU-MIMO, Bluetooth(R) 5.1 wireless card	555-BLGB	-	150	-
3 Cell, 42Whr	451-BDGL	-	150	-
65W AC adapter, USB Type-C	492-BDTG	-	150	-
E4 Power Cord 1M for US	537-BBDO	-	150	-
Quickstart Guide	340-DMHK	-	150	-
LCD, Clamshell, Non-touch, TNR	320-BFPR	-	150	-
Google Zero Touch Enrollment	634-BYQH	-	150	-
Chrome Education Upgrade	634-BYQI	-	150	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	150	-
Fixed Hardware Configuration	998-HBQN	-	150	-
Laptop, TNR Camera, 2 USBC, NonTouch	389-FGWT	-	150	-
System Shipment, Chromebook 3120	340-DRTW	-	150	-
Intel Process N100/N200 CPU Label	389-EFSH	-	150	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	150	-
Bottom Door WLAN	321-BKQD	-	150	-
Palmrest for Clamshell	346-BKXJ	-	150	-
ProSupport Plus Accidental Damage Service, 4 Years	709-8510	-	150	-
ProSupport Plus Next Business Day Onsite, 1 Year	709-8516	-	150	-
ProSupport Plus Next Business Day Onsite, 3 Years Extended	709-8521	-	150	-
ProSupport Plus 7x24 Technical Support, 4 Years	709-8530	-	150	-
Dell Limited Hardware Warranty Initial Year	709-8890	-	150	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	150	-

Thank you for choosing Dell ProSupport Plus. For tech support, visit [www.dell.com/contactdell](http://www.dell.com/contactdell) or call 1-866-516-3115

997-8367

150

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<b>Subtotal:</b>	<b>\$66,228.00</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
<b>Total:</b>	<b>\$66,228.00</b>



## Important Notes

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### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecifictterms](http://www.dell.com/offeringspecifictterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

# 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 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>100 GENERAL FUND</b>						
<b>1100 REGULAR EDUCATION</b>						
1. 100-1100-51120-1-00-00000 ELEMENTARY TEACHER SALARIES	1,838,539	1,838,539	131,908	131,908	635,409	1,071,222
2. 100-1100-51140-1-01-00000 SUPPORT SALARIES	226,844	226,844	9,777	9,777	57,270	159,797
3. 100-1100-51220-1-00-00000 SUBSTITUTES SALARIES	10,000	10,000	4,989	4,989	0	5,011
4. 100-1100-51235-1-00-00000 STUDENT TUTORING SERV - SALAR	7,000	7,000	0	0	0	7,000
5. 100-1100-51250-1-00-00000 STAFF STIPENDS/OTHER	35,000	35,000	149	149	6,900	27,951
6. 100-1100-52110-1-00-00000 TEACHERS HEALTH INSURANCE	504,137	504,137	39,310	39,310	145,956	318,871
7. 100-1100-52110-1-01-00000 SUPPORT STAFF HEALTH INS	10,901	10,901	2,959	2,959	13,350	(5,408)
8. 100-1100-52120-1-00-00000 TEACHERS DENTAL INSURANCE	17,809	17,809	1,774	1,774	6,533	9,502
9. 100-1100-52120-1-01-00000 SUPPORT DENTAL INSURANCE	621	621	425	425	2,033	(1,837)
10. 100-1100-52200-1-00-00000 TEACHERS FICA	125,969	125,969	9,472	9,472	75,911	40,586
11. 100-1100-52200-1-01-00000 SUPPORT FICA	6,633	6,633	725	725	6,784	(876)
12. 100-1100-52310-1-00-00000 SUPPORT RETIREMENT	0	0	77	77	0	(77)
13. 100-1100-52310-1-01-00000 SUPPORT RETIREMENT	11,731	11,731	3,164	3,164	24,015	(15,448)
14. 100-1100-52320-1-00-00000 TEACHERS RETIREMENT	340,649	340,649	21,002	21,002	117,627	202,020
15. 100-1100-53210-1-00-00000 REGULAR ED - CONTRACTED SERV	39,712	39,712	0	0	0	39,712
16. 100-1100-55610-1-00-00000 TUITION-PUBLIC	3,008,746	3,008,746	732,279	732,279	1,119,766	1,156,701
17. 100-1100-56100-1-00-00000 SUPPLIES	44,510	44,510	1,335	1,335	2,031	41,144
18. 100-1100-56410-1-00-00000 CURRICULUM/TEXTBOOKS	13,780	13,780	0	0	0	13,780
19. 100-1100-56500-1-00-00000 REG ED SOFTWARE	32,915	32,915	999	999	0	31,916
20. 100-1100-57330-1-00-00000 REG ED NEW FURNITURE&FIXTUR	3,000	3,000	0	0	0	3,000
21. 100-1100-57340-0-00-00000 REGULAR ED NEW COMPUTER	1	1	0	0	0	1
22. 100-1100-57390-1-00-00000 REG ED REPLACE EQUIPMENT	0	0	0	0	0	0
23. 100-1100-58100-1-00-00000 REG ED DUES	2,521	2,521	0	0	0	2,521
<b>TOTAL 1100 REGULAR EDUCATION</b>	<b>\$6,281,018</b>	<b>\$6,281,018</b>	<b>\$960,344</b>	<b>\$960,344</b>	<b>\$2,213,585</b>	<b>\$3,107,089</b>

# 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	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025	7/1/2024 - 3/31/2025	7/1/2024 - 3/31/2025	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025
<b>1200 SPECIAL EDUCATION</b>												
24. 100-1200-51000-1-02-00000 STUDENT SERV DIRECTOR - SALAF	0	0	0	0	0	0	0	0	0	0	0	0
25. 100-1200-51120-1-00-00000 SPECIAL ED TEACHER SALARIES	371,401	371,401	371,401	28,569	28,569	28,569	28,569	142,846	199,986	199,986	199,986	199,986
26. 100-1200-51140-1-01-00000 SPECIAL ED SUPPORT SALARIES	348,422	348,422	348,422	29,060	29,060	29,060	29,060	137,995	181,367	181,367	181,367	181,367
27. 100-1200-51200-1-00-00000 SUMMER SCHOOL SALARIES	15,000	15,000	15,000	0	0	0	0	0	15,000	15,000	15,000	15,000
28. 100-1200-51220-1-00-00000 SPECIAL ED - SUBSTITUTES	1	1	1	0	0	0	0	0	1	1	1	1
29. 100-1200-51230-1-01-00000 SPECIAL ED ABA TUTORS - SALARI	266,784	266,784	266,784	21,609	21,609	21,609	21,609	121,641	123,534	123,534	123,534	123,534
30. 100-1200-51235-1-00-00000 TUTORING SERVICES - SALARIES	5,000	5,000	5,000	0	0	0	0	0	5,000	5,000	5,000	5,000
31. 100-1200-51240-1-00-00000 SPED - SUBSTITUTES - SUPPORT ST	15,000	15,000	15,000	0	0	0	0	0	15,000	15,000	15,000	15,000
32. 100-1200-52110-1-00-00000 SPECIAL ED HEALTH INSURANCE	87,647	87,647	87,647	7,577	7,577	7,577	7,577	24,482	55,588	55,588	55,588	55,588
33. 100-1200-52110-1-01-00000 SPECIAL ED SUPPORT HEALTH INS	67,084	67,084	67,084	10,152	10,152	10,152	10,152	31,754	25,178	25,178	25,178	25,178
34. 100-1200-52110-1-02-00000 STUDENT SERV DIRECTOR-HEALT	0	0	0	0	0	0	0	0	0	0	0	0
35. 100-1200-52120-1-00-00000 SPECIAL ED DENTAL INSURANCE	3,051	3,051	3,051	316	316	316	316	949	1,786	1,786	1,786	1,786
36. 100-1200-52120-1-01-00000 SPECIAL ED SUPPORT DENTAL	6,938	6,938	6,938	777	777	777	777	2,366	3,795	3,795	3,795	3,795
37. 100-1200-52120-1-02-00000 STUDENT SERV DIRECTOR - DENTI	0	0	0	0	0	0	0	0	0	0	0	0
38. 100-1200-52200-1-00-00000 SPECIAL ED TEACHERS FICA	26,030	26,030	26,030	2,034	2,034	2,034	2,034	17,618	6,378	6,378	6,378	6,378
39. 100-1200-52200-1-01-00000 SPECIAL ED SUPPORT FICA	33,391	33,391	33,391	3,696	3,696	3,696	3,696	29,996	(301)	(301)	(301)	(301)
40. 100-1200-52201-1-00-00000 STUDENT SERV DIRECTOR - FICA	0	0	0	0	0	0	0	0	0	0	0	0
41. 100-1200-52270-0-00-00000 OTHER - FICA	0	0	0	0	0	0	0	0	0	0	0	0
42. 100-1200-52310-1-00-00000 SPECIAL ED SUPPORT RETIREMEN	0	0	0	0	0	0	0	0	0	0	0	0
43. 100-1200-52310-1-01-00000 SPECIAL ED SUPPORT RETIREMEN	85,065	85,065	85,065	5,155	5,155	5,155	5,155	24,293	55,617	55,617	55,617	55,617
44. 100-1200-52320-1-00-00000 SPECIAL ED TEACHERS RETIREME	66,828	66,828	66,828	5,611	5,611	5,611	5,611	28,055	33,162	33,162	33,162	33,162
45. 100-1200-52320-1-02-00000 STUDENT SERV DIRECTOR - RETIRI	0	0	0	0	0	0	0	0	0	0	0	0
46. 100-1200-53210-1-00-00000 SPECIAL ED CONTRACT SRVS	359,715	359,715	359,715	3,565	3,565	3,565	3,565	56,749	299,401	299,401	299,401	299,401
47. 100-1200-53210-3-00-00000 CONTRACTED SERVICES - HIGH SC	1	1	1	0	0	0	0	0	1	1	1	1
48. 100-1200-53220-1-00-00000 TESTING	1,500	1,500	1,500	0	0	0	0	0	1,500	1,500	1,500	1,500
49. 100-1200-53230-1-00-00000 SLC MEMBERSHIP	4,867	4,867	4,867	0	0	0	0	0	4,867	4,867	4,867	4,867
50. 100-1200-53240-1-00-00000 CONTRACTED SERV- PARTNER PRC	145,861	145,861	145,861	29,553	29,553	29,553	29,553	41,752	74,556	74,556	74,556	74,556
51. 100-1200-53290-1-00-00000 MEDICAID FEES	2,250	2,250	2,250	0	0	0	0	1,984	266	266	266	266
52. 100-1200-55610-1-00-00000 SPECIAL ED TUITION-PUBLIC - ELE	1	1	1	0	0	0	0	0	1	1	1	1

# WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
53. 100-1200-55610-3-00-00000 SPECIAL ED TUITION-PUBLIC - HIG	120,000	120,000	63,360	63,360	1,035	55,605
54. 100-1200-55640-1-00-00000 TUITION - PRIVATE - ELEMENTARY	117,000	117,000	24,611	24,611	39,952	52,437
55. 100-1200-55640-2-00-00000 TUITION- PRIVATE- MIDDLE SCHO	108,000	108,000	0	0	115,258	(7,258)
56. 100-1200-55640-3-00-00000 TUITION- PRIVATE - HIGH SCHOOL	190,000	190,000	3,018	3,018	30,035	156,947
57. 100-1200-55800-1-00-00000 SPECIAL ED TRAVEL	500	500	0	0	0	500
58. 100-1200-56100-0-88-00000 PRESCHOOL - SUPPLIES	0	0	0	0	0	0
59. 100-1200-56100-1-00-00000 SPECIAL ED SUPPLIES	6,000	6,000	0	0	234	5,766
60. 100-1200-56410-1-00-00000 SPECIAL ED BOOKS	1	1	0	0	0	1
61. 100-1200-56500-1-00-00000 SPED SOFTWARE	1,850	1,850	0	0	0	1,850
62. 100-1200-57330-1-00-00000 SPED NEW EQUIPMENT	1	1	1,992	1,992	0	(1,991)
63. 100-1200-57340-0-00-00000 SPECIAL ED NEW COMPUTER	1	1	0	0	0	1
64. 100-1200-57390-1-00-00000 SPED - OTHER EQUIPMENT	1,000	1,000	0	0	0	1,000
65. 100-1200-58100-1-00-00000 SPECIAL ED DUES	1,005	1,005	0	0	0	1,005
<b>TOTAL 1200 SPECIAL EDUCATION</b>	<b>\$2,457,195</b>	<b>\$2,457,195</b>	<b>\$240,655</b>	<b>\$240,655</b>	<b>\$848,994</b>	<b>\$1,367,546</b>



# WAKEFIELD SCHOOL DISTRICT

## WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>1410 CO-CURRICULAR ACTIVITIES</b>						
66. 100-1410-51120-1-00-00000 SALARIES	18,000	18,000	440	440	185	17,375
67. 100-1410-51120-1-01-00000 ELEMENTARY TEACHER SALARIES	0	0	0	0	0	0
68. 100-1410-51120-2-01-00000 MORNING PROGRAM SALARIES	1	1	0	0	0	1
69. 100-1410-52200-1-00-00000 CO-CURRICULAR - FICA	1,377	1,377	116	116	0	1,261
70. 100-1410-52200-1-01-00000 MORNING PROGRAM - FICA	1	1	0	0	0	1
71. 100-1410-52310-1-00-00000 RETIREMENT - SUPPORT STAFF	0	0	0	0	0	0
72. 100-1410-52320-1-00-00000 RETIREMENT - TEACHER	3,535	3,535	103	103	0	3,432
73. 100-1410-52320-1-01-00000 MORNING PROGRAM - RETIREMEN	1	1	0	0	0	1
74. 100-1410-53230-1-00-00000 CONTRACTED SERV - SPECIAL EVE	28,000	28,000	0	0	0	28,000
75. 100-1410-56100-1-00-00000 CO-CURRICULAR - SUPPLIES	1,500	1,500	0	0	0	1,500
<b>TOTAL 1410 CO-CURRICULAR ACTIVITIES</b>	<b>\$52,415</b>	<b>\$52,415</b>	<b>\$659</b>	<b>\$659</b>	<b>\$185</b>	<b>\$51,571</b>

WAKEFIELD SCHOOL DISTRICT  
WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>1420 ATHLETICS</b>						
76. 100-1420-51120-1-00-00000 ATHLETIC - SALARIES	13,000	13,000	0	0	2,500	10,500
77. 100-1420-52200-1-00-00000 ATHLETIC - FICA	995	995	0	0	191	804
78. 100-1420-52320-1-00-00000 RETIREMENT - TEACHER	2,553	2,553	0	0	491	2,062
79. 100-1420-53300-1-00-00000 ATHLETICS - UMPIRES & REFEREE	4,950	4,950	70	70	0	4,880
80. 100-1420-56100-1-00-00000 ATHLETIC - SUPPLIES	3,000	3,000	521	521	405	2,074
81. 100-1420-57301-0-00-00000 NEW EQUIPMENT	1	1	0	0	0	1
<b>TOTAL 1420 ATHLETICS</b>	<b>\$24,499</b>	<b>\$24,499</b>	<b>\$591</b>	<b>\$591</b>	<b>\$3,587</b>	<b>\$20,321</b>

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WAKEFIELD SCHOOL DISTRICT  
WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>1430 SUMMER SCHOOL</b>						
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
<b>TOTAL 1430 SUMMER SCHOOL</b>	<b>\$5</b>	<b>\$5</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5</b>

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# WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2110 TRUANT OFFICER</b>						
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
<b>TOTAL 2110 TRUANT OFFICER</b>	<b>\$3</b>	<b>\$3</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3</b>

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# WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

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	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025	7/1/2024 - 3/31/2025	7/1/2024 - 3/31/2025	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025
<b>2120 GUIDANCE/SOCIAL WORKER</b>												
90. 100-2120-51120-1-00-00000 GUIDANCE/SOCIAL WORKER SALA	138,168	138,168	138,168	12,904	12,904	12,904			64,520	60,744		
91. 100-2120-51150-1-01-00000 SUPPORT STAFF - SALARY	13,507	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	41,653	2,952	2,952	2,952			8,857	29,844		
93. 100-2120-52110-1-01-00000 TEACHERS HEALTH INSURANCE	1	1	1	0	0	0			0	1		
94. 100-2120-52120-1-00-00000 GUIDANCE/SOCIAL WORKER DENT	1,287	1,287	1,287	126	126	126			377	784		
95. 100-2120-52120-1-01-00000 TEACHERS DENTAL INSURANCE	1	1	1	0	0	0			0	1		
96. 100-2120-52200-1-00-00000 GUIDANCE/SOCIAL WORKER FICA	6,171	6,171	6,171	947	947	947			7,897	(2,673)		
97. 100-2120-52200-1-01-00000 SUPPORT STAFF - FICA	1	1	1	0	0	0			0	1		
98. 100-2120-52310-1-01-00000 SUPPORT RETIREMENT	1	1	1	0	0	0			0	1		
99. 100-2120-52320-1-00-00000 GUIDANCE/SOCIAL WORKER RETI	27,137	27,137	27,137	2,534	2,534	2,534			12,672	11,931		
100. 100-2120-53000-0-00-00000 CONTRACTED SERVICES	0	0	0	0	0	0			0	0		
101. 100-2120-53220-1-00-00000 GUIDANCE ASSESSMENT TEST	12,000	12,000	12,000	0	0	0			0	12,000		
102. 100-2120-55800-1-00-00000 GUIDANCE/SOCIAL WORKER TRA	400	400	400	0	0	0			0	400		
103. 100-2120-56100-1-00-00000 GUIDANCE/SOCIAL WORKER SUP	500	500	500	0	0	0			0	500		
104. 100-2120-56410-0-00-00000 TEXT BOOKS	1	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	0		
106. 100-2120-58100-1-00-00000 GUIDANCE/SOCIAL WORKER DUE	458	458	458	0	0	0			0	458		
<b>TOTAL 2120 GUIDANCE/SOCIAL WORKER</b>	<b>\$241,286</b>	<b>\$241,286</b>	<b>\$241,286</b>	<b>\$19,463</b>	<b>\$19,463</b>	<b>\$19,463</b>			<b>\$94,323</b>	<b>\$127,500</b>		

# WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2130 NURSE</b>						
107. 100-2130-51130-1-00-00000 NURSE SALARY	55,531	55,531	5,375	5,375	26,874	23,282
108. 100-2130-51140-1-01-00000 NURSE - SUPPORT STAFF SALARY	43,073	43,073	2,398	2,398	15,006	25,669
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	167	167	1,711	(702)
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	324	324	2,030	(273)
116. 100-2130-52320-1-00-00000 NURSE RETIREMENT	10,906	10,906	1,056	1,056	5,278	4,572
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	85	85	433	4,482
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
<b>TOTAL 2130 NURSE</b>	<b>\$154,317</b>	<b>\$154,317</b>	<b>\$10,895</b>	<b>\$10,895</b>	<b>\$62,171</b>	<b>\$81,251</b>

# 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 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2210 PROFESSIONAL DEVELOPMENT</b>						
122. 100-2210-52110-1-00-00000 PROFESSIONAL DEV HEALTH INS	0	0	0	0	0	0
123. 100-2210-52120-1-00-00000 TEACHERS DENTAL INSURANCE	0	0	0	0	0	0
124. 100-2210-52310-1-00-00000 PROF DEV SUPPORT RETIREMENT	0	0	0	0	0	0
125. 100-2210-52320-1-00-00000 PROF. DEV. WORKSHOPS RETIRE. (	0	0	0	0	0	0
126. 100-2210-52400-1-00-00000 PROF.DEV. TUITION	40,000	40,000	600	600	0	39,400
127. 100-2210-53220-1-00-00000 PROF.DEV. WORKSHOPS	15,000	15,000	95	95	0	14,905
<b>TOTAL 2210 PROFESSIONAL DEVELOPMENT</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$695</b>	<b>\$695</b>	<b>\$0</b>	<b>\$54,305</b>

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# WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2220 LIBRARY</b>						
128. 100-2220-51130-1-00-00000 MEDIA SPECIALIST SALARY	43,006	43,006	3,584	3,584	17,922	21,500
129. 100-2220-51140-1-00-00000 LIBRARY SUPPORT SALARIES	12,780	12,780	1,188	1,188	7,563	4,029
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	186	269
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	91	91	832	55
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	3,520	4,223
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	30	1,970
139. 100-2220-56410-1-00-00000 LIBRARY BOOKS & OTHER PRINT	15,000	15,000	0	0	4,156	10,844
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
<b>TOTAL 2220 LIBRARY</b>	<b>\$101,697</b>	<b>\$101,697</b>	<b>\$5,903</b>	<b>\$5,903</b>	<b>\$36,403</b>	<b>\$59,391</b>

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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 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2310 SCHOOL BOARD</b>						
145. 100-2310-51110-1-00-00000 SCHOOL BOARD SALARIES	5,500	5,500	2,750	2,750	0	2,750
146. 100-2310-51120-1-00-00000 SCHOOL BOARD MODERATOR	125	125	0	0	0	125
147. 100-2310-51130-1-00-00000 SCHOOL BOARD TREASURER	3,000	3,000	750	750	750	1,500
148. 100-2310-51150-1-00-00000 SCHOOL BOARD DISTRICT CLERK	200	200	0	0	0	200
149. 100-2310-51160-1-00-00000 SCHOOL BOARD SECRETARY	5,000	5,000	538	538	2,914	1,548
150. 100-2310-52200-1-00-00000 SCHOOL BOARD FICA	1,057	1,057	309	309	588	160
151. 100-2310-53220-1-00-00000 SCHOOL BOARD PROF.DEV.	600	600	0	0	0	600
152. 100-2310-53800-1-00-00000 SCHOOL BOARD LEGAL SERVICES	15,000	15,000	0	0	1,435	13,565
153. 100-2310-53820-1-00-00000 SCHOOL BOARD AUDITOR	18,000	18,000	0	0	0	18,000
154. 100-2310-55400-1-00-00000 SCHOOL BOARD ADS/NOTICES	5,000	5,000	270	270	0	4,730
155. 100-2310-55410-1-00-00000 SCHOOL BOARD - BACKGROUND	6,000	6,000	0	0	1,000	5,000
156. 100-2310-55450-1-00-00000 SCHOOL BOARD BALLOT PRINTIN	3,549	3,549	0	0	0	3,549
157. 100-2310-55500-1-00-00000 SCHOOL BOARD DISTRICT REPOR	1,000	1,000	0	0	0	1,000
158. 100-2310-56100-1-00-00000 SCHOOL BOARD - SUPPLIES	500	500	0	0	0	500
159. 100-2310-57340-1-00-00000 NEW COMPUTERS/TABLET	0	0	0	0	0	0
160. 100-2310-58100-1-00-00000 SCHOOL BOARD DUES	4,200	4,200	0	0	0	4,200
161. 100-2310-58200-1-00-00000 SCHOOL BOARD - SCHOLARSHIP	500	500	0	0	0	500
162. 100-2310-58900-1-00-00000 SCHOOL BOARD MISC	500	500	0	0	0	500
<b>TOTAL 2310 SCHOOL BOARD</b>	<b>\$69,731</b>	<b>\$69,731</b>	<b>\$4,617</b>	<b>\$4,617</b>	<b>\$6,687</b>	<b>\$58,427</b>

# 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 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2320 SAU ADMINISTRATION EXPENSE</b>						
163. 100-2320-51100-1-00-00000 SUPERINTENDENT SALARY	90,000	90,000	4,350	4,350	31,275	54,375
164. 100-2320-51110-1-00-00000 STUDENT SERVICES DIRECTOR	84,000	84,000	6,923	6,923	24,231	52,846
165. 100-2320-51150-1-00-00000 SUPPORT STAFF SALARY	60,243	60,243	8,384	8,384	16,219	35,640
166. 100-2320-52110-1-00-00000 HEALTH INSURANCE	51,174	51,174	4,920	4,920	12,793	33,461
167. 100-2320-52120-1-00-00000 DENTAL INS	2,072	2,072	126	126	702	1,244
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	1,411	1,411	7,726	7,023
170. 100-2320-52310-1-00-00000 RETIREMENT - SAU	31,355	31,355	1,564	1,564	5,473	24,318
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	3,003	3,003	7,047	(7,050)
177. 100-2320-55400-1-00-00000 ADVERTISING	3,000	3,000	180	180	0	2,820
178. 100-2320-55610-1-00-00000 TUITION OTHER	3,000	3,000	383	383	0	2,617
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	230	230	452	3,318
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
<b>TOTAL 2320 SAU ADMINISTRATION EXPENSE</b>	<b>\$355,618</b>	<b>\$355,618</b>	<b>\$31,474</b>	<b>\$31,474</b>	<b>\$105,918</b>	<b>\$218,226</b>

# 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 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2410 PRINCIPAL</b>						
184. 100-2410-51110-1-00-00000 PRINCIPAL SALARY	96,600	96,600	7,431	7,431	26,008	63,161
185. 100-2410-51120-1-00-00000 ASST.PRINCIPAL SALARY	88,463	88,463	6,805	6,805	23,817	57,841
186. 100-2410-51130-1-01-00000 PRINC.SUPPORT SALARY	69,449	69,449	5,900	5,900	24,704	38,845
187. 100-2410-52110-1-00-00000 PRINCIPAL HEALTH INSURANCE	3,000	3,000	2,657	2,657	7,971	(7,628)
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	390	766
190. 100-2410-52120-1-01-00000 PRINCIPAL SUPPORT DENTAL INS	1,226	1,226	61	61	182	983
191. 100-2410-52200-1-00-00000 PRINCIPAL FICA	21,935	21,935	1,488	1,488	10,420	10,027
192. 100-2410-52310-1-01-00000 SUPPORT RETIREMENT	9,396	9,396	798	798	3,343	5,255
193. 100-2410-52320-1-00-00000 PRINCIPAL RETIREMENT	34,972	34,972	2,796	2,796	9,786	22,390
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	317	317	0	983
196. 100-2410-54300-1-00-00000 PRINCIPAL REPAIRS/MAINTENANC	4,500	6,500	0	0	0	6,500
197. 100-2410-54420-1-00-00000 PRINCIPAL-COPIER/LEASE	10,000	10,000	50	50	3,931	6,019
198. 100-2410-55340-1-00-00000 PRINCIPAL POSTAGE	4,400	4,900	0	0	173	4,727
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	8,500	0	0	0	8,500
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
<b>TOTAL 2410 PRINCIPAL</b>	<b>\$390,020</b>	<b>\$394,020</b>	<b>\$28,433</b>	<b>\$28,433</b>	<b>\$111,475</b>	<b>\$254,112</b>

# 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 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2510 FISCAL SERVICES</b>						
206. 100-2510-51100-1-00-00000 BUSINESS ADMINISTRATOR SALAI	100,000	100,000	5,250	5,250	0	94,750
207. 100-2510-51120-1-00-00000 SUPPORT STAFF SALARY	120,820	120,820	9,791	9,791	34,268	76,761
208. 100-2510-52110-1-00-00000 HEALTH INSURANCE	23,736	23,736	1,968	1,968	6,404	15,364
209. 100-2510-52120-1-00-00000 DENTAL INSURANCE	1,887	1,887	126	126	377	1,384
210. 100-2510-52200-1-00-00000 FICA	16,893	16,893	1,094	1,094	4,907	10,892
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	6,855	24,080
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	7,835	7,835	30,570	26,908
218. 100-2510-55800-1-00-00000 TRAVEL	100	100	0	0	0	100
219. 100-2510-56100-1-00-00000 SUPPLIES	3,370	3,370	0	0	0	3,370
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
<b>TOTAL 2510 FISCAL SERVICES</b>	<b>\$370,049</b>	<b>\$370,049</b>	<b>\$27,389</b>	<b>\$27,389</b>	<b>\$83,381</b>	<b>\$259,279</b>

# 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 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2610 OPERATIONS/MAINTENANCE</b>						
222. 100-2610-51110-1-00-00000 OP/MAINT CUSTODIAN SALARY	180,030	180,030	12,610	12,610	35,169	132,251
223. 100-2610-51200-1-00-00000 FACILITIES MANAGER SALARY	68,250	68,250	5,250	5,250	18,375	44,625
224. 100-2610-52110-1-00-00000 OP/MAINT HEALTH INSURANCE	23,606	23,606	1,968	1,968	7,654	13,984
225. 100-2610-52120-1-00-00000 OP/MAINT - DENTAL INSURANCE	1,732	1,732	182	182	545	1,005
226. 100-2610-52200-1-00-00000 OP/MAINT FICA	16,789	16,789	1,323	1,323	7,522	7,944
227. 100-2610-52310-1-00-00000 OP/MAINT RETIREMENT	29,693	29,693	2,420	2,420	6,122	21,151
228. 100-2610-53200-1-00-00000 OP/MAINT CONTRACTED SERVICE	48,693	48,693	763	763	4,565	43,365
229. 100-2610-54110-1-00-00000 OP/MAINT WATER	11,550	11,550	0	0	5,885	5,665
230. 100-2610-54120-1-00-00000 OP/MAINT SEWAGE	9,500	9,500	0	0	0	9,500
231. 100-2610-54210-1-00-00000 OP/MAINT RUBBISH REMOVAL	10,947	13,577	2,089	2,089	2,904	8,584
232. 100-2610-54220-1-00-00000 OP/MAINT SNOW REMOVAL	32,875	30,245	8,250	8,250	0	21,995
233. 100-2610-54230-1-00-00000 OP/MAINT CARE OF BLDG & MAIN	7,300	7,300	5,720	5,720	0	1,580
234. 100-2610-54240-1-00-00000 OP/MAINT CARE OF GROUNDS	26,000	26,000	2,917	2,917	2,367	20,716
235. 100-2610-54300-1-00-00000 OP/MAINT REPAIR BUILDINGS	33,350	33,350	1,182	1,182	2,795	29,373
236. 100-2610-54300-1-06-00000 PAUL SCHOOL ROOF REPAIR	1	1	0	0	0	1
237. 100-2610-54320-1-00-00000 MAINTENANCE - SPECIAL PROJEC	1	1	(6,075)	(6,075)	6,075	1
238. 100-2610-54420-1-00-00000 OP/MAINT RENTAL OF EQUIPMENT	2,900	2,900	75	75	225	2,600
239. 100-2610-55200-1-00-00000 OP/MAINT PROPERTY & LIABILITY	35,856	35,856	0	0	0	35,856
240. 100-2610-55310-1-00-00000 OP/MAINT INTERNET/PHONES	23,040	23,040	650	650	18,054	4,336
241. 100-2610-55800-1-00-00000 OP/MAINT TRAVEL	480	480	0	0	45	435
242. 100-2610-56100-1-00-00000 OP/MAINT SUPPLIES	36,000	36,000	3,267	3,267	3,999	28,734
243. 100-2610-56220-1-00-00000 OP/MAINT ELECTRICITY	64,166	64,166	0	0	19,857	44,309
244. 100-2610-56230-1-00-00000 OP/MAINT LP GAS	54,750	54,750	4,592	4,592	28,469	21,689
245. 100-2610-56240-1-00-00000 OP/MAINT FUEL OIL	16,590	16,590	5,052	5,052	2,417	9,121
246. 100-2610-56500-1-00-00000 OP/MAINT SOFTWARE	0	0	0	0	0	0
247. 100-2610-57310-1-00-00000 OP/MAINT NEW EQUIPMENT	3,200	3,200	378	378	0	2,822
248. 100-2610-57330-1-00-00000 OP/MAINT NEW FURNITURE/FIXTU	3,500	3,500	329	329	0	3,171
249. 100-2610-58100-1-00-00000 OP/MAINT DUES/PROF DEVELOPM	650	650	0	0	0	650

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	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025	7/1/2024 - 3/31/2025	3/1/2025 - 3/31/2025
TOTAL 2610 OPERATIONS/MAINTENANCE	\$741,449	\$741,449	\$52,942	\$52,942	\$173,044	\$515,463

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# WAKEFIELD SCHOOL DISTRICT

## WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2721 REGULAR STUDENT TRANSPORTATION</b>						
250. 100-2721-51110-1-00-00000 REG TRANS- MANAGER SALARY	48,300	48,300	0	0	0	48,300
251. 100-2721-51120-1-00-00000 REG TRANS - DRIVERS SALARY	200,513	200,513	1,990	1,990	2,897	195,626
252. 100-2721-51140-1-00-00000 REG TRANS - SUBSTITUTUE	6,584	6,584	0	0	0	6,584
253. 100-2721-52110-1-00-00000 REG TRANS - HEALTH INSURANCE	38,800	38,800	0	0	0	38,800
254. 100-2721-52200-1-00-00000 REG TRANS - FICA	15,515	15,515	0	0	0	15,515
255. 100-2721-52310-1-00-00000 REG TRANS - RETIREMENT	11,654	11,654	0	0	0	11,654
256. 100-2721-53210-1-00-00000 REG TRANS - CONTRACT SERVICE	5,500	5,500	61,702	61,702	184,617	(240,819)
257. 100-2721-53320-1-00-00000 REG TRANS - DRIVER TRAINING	5,000	5,000	0	0	0	5,000
258. 100-2721-53900-1-00-00000 REG TRANS - TESTING	3,500	3,500	0	0	0	3,500
259. 100-2721-54300-1-00-00000 REG TRANS - REPAIR & MAINT	90,000	90,000	0	0	0	90,000
260. 100-2721-54430-1-00-00000 REG TRANS - VEHICLE LEASES	0	0	0	0	0	0
261. 100-2721-55800-1-00-00000 REG TRANS - TRAVEL	250	250	0	0	0	250
262. 100-2721-56100-1-00-00000 REG TRANS - SUPPLIES	5,000	5,000	0	0	0	5,000
263. 100-2721-56260-1-00-00000 REG TRANS- FUEL	65,000	65,000	6,309	6,309	42,392	16,299
264. 100-2721-56500-1-00-00000 REG TRANS - SOFTWARE	4,700	4,700	0	0	0	4,700
265. 100-2721-57390-1-00-00000 REG TRANS - EQUIP REPLACEMENT	1,500	1,500	0	0	0	1,500
266. 100-2721-58100-1-00-00000 REG TRANS - DUES & FEES	1,235	1,235	0	0	0	1,235
<b>TOTAL 2721 REGULAR STUDENT TRANSPORTATION</b>	<b>\$503,051</b>	<b>\$503,051</b>	<b>\$70,001</b>	<b>\$70,001</b>	<b>\$229,906</b>	<b>\$203,144</b>

# 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 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2722 SPECIAL EDUCATION STUDENT TRANSPORTATION</b>						
267. 100-2722-51100-1-00-00000 SPED TRANS - DRIVERS SALARY	94,145	94,145	0	0	0	94,145
268. 100-2722-51140-1-00-00000 SPED TRANS - SUBSTITUTE	4,950	4,950	0	0	0	4,950
269. 100-2722-52110-1-00-00000 SPED TRANS - HEALTH	2,000	2,000	0	0	0	2,000
270. 100-2722-52120-1-00-00000 SPED TRANS - DENTAL INSURANC	0	0	0	0	0	0
271. 100-2722-52200-1-00-00000 SPED TRANS - FICA	7,202	7,202	0	0	0	7,202
272. 100-2722-52310-1-00-00000 SPED TRANS - RETIREMENT	0	0	0	0	0	0
273. 100-2722-53200-1-00-00000 SPED TRANS - CONTRACTED SERV	15,232	15,232	35,449	35,449	102,723	(122,940)
274. 100-2722-57300-1-00-00000 EQUIPMENT	1	1	0	0	0	1
<b>TOTAL 2722 SPECIAL EDUCATION STUDENT TRANSPORTATION</b>	<b>\$123,530</b>	<b>\$123,530</b>	<b>\$35,449</b>	<b>\$35,449</b>	<b>\$102,723</b>	<b>\$ (14,642)</b>

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# WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2724 ATHLETICS STUDENT TRANSPORTATION</b>						
275. 100-2724-51100-1-00-00000 ATHLETIC TRANS - SALARY	5,000	5,000	0	0	3,180	1,820
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
<b>TOTAL 2724 ATHLETICS STUDENT TRANSPORTATION</b>	<b>\$5,384</b>	<b>\$5,384</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,180</b>	<b>\$2,204</b>

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# WAKEFIELD SCHOOL DISTRICT

## WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATIO</b>						
278. 100-2725-51100-1-00-00000 FIELD TRIP/CO-CURR TRANS - SAL	4,300	4,300	0	0	0	4,300
279. 100-2725-52200-1-00-00000 FIELD TRIP/CO-CURR TRANS - FIC,	329	329	0	0	0	329
280. 100-2725-52310-1-00-00000 FIELD TRIP/CO-CURR. TRANS. - RE	582	582	0	0	0	582
281. 100-2725-53210-1-00-00000 FIELD TRIP/CO-CURR TRANS - CON	1	1	0	0	0	1
<b>TOTAL 2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATIO</b>	<b>\$5,212</b>	<b>\$5,212</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,212</b>

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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 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2820 TECHNOLOGY</b>						
282. 100-2820-51140-1-00-00000 SUPPORT SALARIES	0	0	0	0	0	0
283. 100-2820-51180-1-00-00000 TECHNOLOGY SALARIES	78,000	59,300	4,348	4,348	15,217	39,735
284. 100-2820-52110-0-00-00000 HEALTH INSURANCE	19,664	19,664	0	0	0	19,664
285. 100-2820-52121-0-00-00000 DENTAL INSURANCE	681	681	61	61	364	256
286. 100-2820-52200-1-00-00000 TECHNOLOGY - FICA	5,967	5,967	333	333	2,162	3,472
287. 100-2820-52310-1-00-00000 TECHNOLOGY - SUP RETIREMENT	10,553	10,553	588	588	2,059	7,906
288. 100-2820-52320-1-00-00000 TECHNOLOGY - TEACHER RETIRE	0	0	0	0	0	0
289. 100-2820-53200-1-00-00000 TECHNOLOGY CONTRACTED SER	23,300	42,000	3,500	3,500	9,071	29,429
290. 100-2820-54300-1-00-00000 TECHNOLOGY REPAIR & MAINT	11,100	11,100	0	0	975	10,125
291. 100-2820-54350-1-00-00000 TECHNOLOGY SOFTWARE MAINT	1	1	344	344	1,376	(1,719)
292. 100-2820-55310-1-00-00000 TECHNOLOGY INTERNET/PHONES	1	1	0	0	0	1
293. 100-2820-56100-1-00-00000 TECHNOLOGY SUPPLIES	13,500	13,500	0	0	0	13,500
294. 100-2820-57340-1-00-00000 TECHNOLOGY NEW COMPUTER &	1	1	(27,396)	(27,396)	25,796	1,601
295. 100-2820-57380-1-00-00000 TECHNOLOGY COMPUTER + EQUI	1	1	0	0	0	1
296. 100-2820-58100-1-00-00000 DUES/FEES	0	0	0	0	0	0
<b>TOTAL 2820 TECHNOLOGY</b>	<b>\$162,769</b>	<b>\$162,769</b>	<b>\$(18,222)</b>	<b>\$(18,222)</b>	<b>\$57,020</b>	<b>\$123,971</b>

# WAKEFIELD SCHOOL DISTRICT

## WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 68720

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>2900 OTHER BENEFITS</b>						
297. 100-2900-52140-1-00-00000 DISABILITY INSURANCE	10,000	10,000	0	0	2,735	7,265
298. 100-2900-52170-1-00-00000 LIFE INSURANCE	1	1	0	0	0	1
299. 100-2900-52190-1-00-00000 UNEMPLOYMENT	6,309	6,309	0	0	0	6,309
300. 100-2900-52201-0-00-00000 WELLNESS INCENTIVE FICA	1,000	1,000	0	0	0	1,000
301. 100-2900-52600-1-00-00000 WORKER'S COMP	22,865	22,865	0	0	0	22,865
<b>TOTAL 2900 OTHER BENEFITS</b>	<b>\$40,175</b>	<b>\$40,175</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,735</b>	<b>\$37,440</b>

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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 3/1/2025 - 3/31/2025	Reported Period 3/1/2025 - 3/31/2025	Encumbrances 7/1/2024 - 3/31/2025	Amount Remaining 3/1/2025 - 3/31/2025
<b>5252 TRANSFERS TO/FROM TRUST FUNDS</b>						
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-SECU	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
<b>TOTAL 5252 TRANSFERS TO/FROM TRUST FUNDS</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$325,000</b>
<b>TOTAL 100 GENERAL FUND</b>	<b>\$12,459,423</b>	<b>\$12,463,423</b>	<b>\$1,471,288</b>	<b>\$1,471,288</b>	<b>\$4,135,317</b>	<b>\$6,856,818</b>
<b>GRAND TOTAL</b>	<b>\$12,459,423</b>	<b>\$12,463,423</b>	<b>\$1,471,288</b>	<b>\$1,471,288</b>	<b>\$4,135,317</b>	<b>\$6,856,818</b>

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68658

Check Batch: 45906  
 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
45906	24108	03/31/2025	310	AMAZON BUSINESS	0.00	1,992.36
	24109	03/31/2025	9674	DE LAGE LANDEN FINANCIAL SERVICES, INC	0.00	49.75
	24110	03/31/2025	9755	EVERON, LLC	0.00	162.99
	24111	03/31/2025	9741	FIRST STUDENT	0.00	138.54
	24112	03/31/2025	1266	HILLSIDE LANDSCAPING INC.	0.00	600.00
	24113	03/31/2025	2161	HOWE TWO LAWN/CARE & LANDSCAPING LLC	0.00	7,041.66
	24114	03/31/2025	1363	JERRY GREGOIRE	0.00	600.00
	24115	03/31/2025	9768	McShane, James	0.00	571.29
	24116	03/31/2025	1706	CHARTER COMMUNICATIONS	0.00	159.96
	24117	03/31/2025	762	STRAFFORD LEARNING CENTER	0.00	3,564.59
	24118	03/31/2025	9191	TORRES, LUIS	0.00	313.60
	24119	03/31/2025	9087	TYLER TECHNOLOGIES	0.00	3,470.10
	24120	03/31/2025	9368	VERIZON	0.00	410.48
	24121	03/31/2025	9669	VOYA BENEFITS COMPANY	0.00	845.55
Totals:					0.00	\$19,920.87

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68658

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 DeColfman*  
Robert DeColfman, School Board Chairman

*Bob Ouellette*  
Bob Ouellette, School Board Vice Chairman

*Mary Collins*  
Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

*Heather Wilcauskas*  
Heather Wilcauskas, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

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14 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 68654

Check Batch: 45902  
 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
45902	90406	03/31/2025	834	WASTE MGMT OF NH-ROCHESTER	0.00	2,089.13
Totals:					0.00	\$2,089.13

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## WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColimack  
 Robert DeColimack, 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

Heather Wilcauskas  
 Heather Wilcauskas, School Board Member

Carlene Stewart  
 Carlene Stewart, Treasurer



# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 68616

Check Batch: 45878  
 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
45878	90405	03/26/2025	8927	IRVING ENERGY-PROPANE	0.00	3,943.80
Totals:					0.00	\$3,943.80

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## WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

*Robert DeColomack*  
 Robert DeColomack, School Board Chairman

*Bob Ouellette*  
 Bob Ouellette, School Board Vice Chairman

*Mary Collins*  
 Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

*Heather Wilcauskas*  
 Heather Wilcauskas, School Board Member

*Carlene Stewart*  
 Carlene Stewart, Treasurer

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 68609

Check Batch: 45875  
 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
45875	90403	03/25/2025	8927	IRVING ENERGY-PROPANE	0.00	647.92
	90404	03/25/2025	8926	IRVING ENERGY	0.00	4,069.25
Totals:					0.00	\$4,717.17

### WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColfinacker, School Board Chairman

*Bob Ouellette*  
 Bob Ouellette, School Board Vice Chairman

*Mary Collins*  
 Mary Collins, School Board Member

Sandrea Taliaferro, School Board Member

*Heather Wilcauskas*  
 Heather Wilcauskas, School Board Member

*Carlene Stewart*  
 Carlene Stewart, Treasurer

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68685

Check Batch: 45914  
 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
45914	24122	04/01/2025	9690	ACAPPELLA TECHNOLOGIES, LLC	0.00	25,796.00
	24123	04/01/2025	948	BASIX AUTOMATION INTEGRATORS	0.00	555.00
	24124	04/01/2025	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	802.56
	24125	04/01/2025	9747	Concord School District SAU 8	0.00	1,090.79
	24126	04/01/2025	8940	DRUMMOND WOODSUM, ATTORNEYS AT LAW	0.00	1,435.20
	24127	04/01/2025	9741	FIRST STUDENT	0.00	184.72
	24128	04/01/2025	9415	FOLLETT	0.00	2,401.57
	24129	04/01/2025	9795	NC CARPORTS AND GARAGES, LLC	0.00	2,500.00
	24130	04/01/2025	9795	NC CARPORTS AND GARAGES, LLC	0.00	3,575.25
	24131	04/01/2025	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	359.55
	24132	04/01/2025	9492	NEW ENGLAND ROOFING	0.00	400.00
	24133	04/01/2025	1043	NFI NORTH, INC.	0.00	31,883.12
	24134	04/01/2025	1995	NH DEPT. OF SAFETY	0.00	1,000.00
	24135	04/01/2025	9502	PANDADOC, INC.	0.00	202.52
	24136	04/01/2025	260	PARKER EDUCATION	0.00	8,517.63
	24137	04/01/2025	1950	ILENE B. SPITZER, M.D.	0.00	2,000.00
	24138	04/01/2025	1675	THE HOME DEPOT CREDIT SERVICES	0.00	78.87
	24139	04/01/2025	9669	VOYA BENEFITS COMPANY	0.00	304.25
Totals:					0.00	\$83,087.03

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

*Robert DeColimack*  
Robert DeColimack, School Board Chairman

*Bob Ouellette*  
Bob Ouellette, School Board Vice Chairman

*Mary Collins*  
Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

*Heather Wilcauskas*  
Heather Wilcauskas, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

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18 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 68692

Check Batch: 45919  
 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
45919	90407	04/02/2025	8926	IRVING ENERGY	0.00	468.03
	90408	04/02/2025	669	EVERSOURCE	0.00	5,045.05
	90409	04/02/2025	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	173.31
Totals:						\$5,686.39

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# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 68692

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 DeColfman*  
Robert DeColfman, School Board Chairman

*Bob Ouellette*  
Bob Ouellette, School Board Vice Chairman

*Mary Collins*  
Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

*Heather Wilcauskas*  
Heather Wilcauskas, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

5

3 Checks Listed.



# Wakefield School Board Public Minutes

Tuesday March 25, 2025  
Held in SAU Conference Room  
Draft

BOARD MEMBERS		ADMINISTRATORS	
Robert DeColfmacker, Chair	✓	Jerry Gregoire, Superintendent Designee	
Bob Ouellette, Vice Chair	✓	Business Administrator	
Mary Collins	✓	Carol Keenan, Student Services Director	
Sandrea Taliaferro	✓	Norma DiRocco, Principal	✓
Heather Wilcauskas	✓	Ivy Levitt-Carlson, Assistant Principal	

Mr. DeColfmacker led those present in the flag salute at 5:00.

Mrs. DiRocco and Mr. DeColfmacker spoke with the Union president about a stipend issue. The Board made their decision by following the CBA at their last meeting.

The Superintendent Job Description will be tabled so members can go over it and it will be on the agenda for approval at the next meeting.

**Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, enter non public at 5:04. Roll Call Vote: DeColfmacker-Aye, Ouellette-Aye, Collins-Aye, Taliaferro-Aye, Wilcauskas-aye.**

The Board returned to public session at 7:10.

## **Adjournment**

**Mr. Ouellette made a motion, seconded by Me. Wilcauskas, to adjourn the meeting at 7:10. (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary



# Wakefield School Board Public Minutes

Tuesday April 1, 2025

Held in the Library

Draft

BOARD MEMBERS		ADMINISTRATORS	
Robert DeColfmacker, Chair	✓	Jerry Gregoire, Superintendent Designee	✓
Bob Ouellette, Vice Chair	✓	Financial Manager, Michele Lambert	✓
Mary Collins	✓	Carol Keenan, Student Services Director	✓
Sandrea Taliaferro	✓	Norma DiRocco, Principal	✓
Heather Wilcauskas	✓	Ivy Levitt-Carlson, Assistant Principal	

Others Present: Asha Roy, Tom Leonard, Katie Roy, Amy Blackwood, Aaron Nason and Max Gehring from Clearview TV.

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

## **Guidance Counselor Position**

Ms. Keenan told the Board that she and Mrs. DiRocco decided that the current Family Liaison should be the person to fill the open Guidance Counselor position for next year. Mrs. Taliaferro asked about the position she would be vacating and Mrs. Keenan said it would be posted. Mrs. Taliaferro feels that the Board doesn't know all the information for next year and would like to pause the Family Liaison position. Mr. DeColfmacker said this is for next years budget and asked why pause that? The budget was approved with those positions. Mrs. Taliaferro said she would like to wait to fill that position until we figure out salaries of the SAU positions.

**Mrs. Collins made a motion, seconded by Mrs. Taliaferro, to reinstate the Guidance Counselor position. (Vote 4-1)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to freeze the Family Liaison position. (Vote 4-1)**

Mrs. Collins would like more information on what the Family Liaison does and what's required by the state.

## **Presentations, Public Hearings**

### **Field Trip Request**

Mr. Nason asked that the seventh grade be allowed to travel outside the state to the Franklin Park Zoo in Boston.

**Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to allow the seventh graders to cross state lines for their field trip to the Franklin Park Zoo in Boston. (Vote 5-0)**



### PTA

The Read-A-Thon is officially over and they made about \$9,500. She thanked and acknowledged the community readers. The dance was a success. Breakfast with the Easter bunny is April 13<sup>th</sup>. They are looking for donations for the baskets and cakes for the cake walk.

### Non Public

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to enter non public under RSA 91-A;3 ll (c) at 6:15. Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Wilcauskas aye.**

The Board returned to public session at 7:07.

Mrs. DiRocco left the meeting.

### Teacher Nominations

Mr. Gregoire nominated the teacher identified in non public.

**Mrs. Collins made a motion, seconded by Mr. Ouellette to accept that nomination. (Vote 5-0)**

Mr. Gregoire left the meeting.

**Mrs. Collins made a motion, seconded by Mr. Ouellette to seal the non public minutes of 4-1-25 session 1 for five years. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the stipends for the Camp Calumet trip. (Vote 5-0)**

### Public Comment

None

### Reports

#### Transportation

Mrs. Taliaferro thanked Mrs. Roy for gathering information for the Transportation Committee. She was also able to get SD cards back. She said the vans need to be driven back to the school from Diprizio's. They have had the lettering removed are inspected and ready to be sold. Cameras etc. will be removed when they're back at the school.

**Mrs. Taliaferro made a motion, seconded by Mrs. Collins, to have the vans brought back to the school, remove cameras and GPS and place them out to bid with a minimum of the Kelly Blue Book value listed for thirty days. (Vote 5-0)**

**Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to accept First Students bid of \$205,135 for the remainder of the big buses. (Vote 5-0)**

## Student Services

### **Student Services Report: April 1, 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 = 3 New Referrals
  5. Special Education Disabilities include the following: (8 TBD at IEP Meetings)
    - A.) Autism = 17 students
    - B.) Development Delay = 12 students
    - C.) Emotional Disability = 6 students
    - D.) Intellectual Disability = 4 students
    - E.) Other Health Impairment = 32 students
    - F.) Specific Learning Disability = 40 students
    - G.) Speech Language Impairment = 21 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 = 96%!!
  9. **New Updates/Information:**  
Crisis Prevention Institute (CPI) is the world's leading provider of evidence-based de-escalation training. CPI programs equip school staff with crisis intervention and de-escalation skills that reduce challenging behavior and help prevent future incidents. Over 17 million individuals are trained in CPI's de-escalation techniques and are making measurable impacts on the safety of their schools. Below are the three levels of CPI.
-

**I. Verbal Intervention Training (for all school staff)**

This training provides staff with the skills to verbally de-escalate disruptive behaviors.

**II. Nonviolent Crisis Intervention (for some school staff)**

This training provides staff with the skills to safely recognize and respond to everyday crisis situations, including safe disengagements and restrictive interventions.

**III. NCI With Advanced Physical Skills (for few school staff)**

This training provides staff who work with students who demonstrate dangerous or complex behavior and teaches safe and advanced disengagement skills.

**CPI Train-the-Trainer Model:**

This August, the principal, assistant principal, and PAWS Program Coordinator will attend a 3 day training to become Certified CPI Trainers in all three levels. We will then train appropriate staff in the appropriate CPI level. CPI is recognized nationally and used in most school districts. It will be so beneficial for The Paul School to be trained in CPI.

Mrs. Taliaferro asked if all staff will be trained on Level 11 as it would be beneficial. Mrs. Keenan agreed.

Enrollment

24/25

Paul School Enrollment Report

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
LP	15	16	17	16	17	18	16			
K	30	31	31	30	29	30	30			
1	33	33	33	35	34	34	34			
2	40	40	40	40	40	41	41			
3	39	41	41	40	40	40	38			
4	47	47	46	43	42	41	41			
5	63	65	65	65	65	66	66			
6	55	57	56	56	54	54	55			
7	46	47	47	47	47	46	46			
8	45	45	46	45	45	45	45			
Out of District	2	2	2	4	4	4	4			
Total	0	415	424	424	421	417	419	416	0	0

High School Enrollment Report

	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Spaulding	171	166	163	161	162	162	156			
Kingswood	14	14	14	14	14	14	14			
Bud Carlson	9	10	10	10	10	10	10			
Brewster	1	1	1	1	1	1	1			
Out of District	2	2	2	2	2	2	2			
Total	197	193	190	186	187	187	181	0	0	0

as of 3/27/2025

### **Consent Agenda**

**Mrs. Collins made a motion, seconded by Mrs. Taliaferro, to approve the Consent Agenda. (Vote 4-1)**

### **Meeting Minutes**

**Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to approve the public minutes of March 18, 2025, with corrections. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to approve the public minutes of March 20, 2025. (Vote 5-0)**

### **Old Business**

#### **Gym Floor**

Mr. DeColfmacker reported that the gym floor is getting worse. There is currently a large bubble on the side. Mr. Ouellette suggested getting Primex back in to look at the floor. They requested that Mrs. Roy call Primex.

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to accept the \$25,000 insurance offer from the insurance company. (Vote 4-1)**

The Board will take a field trip at the next meeting to look at the floor.

#### **Staff List**

The Board received a list of all staff, their position and certifications/endorsements they have as an FYI.

#### **Paraprofessional Renewals FYI**

Mrs. Collins asked about the four regular ed paras. Mrs. Keenan said there is one in each of the two kindergartens and two are floaters. Mrs. Collins said two or three years ago we added a substitute para because we had three kindergartens. Now we have two kindergartens. We did have two regular ed subs, a substitute para and an in-house suspension para. Mrs. Taliaferro said they should be listed as so on their contracts. Mr. DeColfmacker replied that the money is in the budget. Mrs. Taliaferro said this would be creating a new position. Mr. Davis will be bringing a proposal to the Board.

#### **Year Round Staff FYI**

Mr. Ouellette said we lost a custodian. Mr. Davis asked if he could hire a parttime sub along with a full time custodian. It would be an on call situation. Mr. Davis also has someone out sick so he's doing the nightshift himself. His staff is bare bones.

### **New Business**

#### **IT Student Computers**

Mr. Leonard explained to the Board that Dell was the lowest bidder out of the four bids for Chromebooks and they have the best warranty, a four year warranty on site or for any computers sent back for work. Mr. Leonard acknowledged that they are also easy to work with. He said no

computers were ordered last year and they have no spares. Kids are using computers with broken screens. He would like to order 100 computers. That would cover two grades and he would like to continue to replenish them yearly. The cost of 100 computers through Dell would be \$44,152. The state is now requiring that schools have the latest version of Chromebooks. He told the Board that we now have great coverage throughout the building. The Board asked him to bring back a price for 150 computers as there is plenty of money in the Trust Fund. Mr. Leonard said Dell may give a better discount. The Board felt that we should move forward with Dell for 150 Chromebooks. A public hearing will be posted to expend funds from the Technology Trust Fund.

#### Custodian Job Description

Mrs. Collins asked that Mr. Davis write the job posting for the parttime person.

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the job description for full time custodian. (Vote 5-0)**

#### Date for Orientation

The Board decided that Mrs. Colbath will give the Board Orientation at 5:00 on April 15<sup>th</sup> prior to the next School Board meeting.

#### Superintendent Job Description

Mrs. Collins said she didn't see anything about a Strategic Plan in the Superintendent's Job Description.

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the Superintendent's Job Description. (Vote 4-1)**

#### Budget Transfer

**Mrs. Collins made a motion seconded by Mr. Ouellette, to approve the one time transfer from Teacher's Furniture and Fixtures to Replacement of Equipment for a student's classroom accommodation. (Vote 3-2)**

#### Committee Updates

##### Culture and Climate

FYI

#### Curriculum Development Update

##### Grant Review Committee

**Mrs. Collins made a motion seconded by Mr. Ouellette, to approve Ms. Wilcauskas for the Grant Review Committee. (Vote 5-0)**

Mrs. Collins explained that this committee reads the grants and reports to the Board so the Board can better understand grants they need to approve. They already approve the assurances for federal grant. Mrs. Taliaferro said some grants over \$10,000 need to have a public hearing prior to being accepted by the Board.

**Ms. Wilcauskas made a motion seconded by Mr. Ouellette, to approve Mrs. Collins for the Grant Review Committee. (Vote 5-0)**

### Stipend Committee

Mrs. Colbath said Board members were not listed in the CBA to be on the Stipend Committee.

Mrs. Taliaferro read the following from the teachers CBA:

### **APPENDIX B CO.CURRICULAR STIPENDS**

“The parties agree to establish a joint committee which shall include 3 members appointed by the association and a representative from, or appointed by the administration, to review stipends proposed by staff and/or administration, and make recommendations. A total stipend budget of \$18,000 is to cover the costs of stipends/hourly rate for at least 12 school clubs or extracurricular activities. Assignments will be approved by the committee and each stipend should be based on an hourly rate not to exceed \$25.00. The stipend & hourly rate positions offered, the stipend/hourly rate amounts, and the persons assigned to stipend & hourly rate positions may be recommended by the committee, but the Board will make the final decisions. Co-curricular activities will be decided upon by June of the preceding year. The Co-curricular program schedule will be determined by the first week of October in the following school year”.

Mr. DeColfmacker and Mrs. Taliaferro have been appointed to that committee. Mrs. Collins will check with the Union about Board members being on that committee.

### **Policies (1<sup>st</sup> Reading)**

Mrs. Collins said after these there are only seven policies required by law to bring forward to the Board.

AC – Non Discrimination, Equal Opportunity Employment and Anti-Discrimination Plan

AC-R2 – Non Discrimination, Equal Opportunity Employment and Anti-Discrimination Plan-  
Annual Notice of Contact Information

ACA – Discrimination and Harassment Grievance Procedure

IHBCA – Accommodation of Pregnancy and Related Medical Conditions: Students

IGE – Parental Objections to Specific Course Material

IHAMA – Teaching About Drugs, Alcohol and Tobacco

IHAM – Health Education and Exemption From Instruction

### **Policies Withdrawn**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to withdraw policy ACCA. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to withdraw policy ACCA-R1. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to withdraw policy ACCA-R2. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to withdraw policy ACAB. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to withdraw policy ACAB-R1. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to withdraw policy ACAB-R2. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to withdraw policy JIE. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to withdraw policy IHCD. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to withdraw policy IMBA. (Vote 5-0)**

**Nominations/Resignations**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to accept Tom Leonard's resignation with regret. (Vote (5-0))**

Kelly Pitard FYI

**Non Public**

**Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to enter non public under RSA 91-A;3 II (c) at 8:35. Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Wilcauskas aye.**

The Board returned to public session at 9:38

**Mrs. Taliaferro made a motion, seconded by Mrs. Collins, to change the title of Business Administrator to Financial Manager.**

**Ms. Wilcauskas made a motion, seconded by Mrs. Taliaferro to seal the non public minutes of 4-1-25 session 2 for ten years. (Vote (5-0))**

**Adjournment**

**Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to adjourn the meeting at 9:40. (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary

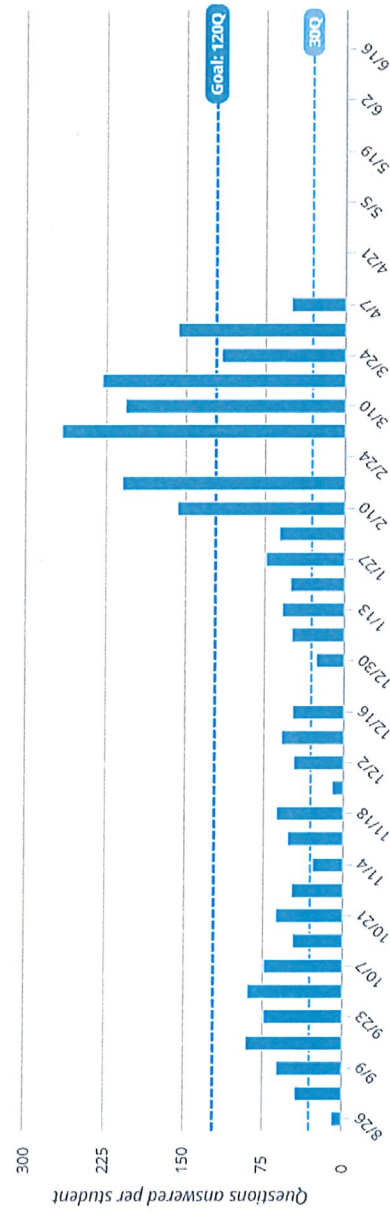
The data presented is current as of 4/8/25

Our current use as of 4/8





## THE IXL EFFECT



Your 4-week average: 178 questions

IXL's recommended goal: 30 See strategies

Schools across the United States are experiencing the IXL Effect, and you can, too. Research shows that answering at least 30 questions per week has a measurable impact on student outcomes.

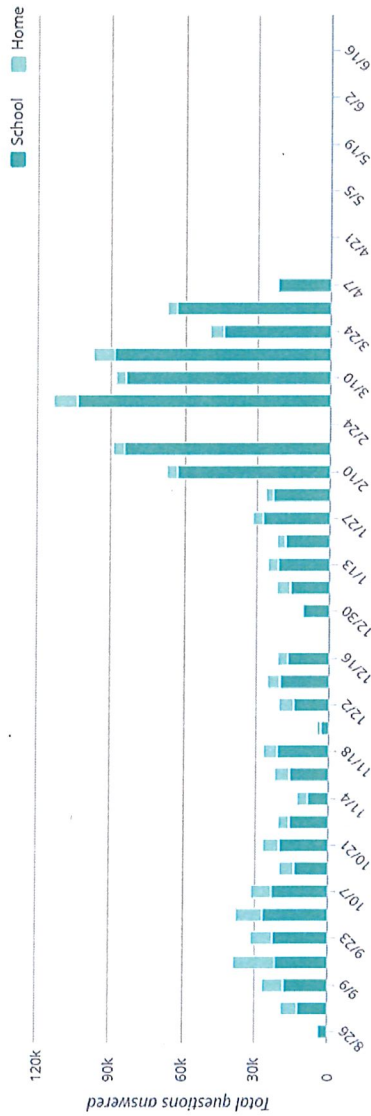
Already meeting that goal? Aiming for 60 or 90 questions per week has been shown to have an even bigger impact on student success.

[Learn more about the IXL Effect.](#)

## EXTEND STUDENT LEARNING

IXL is built for anywhere, anytime learning. We recommend using IXL from both school and home to ensure your students get the most out of their IXL experience.

Collectively this school year, your students have extended their learning time by answering over 175,000 questions from home.



Your 4-week average: **8% home**

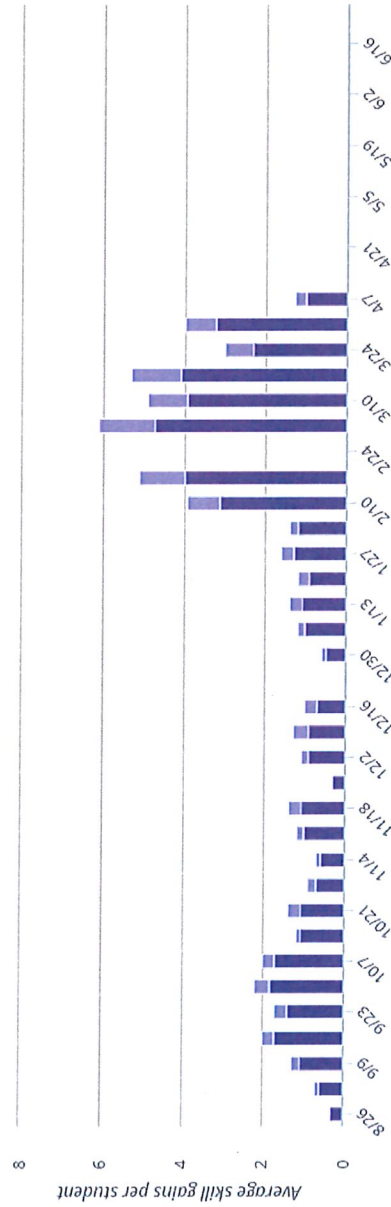
IXL's recommended goal: **10%** [See strategies](#)

## BUILDING MASTERY

Mastered Proficient

IXL's SmartScore is based on a proprietary algorithm that combines accuracy, consistency, and question difficulty to authentically gauge student mastery of a topic.

Research shows that striving toward mastery (a SmartScore of 100) is the most effective way to drive student growth on state assessments. Mastery isn't the only goal that impacts learning, however. Achieving proficiency (a SmartScore of 80+) has also been proven to lead to improved student outcomes.



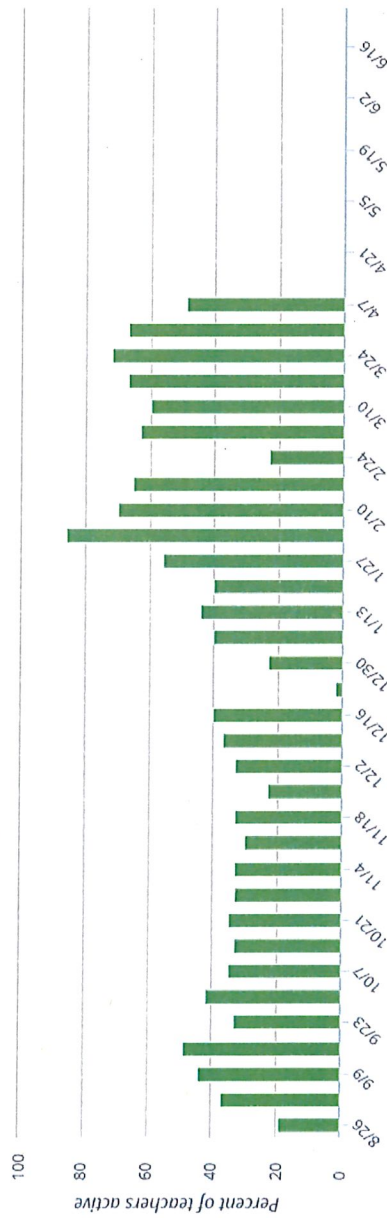
Your 4-week average: **4.3 proficient**

IXL's recommended goal: **2** [See strategies](#)

## ELEVATE TEACHER ENGAGEMENT











IXL is not just for students; it's a powerful tool that can make your teachers more efficient and effective. Monitoring **Teacher Engagement** helps you see which teachers are maximizing the benefits of IXL in their classrooms.

If teachers are using IXL regularly, you can feel confident that student learning outcomes will grow and accelerate throughout the school year.



Your 4-week average: **67% engagement**

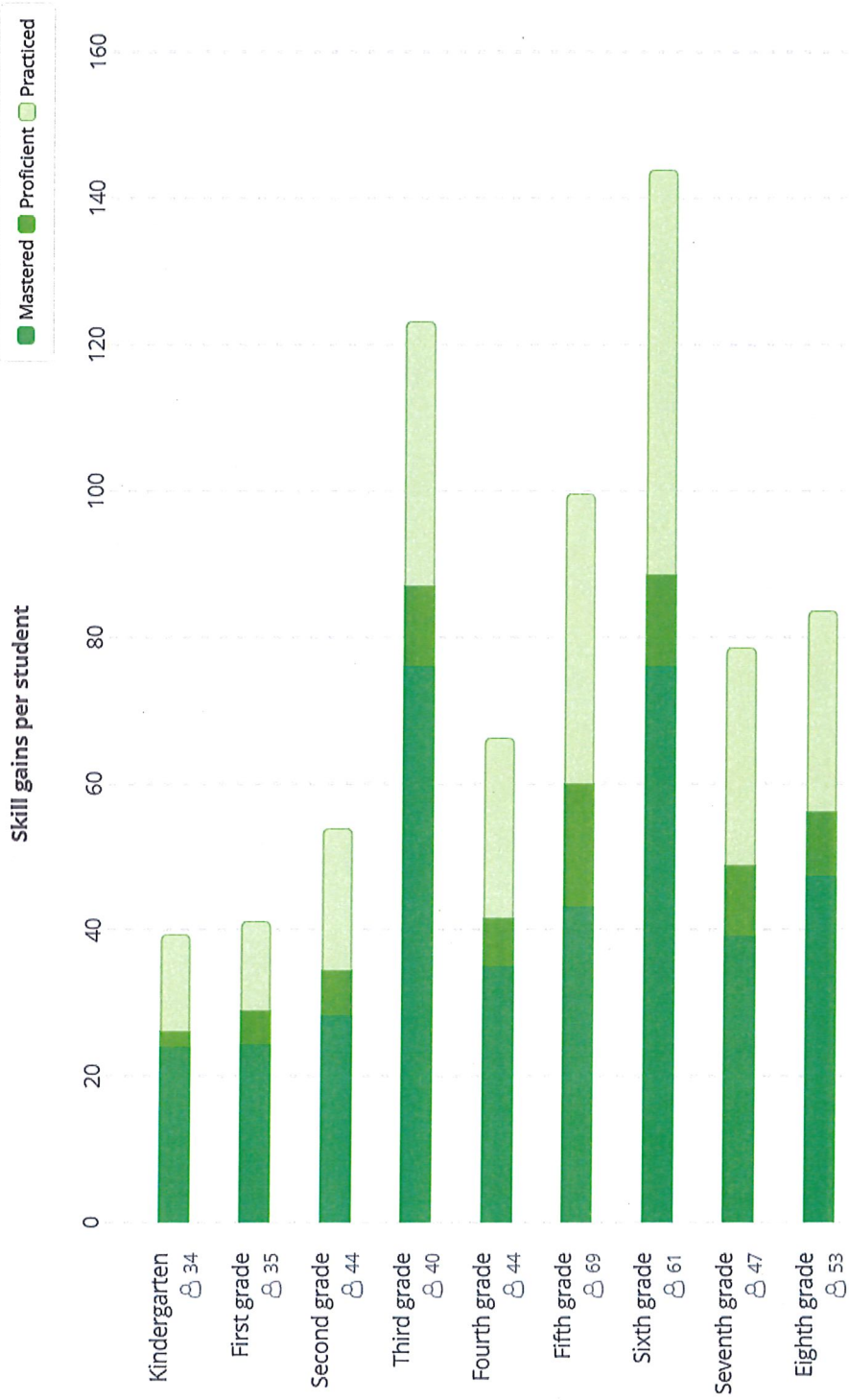
IXL's recommended goal: **50%** [See strategies](#)

	SKILL PROGRESS				ASSESSMENT GROWTH		
	Total questions answered	Skills practiced	Skills proficient	Skills mastered	Students with current levels	Current average level	Average monthly growth
<b>K</b>  34	 14,560	789	548	511	31	138	-13
	 10,332	509	332	296	24	79	+15
	 130	19	4	4			
	 28	6	0	0			
<b>Grade 1</b>  35	 16,230	747	488	400	31	202	+2
	 16,251	652	508	435	26	181	+22
	 361	30	14	14			
	 150	15	6	4			



<b>Grade 2</b> 44		26,550	1,352	840	699	42	292	+8
		25,839	984	656	528	39	341	+23
		243	27	17	17			
		112	11	7	6			
<b>Grade 3</b> 40		75,104	3,106	2,164	1,936	35	347	+5
		52,695	1,705	1,251	1,044	24	390	+26
		1,647	76	46	43			
		406	37	18	16			
<b>Grade 4</b> 44		52,110	1,974	1,258	1,093	35	424	+11
		27,686	906	563	432	29	474	+28
		156	14	6	5			
		418	24	10	9			

<b>Grade 6</b> 61		289,698	6,930	4,317	3,853	49	572	+39
		47,934	1,508	863	579	45	562	+56
		1,048	70	44	42			
		18,947	258	175	171			
<b>Grade 7</b> 47		36,875	1,559	918	761	43	486	+7
		46,643	1,114	614	496	26	554	-7
		30,982	982	757	572			
		683	38	11	11			
<b>Grade 8</b> 53		72,358	2,317	1,557	1,291	43	545	+25
		34,186	998	593	463	27	635	+18
		26,542	1,099	822	749			
		293	19	8	7			



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

---

**TITLE: IT SUPPORT TECHNICIAN**

**EDUCATION and QUALIFICATIONS:**

- Associates degree in computer related field and prior experience in technical support positions.
- K-8 educational experience preferred.
- Hands on experience with Windows and Google Apps for Education
- Excellent interpersonal, communication and collaboration skills
- Experience with a variety of software applications and hardware peripherals
- Hands on experience with Windows 10
- PC Diagnostic troubleshooting skills
- Highly organized and able to prioritize jobs
- Service Oriented
- Understanding of the fundamentals of network technologies and basic network troubleshooting is a must.

**REPORTS TO: SUPERINTENDENT**

**EVALUATOR: SUPERINTENDENT**

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**OBJECTIVE:**

To support the operations of the Wakefield School District's technology needs as assigned by the Superintendent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide technical and application support to teachers, administrators, staff and students

- Maintain the help desk system utilized for all technology-related support issues
- Create and maintain documentation for existing and new systems
- Maintain detailed inventory list of all technology items in the District
- Assist in the installation and configuration of technology systems, software and technology devices
- Train staff on technology-related topics
- Responsible for the phone systems, school cameras, and digital security

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

Adopted by the Board:



- Responsible for Technology Budget including Price Quotes and Purchase Requisitions
- Lead role on the Technology Committee
- Troubleshoot problems and advise on the appropriate action at all schools
- Service ticket management/prioritization
- Onsite and remote PC/notebook/Chromebook repair and troubleshooting
- General remote and onsite support for end user devices
- General user management in Active Directory user management and Google Admin Console
- General application install/support including Google Apps, Microsoft Office and more
- Responsible for repair of student 1:1 Chromebooks in an efficient and timely manner
- To assist with daily end user support, network and software troubleshooting.
- Troubleshooting hardware, software, applications, peripherals is part of the daily operations of the department.
- Performing repairs on PC's, Chromebooks, projectors and printers.
- The technician will guide faculty and staff members to help them learn how to use various devices and software platforms.
- Work collaboratively with outside IT vendor under a Managed Services Agreement on those tasks and/or projects that require a high-level of expertise and knowledge.
- Perform other tasks and assume other responsibilities as may be assigned by the Superintendent.

#### **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.
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- 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)

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

Adopted by the Board:

**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

**TERMS OF EMPLOYMENT:**

- Fair Labor Standards Act (FLSA Status): Non-Exempt – Hourly Employee
- Intent to Employ, compensation, benefits, and hours, determined by the Wakefield 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

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

Adopted by the Board:

**SCHOOL ADMINISTRATIVE UNIT 101  
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---

**TITLE:        ABA TUTOR**

**EDUCATION and QUALIFICATIONS:**

- High school diploma, college degree preferred
- Previous Special Education experience
- Has passed ABA Training Course

**REPORTS TO:        Director of Student Services**

**EVALUATOR:        Director of Student Services**

---

**OBJECTIVE:**

To implement and intensive skills based program that is grounded in the principles of applied behavior analysis. This work is performed under the direct supervision of a Special Education Case Manager and/or 504 Coordinator, and/or BCBA, and/or Director of Student Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure the safety of all students responsible for;
- Incorporates specific educational objectives into context of ongoing activities;
- Creates opportunities for generalization and maintenance of skills;
- Data collection on targeted skills;
- Maintains electronic behavioral tracker;
- Maintains student specific material, reinforcers, and/or educational materials;
- Performs other duties as assigned by Case Manager and/or 504 Coordinator and/or BCBA and/or Director of Student Services;
- Maintains the same high level of ethical behavior and confidentiality that is expected of a fully certified teacher;
- Participates in program meetings/trainings;
- Modifies curriculum and/or curriculum materials as needed;
- Meets with Case Manager and/or 504 Coordinator and/or BCBA, and/or Director of Student Services to review student progress toward educational goals and objectives;

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

Adopted by the Board:

- Incorporates specific educational objectives into context of ongoing activities;
- Creates opportunities for generalization and maintenance of skills;
- Contributes to Progress Reports
- Participates in updating student specific guidelines
- Contributes to the development of the IEP or 504 plan;
- Completes other assessments as prescribed by the Case Manager and/or 504 Coordinator and/or BCBA and/or Director of Student Services.

## PHYSICAL DEMANDS:

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

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---

**TITLE:        SCHOOL NURSE**

**EDUCATION and QUALIFICATIONS:**

- Graduate of a Board Certified School of Nursing
- Bachelors or Masters degree
- Must hold a current Registered Nurse license in the State of NH
- Must hold current certificate in CPR

**REPORTS TO:        Principal**

**EVALUATOR:        Principal**

---

**OBJECTIVE:**

Directs services primarily to students e.g. screenings, first-aid, care of ill and injured children. Monitors health related issues that impact the school environment to ensure a safe environment for learning activities to occur.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serves as a consultant to the administrative staff and other school personnel in planning all aspects of the school health program;
- Counsels students and staff, when necessary, in health-related problems; advises about disease prevention;
- Exercises leadership in assuring that the school health program is an integral part of community health, sets up immunization clinics for staff and students in coordination of N.H. School Health Services;
- Serves as liaison between school, physicians, home, and community agencies to improve the total health of school children; submits and reports to the N.H. Department of School Health Services as required;
- Knows and accepts his/her responsibility to the school staff;
- Determines the course of action after careful appraisal and nursing diagnosis- this includes keeping permanent records of all students' health histories, and transferred to a new school or setting when applicable; assures that all permission slips have been signed by parent or guardian and returned to the school before medications and/or immunizations are distributed;

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Sandrea Taliaferro

Adopted by the Board:

- Conducts screenings with include hearing, vision, height, weight, scoliosis and refers students for follow-up where indicated;
- Adhere to high standards of preparation and practice. This includes ordering and being responsible for maintaining adequate supplies and facilities to carry out the above responsibilities;
- Seeks involvement in all matters relating to comprehensive health planning; and participates in the planning and implementation of educational programs for children. To include Individual Emergency Medical Plans, when indicated.
- Participates in 504 and IEP meetings and assist in the planning and implementation of educational programs that would accommodate the health needs of student;
- Formulates and coordinated the implementation of individual health care plans;
- Coordinates health screenings and interprets abnormal results to parents for referral and follow up.

## PHYSICAL DEMANDS:

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## TERMS OF EMPLOYMENT:

- Fair Labor Standards Act (FLSA Status): Non-Exempt – Hourly Employee

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Signature

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**TITLE:        LIBRARY MEDIA SPECIALIST**

**EDUCATION and QUALIFICATIONS:**

- NH Media Specialist Certificate
- Minimum of Bachelors Degree in Library/Media Science

**REPORTS TO:     Principal**

**EVALUATOR:     Principal**

---

**OBJECTIVE:**

The Library Media Specialist participates in the education process by planning with teachers and direct instruction to students; manages the media center; and provides technical services associated with the operation of the media center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrates a knowledge of the curriculum, instruction, instructional materials, information and instructional technologies;
- Cultivates a positive educational environment in the library media center;
- Works with the principal, teachers, and students to ensure that the library media center is an integral part of the school's curriculum;
- Motivates, guides, and advises students in their reading, viewing and listening;
- Teaches the skills and strategies needed to retrieve, evaluate, organize, share and apply information effectively and independently (information skills);
- Plans with teachers for the use of resources and integration of information and technology skills;
- Promotes the resources and services of the library media center to the students, teachers, and community;
- Participates on school and district curriculum committees;
- Assists the principal in developing and justifying the library media budget; builds and maintains library media collections based on needs of curriculum, students abilities and learning styles, instructional methods and needs of teachers, and quality of material;

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Heather Wilcauskas  
Sandrea Taliaferro

Adopted by the Board:

- Provides access to resourced outside the school through interlibrary loan, networking, and other resource sharing agreements; organizes (arranges, catalogs, and classifies) learning resources for optimal use; develop flexible policies for collection, use and services; supervises library aides, student assistants, and volunteers; and implements procedures that promote compliance with copyright and confidentiality laws
- Performs and other duties or tasks as assigned by the principal, superintendent or designee;
- Supervises library media specialist assistant.

## PHYSICAL DEMANDS:

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---

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\_\_\_\_\_  
Signature

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Date

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

Adopted by the Board:

## Curriculum Committee Notes 3/20

Members Present: Lena Richie, Andrea Levesque, Laura Courts, Lauree Royle, Mary Collins, Heather Wilcauskas, Ivy Leavitt-Carlson, Lindsay Reynolds, Kim Hurley, Aaron Nason, Sam Fairfield, Shannon Siegler

Feedback from our Power Standards Rollout:

Great- making it easier on just one piece of paper

Aligned

Gives teachers a place to start and end

The trajectory is established and allows for special education (and all staff) to easily differentiate for students

Discussion:

We have pockets of common resources- we are in need of a common instructional resource. The curriculum committee would like to recommend a resource, provided admin can allow for wiggle room within this resource. We like the idea of a resource that provides scripting for new teachers and can serve as a core resource with flexibility for experienced teachers. This will support us in establishing common language as a building. We also discussed how K-2 has established programs in many respects, but we don't have them at other levels.

We then discussed next steps for this work, and split into subgroups.

Sub group 1: How can we build off of what works? Lena, Aaron, Lauree

Subgroup 2: Can we establish a lunch and learn to support teachers in implementing our power standards? Kim, Sam, Shannon, Lindsay Hurley (possibly April 24th)

Subgroup 3: Where do we start with Math? Ivy, Andrea, Laura, Lauree, Lindsay R, Alyssa, Tracy, Aaron

Subgroup 4: What's in the shed? What do we already have/own? Mary, Heather

Next meeting: April

## NONDISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND ANTI DISCRIMINATION PLAN

### A. INTRODUCTION AND GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT

The District recognizes the right of all students and staff members to learn and work in an environment free from discrimination or harassment, and likewise, that persons participating or attempting to participate in District programs, employment or activities have the right to do so free from discrimination or harassment.

Accordingly, the District prohibits any type of unlawful harassment or discrimination based on age, race, color, religion, creed, sex, national or ethnic origin, gender identity, sexual orientation, marital status, familial status, physical or mental disability, pregnancy, genetic information, or veteran status by employees, students, members of the school community, or by vendors or visitors on school property or at school-sponsored events. No person shall be excluded from or denied the benefits of educational programs or activities on the basis of any of the above classes or economic status.

As described above, the blanket prohibition afforded under this policy, as well as other Board policies, reflects, but goes further than, some of the same protections afforded under multiple State and Federal statutes or regulations, such as, but not limited to, NH RSA 354-A, and NH RSA 193:38-39, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Pregnant Worker Fairness Act. Additionally, bullying or general harassment of students unrelated to any of the characteristics ("protected classes") identified above, is further prohibited under Board policy JICK and RSA 193-F. Statutory and regulatory statements and notices of nondiscrimination are included in Section   1   of this policy.

The District has determined that the most effective way to limit harassing or discriminating statements or conduct that is illegal or unlawful under those statutes is to treat it as misconduct under Board policies even when such conduct or statements might not rise to the level of discrimination or harassment prohibited under federal or state law.

### B. DEFINITIONS

The definitions found here apply to each Board policy unless and to the extent that such definition is contrary to specific language or context of that policy or other legal authority.

"Days" means calendar days, but excludes 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).

Mr. Robert DeColfinacker, Chairman  
Mr. Bob Ouellette, Vice Chairman  
Mrs. Sandra Taliaferro  
Mrs. Heather Wilcauskas  
Mrs. Mary Collins

Adopted by the Board: 13 August 2024  
Adopted by the Board:

*"Discrimination"* is conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

A *"Grievance"* or *"Complaint"* is a verbal or written report or complaint of discrimination, harassment, or retaliation that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination. The required form and the specific process for making a report may vary depending on the nature of the conduct or issue. See Section \_\_\_\_D, below, for further information.

*"Harassment"* generally refers to the use of words or engaging in behaviors that annoy, threaten, intimidate, or demean a person without a legitimate purpose. Harassment will often constitute bullying prohibited under Board policy JICK. Additionally, harassment may constitute illegal discrimination if the harassing statements or behaviors include explicit or implicit reference to age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

*"Retaliation"* means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by state or federal law, or District policies, procedures, regulations or rules, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing, or appeal under such policies, procedures, etc.

#### C. POLICY APPLICATION

This policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

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**D. REPORT, COMPLAINT, AND GRIEVANCE PROCEDURES**

1. Reports or complaints of sex discrimination, including sex-based harassment, or sexual violence should be made under Board policy ACAC;
  2. Reports or complaints by students of discrimination on the basis of educational disability under the IDEA should be made under Board policy ACE;
  3. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK;
  4. Reports or complaints of discrimination, harassment, or retaliation not specified above, including, without limitation, claims relating to race, ethnicity, disability (e.g., ADA or 504), religion, access to the Boy Scouts of America or other Title 36 youth group listed in Title 36, Subtitle II, Part B of the United States Code (as a patriotic society) that is intended to serve young people under the age of 21, and not involving or relating to the District's food services (see number 5 below) should be made under the grievance procedure in Board policy ACA; and
  5. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Board policy ACF, unless the alleged discriminatory conduct relates to a class identified in Sections D.1 or D.2-
- Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the Director of Student Services, or otherwise as provided in the policies referenced above under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the Director of Student Services or as provided in one of the policies or administrative procedures referenced above under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed above and related administrative procedures or regulations. Complaints or reports

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regarding matters not covered in those policies should be made to the Director of Student Services

#### **E. ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES**

At any time, whether or not an individual files a complaint or report under this policy or policy ACA, an individual may file a complaint with an external agency, such as the Office for Civil Rights (“OCR”) of the United States Department of Education, the New Hampshire Commission for Human Rights, or another relevant authority. The contact information for such agencies is located in AC-R(2). Complaints to the OCR, however, must be made within 180 days of the last act of alleged discrimination, harassment or retaliation giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence.

Notwithstanding any other remedy, any person may contact the police or pursue criminal prosecution under state or federal criminal law.

#### **F. RETALIATION PROHIBITED**

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or making statements in the course of an investigation or grievance procedure. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of an investigation, a disciplinary proceeding, or grievance proceeding does not constitute retaliation, provided, however, that a finding explicitly or implicitly negating a statement, is not sufficient alone to conclude that the person made a materially false statement in bad faith.

#### **G. DIRECTOR OF STUDENT SERVICES, TITLE IX AND 504/ADA COORDINATORS**

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, and more often when personnel change, the Superintendent shall prepare and disseminate as a supplement to this policy AC-R(2) an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, and postal and physical addresses:

Director of Student Services

Title IX Coordinator

504/ADA Coordinator

The Appendix will also include current contact information for relevant state and federal agencies

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including:

U.S. Department of Education, Office of Civil Rights  
 U.S. Department of Agriculture, Office of Civil Rights  
 N.H. Human Rights Commission  
 N.H. Department of Justice, Civil Rights Unit  
 N.H. Department of Education, Commissioner of Education

#### **H. DISTRICT ANTI-DISCRIMINATION PLAN**

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols, and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination, and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the Director of Student Services Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy JLDDB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

#### **I. STATUTORY AND REGULATORY NONDISCRIMINATION STATEMENTS AND NOTICES**

##### **1. Comprehensive Prohibition Against Discrimination in Educational Programs and Activities.**

Under State or Federal law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. As used in this section, "race" means immutable traits associated with race, including hair texture and protective hairstyles and "protective hairstyles" means hairstyles or hair type, including braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists, and headwraps. Discrimination, including harassment, against any person in the District's education programs, on the basis of any of the above classes, or a person's creed, is

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prohibited.

Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

2. **Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.**

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

3. **USDA Nondiscrimination Statement (copied from Policy ACF).**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, religion, sex (including gender identity and sexual orientation), disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA. Remedies and complaint filing deadlines vary by program or incident.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Form AD-3027](#) (linked tested 2024/5/9), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

a. **Mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

b. **Fax:**

(833) 256-1665 or (202) 690-7442; or

c. **Email:**

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

## **J. COLLABORATION WITH OUTSIDE AGENCIES**

Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The District will disclose information to the District's attorney, law enforcement, and others when necessary to enforce this policy or when required by law. In implementing this policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The District will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with Board policy, state and federal laws, and as advised by the District's attorney.

## **K. ADDITIONAL REPORTING REQUIREMENTS**

Reports under this Policy are in addition to and do not replace other reporting requirements mandated by law or other policies - see, e.g., Educator Code of Conduct (see Board policy GBEAB), abuse or neglect of children (see RSA 169-C:29 and policy JLF), acts of "theft, destruction, or violence" (see RSA 193-D:4, I (a) and Ed 317.06), incidents of "bullying" (see RSA 193-F and policy JICK), and hazing (see RSA 671:7).

## **L. ADMINISTRATIVE PROCEDURES, REGULATIONS AND TRAINING PROGRAMS**

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The Superintendent shall develop such other procedures and regulations, and shall ensure that training programs are provided as are necessary and appropriate to implement this policy as well as the other policies referenced above.

**M. NOTICE OF COMPLIANCE**

The Superintendent will provide notice of the nondiscrimination statements and notices, the Anti-Discrimination Plan, to all applicants for employment, employees, students, parents, and other interested persons as required by statute, policy or regulation, or as the Superintendent may otherwise deem appropriate.

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## NONDISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT, AND ANTI-DISCRIMINATION PLAN- ANNUAL NOTICE OF CONTACT INFORMATION

Pursuant to Board policy AC, *Nondiscrimination, Equal Opportunity Employment, and District Anti-Discrimination Plan*, the District administration is directed to update and publish a list of current personnel and contact information for various positions and outside agencies relating to the District's anti-discrimination policies.

### DISTRICT PERSONNEL:

#### Director of Student Services

Name:  
Address:  
Telephone:  
Email Address:

#### Title IX Coordinator

Name:  
Address:  
Telephone:  
Email Address:

#### 504/ADA Coordinator

Name:  
Address:  
Telephone:  
Email Address:

### OUTSIDE AGENCIES:

Office for Civil Rights, U.S. Department of Education; 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone - 617-289-0111; Email - OCR.Boston@ed.gov

Office of the Assistant Secretary for Civil Rights, U.S. Department of Agriculture; 1400 Independence Avenue, SW, Washington, D.C., 20250-9410; Telephone - 866-632-9992; Email - program.intake@usda.gov

Boston Area Office, U.S. Equal Employment Opportunity Commission; JFK Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506; Telephone - 1-800-669-4000; ASL Videophone - 1-844-234-5122; Email - info@eeoc.gov

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New Hampshire Commission for Human Rights; 57 Regional Drive, Suite 8, Concord, NH 03301; Telephone - 603-271-2767; Email - [humanrights@hrc.nh.gov](mailto:humanrights@hrc.nh.gov)

New Hampshire Department of Justice, Civil Rights Unit; 33 Capitol Street, Concord, NH 03301; Telephone - 603-271-3650; Email - [doj.civilrights@doj.nh.gov](mailto:doj.civilrights@doj.nh.gov)

N.H. Department of Education, Commissioner of Education; 25 Hall Street, Concord, NH 03301; Telephone - 603-271-3494; Email - [info@doe.nh.gov](mailto:info@doe.nh.gov)

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## DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

### A. Purpose.

As described in Board policy AC and other policies referenced there, the District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation\* in admission or access to, or treatment or employment in, its programs, services, activities, and facilities.

**\*NOTE:** Definitions for these terms can be found in policy AC.

This policy provides a grievance process for any complaints of illegal discrimination, harassment, or retaliation that are not addressed by other Board policies. For example, while race-based or ethnicity-based harassment or discrimination could be addressed through the grievance process in this policy, sex discrimination or sex-based harassment must be addressed under policy ACAC.

**See policy AC for policies for those types of discrimination, harassment, or retaliation for which grievance and complaint procedures are set forth in a separate policy.**

The District does not assume responsibility or liability for actions that are unrelated to the District's programs or activities. However, the District may investigate any behavior that occurs on or off District property to the extent that such an investigation is necessary for the District to meet its legal obligations to address discrimination, harassment, and retaliation that negatively impact the education or work environment in the District. The District can address such behavior only when and to the extent that the District has the legal authority to do so.

### B. Reports and Complaints of Discrimination or Harassment.

Under this policy, a **report** is nothing more than providing information to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation ("Discriminatory Conduct") as described below.

A **grievance** or **complaint** (referred to in this policy as a "**Complaint**") is a verbal or written report or complaint of Discriminatory Conduct that objectively can be understood as a request for the District to investigate and make a determination about alleged Discriminatory Conduct. A Complaint is required to initiate the formal Grievance Process as described below.

### C. Reports – Informal Process.

Contact information for the Director of Student Services Title IX Coordinator, and 504/ADA Coordinator can be found in AC-R(2).

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**District employees and volunteers are required to report such conduct as soon as possible, but not later than the end of the next school or work day.** This requirement does not apply if the employee or volunteer is the subject of the conduct, unless any student witnessed or was otherwise impacted by the conduct.

Upon receiving a report, the Director of Student Services may determine that the incident has been appropriately addressed or may recommend additional action.

1. Reports of prohibited or illegal Discriminatory Conduct should be made to the Director of Student Services under this policy unless:
  - a. The report is about the Director of Student Services, Title IX Coordinator, or 504/ADA Coordinator, in which case the report may be made directly to the Superintendent or Superintendent's designee, who shall then appoint an alternate to act in place of the disqualified officer.
  - b. The report concerns potential **sex discrimination, sex-based harassment, or retaliation**, in which case the report should be made to the **District Title IX Coordinator** under policy ACAC
  - c. The report concerns potential discrimination, harassment, or retaliation related to a real or perceived **disability**, in which case the report should be made to the **District's 504/ADA Coordinator** under this policy.
  - d. The report concerns **harassment that does not involve a protected class** (included in AC), in which case the report shall be made to the **Building Principal** under policy JICK
2. Any person who believes they have been subjected to prohibited or illegal Discriminatory Conduct may report the alleged acts to the Director of Student Services in accordance with this policy.

If a student is more comfortable reporting to a person other than the Director of Student Services (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report as discussed above and below in this Section C.

3. Any person who witnesses or receives a report of behavior they believe to be Discriminatory Conduct should report the alleged acts immediately to the Director of Student Services

If a student is more comfortable reporting to a person other than the Director of Student Services (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report per the following paragraph.

#### **D. Definitions.**

For the purposes of this policy and only this policy, terms are defined as follows.

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**“Complaint”** means a document filed by a complainant, alleging discrimination or harassment against a respondent or the District, and requesting that the District investigate the allegation of harassment or discrimination. (“Complaint” is to be distinguished from a “Report” as defined below.)

- Complaints involving sex discrimination, sexual harassment (whether under Title IX or other), or retaliation must be referred to the Title IX Coordinator. See policy ACAC for the Title IX Grievance Procedure.
- Complaints involving discrimination, harassment, or retaliation relative to a real or perceived disability must be referred to the 504/ADA Coordinator. Such complaints will be addressed in accordance with this policy and “Director of Student Services” below shall refer to the 504/ADA Coordinator.

- Complaints of harassment that do not involve protected classes as identified in policy AC should be processed under policy JICK the District’s anti-bullying policy and procedures.

• All other Complaints will be managed by the Director of Student Services.

**“Complainant”** is the person making a complaint. The Complainant may or may not be the Victim. If the Complainant is under 18 years of age, the Complainant’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Complainant is entitled.

**“Discriminatory Conduct”** refers to discrimination, harassment, or retaliation.

**“Grievance Process”** is the formal investigation and determination of whether prohibited or illegal discrimination, harassment, or retaliation occurred, and may include appeals.

**“Director of Student Services”** is the person assigned to that role in the District; contact information for this person can be found in policy AC-R(2). If the Director of Student Services designates another person to act as the Director of Student Services, “Director of Student Services” shall refer to that designee. Similarly, if the Director of Student Services directs a Complaint to the 504/ADA Coordinator, “Director of Student Services” as used in this policy refers to the 504/ADA Coordinator. If the report or Complaint of alleged discrimination, harassment, or retaliation involves the Director of Student Services, “Director of Student Services” shall refer to a person assigned by the Superintendent or the Superintendent’s designee to handle the report or Complaint.

**“Report”** is information provided to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation. A report does NOT prompt the Grievance Process; only a Complaint initiates the formal Grievance Process.

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**“Respondent”** is the person who allegedly engaged in the prohibited or illegal discrimination, harassment, or retaliation. If a District policy, procedure, rule, custom, or practice is the subject of a report or Complaint and not a specific person, the District is considered the Respondent. If a Respondent is under 18 years of age, the Respondent’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Respondent is entitled.

**“Victim”** is the person who was allegedly subjected to the prohibited or illegal discrimination, harassment, or retaliation. The Victim may or may not be the Complainant. If a Victim is under 18 years of age, the Victim’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Victim is entitled.

**“Witness”** is a person who may have information regarding the alleged discrimination, harassment, or retaliation.

**E. Complaints and Initiation of the Formal Grievance Process.**

A person begins the formal grievance process by making a Complaint with the Director of Student Services. If the Complaint is against the Director of Student Services, the Title IX Coordinator, or the 504/ADA Coordinator, or if some other conflict of interest exists, the Complaint may be made to the Superintendent or Superintendent’s designee, who shall then appoint an alternate to act in place of the disqualified officer. For Complaints against the Director of Student Services, the appointed alternate shall be deemed the “Director of Student Services” for purposes of all the duties and powers of the Director of Student Services as described below.

[The District’s Complaint form can be found here [saul01.org](http://saul01.org) or obtained from the {Director of Student Services}.] Written Complaints are strongly encouraged, as a written record provides certainty regarding the nature of the Complaint. If an oral Complaint is made, the Director of Student Services will offer to assist in the preparation of a written Complaint or, if assistance is refused, to create a recording of the oral Complaint. If both assistance and recording are refused by the Complainant, the District will investigate the expressed oral Complaint but, again, notes that an undocumented or unrecorded Complaint may result in uncertainty regarding the nature of the Complaint.

The submission of a Complaint initiates Level 1 of the Grievance Process as described below. Upon receiving the Complaint, the Director of Student Services will review the Complaint to determine whether it concerns allegations more appropriately addressed under a different procedure in accordance with policy AC

Complaints should be made as soon as possible. Complainants are advised that complaints to the Office for Civil Rights of the United States Department of Education (“OCR”) must be made within 180 days of the last act of alleged discrimination, harassment, or retaliation

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giving rise to the complaint or from the date the Complainant could reasonably have become aware of such occurrence.

If the person making the Complaint (the “Complainant”) or the person alleged to have committed the discriminatory conduct (the “Respondent”) is under 18 years of age, the Director of Student Services shall notify their parent(s)/guardian(s) of the Complaint.

In determining whether the alleged actions constitute prohibited or illegal Discriminatory Conduct, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that Discriminatory Conduct or other prohibited behavior has occurred, the District will take prompt and effective corrective action in accordance with law and Board policy.

**Level I – Investigation and Initial Determination:**

The Director of Student Services will initiate an impartial investigation within five days of receiving the Complaint. The Director of Student Services may appoint another qualified person (e.g. Building Principal, etc.) to undertake the investigation.

The Director of Student Services or the appointed designee shall be known as the Investigator. The Investigator shall coordinate with the Superintendent with respect to assignment of persons or resources to fulfill the District’s obligations, both general and case specific, relative to this policy (e.g., supplemental investigators, specialists); this may involve the retention of third-party personnel or additional expenditure of resources.

The Investigator shall conduct a prompt, impartial, adequate, reliable, and thorough investigation, including the opportunity for the Complainant and other parties involved to identify witnesses and provide information and other evidence. The Investigator will evaluate all relevant information and documentation relating to the Complaint.

Within 30 working days of receiving the Complaint, the Investigator will complete a written report that summarizes the investigation and makes determinations as to whether the facts indicate a violation of this policy based on the appropriate legal standard. If someone other than the Director of Student Services served as Investigator, the Director of Student Services will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If the determination is that prohibited or illegal Discriminatory Conduct occurred, the Director of Student Services will recommend corrective action to the Superintendent to address the discrimination, harassment, or retaliation; prevent recurrence; and remedy its effects.

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The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified of the determination in writing, within five working days of the completion of the investigatory report.

An extension of the investigation and any other deadlines/periods identified in this Section may be warranted if extenuating circumstances exist as determined by the Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified when deadlines are extended.

### **Level II – Appeal:**

Within five working days after receiving the Level I decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Investigator's decision to the Superintendent by notifying the Superintendent in writing. The Superintendent shall impartially review the matter or may designate another qualified person to conduct a prompt and impartial review.

Within ten working days, the Superintendent or designee will complete a written decision on the appeal, stating whether a violation of District policy is found and, if so, stating what corrective actions will be implemented, or, the Superintendent/designee may determine to remand the matter to the Investigator for further investigation or consideration. If someone other than the Superintendent conducts the appeal, the Superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the Level I Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and any Respondent will be notified in writing, within five working days of the Superintendent's decision, regarding whether the Superintendent or designee upheld, overturned, or modified the Level I decision.

### **Level III – Appeal:**

Within five working days after receiving the Level II decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Superintendent's decision by notifying the Superintendent and School Board Chair in writing.

Level III appeals may only be based upon one or more of the following grounds, which must be stated specifically in the party's written appeal:

1. Procedural irregularity that affected the outcome of the matter;
2. 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; OR

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 Mrs. Mary Collins

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3. The Investigator, or Superintendent/designee 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 not included in the written appeal will not be heard.

Appeals that pertain only to 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.

Upon receiving a written appeal, the School Board Chair will promptly confer with the School Board's attorney for guidance as to whether assigning the appeal to an outside hearing officer is in the best interests of the District. This conference may occur with the Board in the context of a consultation with counsel under 91-A:2, II (b) within 21 days, the School Board will determine whether to hear the appeal or submit it to an outside hearing officer.

The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be allowed to address or otherwise submit information to the Board/hearing officer, and the Board/hearing officer may call for the presence of other persons the Board/hearing officer deems necessary. The Board/hearing officer will issue a decision within 30 working days after the hearing or submission of information for implementation by the administration. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be notified in writing, within five working days of the Board/hearing officer's decision, subject to such confidentiality as is consistent with applicable policy and law. **The Level III decision is final.**

**F. Confidentiality.**

Information contained in reports or Complaints, or the records relating to a formal grievance process, including, e.g., the identities of the Complainant(s), victim(s), Respondent(s), or witness(es), will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The District will make reports to appropriate authorities as necessary or as required by law.

**G. District Actions in Absence of Formal Complaint.**

Even if the person who is the subject of the alleged discriminatory conduct does not file a

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Complaint under this policy, if the District otherwise learns about possible discrimination, harassment, or retaliation, including violence, the Director of Student Services will conduct a prompt, impartial, adequate, reliable, and thorough investigation to determine whether conduct in violation of law, District policy, or District [Code of Conduct] occurred, and will consult with the Building Principal and/or Superintendent regarding recommended supportive measures, remedies, and/or disciplinary consequences as deemed necessary or appropriate.

H. **Interim and/or Supportive Measures.**

When a report or Complaint is made or the District otherwise learns of potential discrimination, harassment, or retaliation, the District will take immediate action to protect the alleged victim(s), including implementing interim and/or supportive measures. Such measures may be provided on a temporary, long-term, or permanent basis and include, but are not limited to, altering a class seating arrangement, providing additional supervision, or suspending an employee pending an investigation. The District will also take immediate steps to prevent retaliation against the alleged victim(s) and/or Complainant(s), any person associated with the alleged victim(s) and/or Complainant(s), or any witness(es) or participant(s) in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to make reports or Complaints, and initiating follow-up contact with the alleged victim(s) and/or Complainant(s) to determine if any additional acts of discrimination, harassment, or retaliation have occurred.

I. **Consequences and Remedies.**

If the District determines that prohibited or illegal Discriminatory Conduct has occurred, the District will take prompt, effective and appropriate action to address the behavior, prevent its recurrence, and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined in accordance with applicable policies, Codes of Conduct, or school/classroom rules and regulations. Patrons, contractors, visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property. The Superintendent, Director of Student Services, Building Principal, or designees will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

J. **Training.**

The District will provide training to employees on identifying and reporting acts that may

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constitute discrimination, harassment, or retaliation. The District will instruct employees to make all reports to proper personnel, specifically the Building Principal. The Building Principal will refer reports of illegal discrimination, harassment, or retaliation to the proper personnel, as found in policies AC and AC-R(2). The District will inform employees of the consequences of violating this policy and the remedies the District may use to rectify policy violations. All employees will have access to the District's current policies, required notices, and complaint forms. The District will provide training to any person responsible for investigating potential discrimination, harassment, or retaliation.

The District will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

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Adopted by the Board:

## ACCOMMODATION OF PREGNANCY AND RELATED MEDICAL CONDITIONS: STUDENTS

### A. Policy Purpose.

This policy is intended to enable students who are pregnant or who have related medical conditions receive the accommodations to which they are entitled under Title IX of the Education Amendments of 1972 (Title IX) and state law NH RSA 193:38.

The District does not treat students differently concerning current, potential, or past parental, family, or marital status on the basis of sex. The District does not discriminate against any student based on the student's current, potential, or past pregnancy or related conditions.

### B. Definitions.

1. Pregnancy. "Pregnancy" refers to the pregnancy of the specific student in question and include, but are not limited to, current pregnancy; past pregnancy; termination of pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).
2. Related Medical Conditions. "Related medical conditions" are medical conditions relating to pregnancy. This includes prenatal/antenatal, and postpartum medical conditions, recovery from pregnancy as defined above, as well as lactation and related conditions. See Policy ACN for lactation accommodations.

### C. District and Employee Responsibilities Upon Notification of Student Pregnancy or Related Condition.

When a student, or a person who has a legal right to act on behalf of the student, informs any District employee of the student's pregnancy or related medical conditions, the employee shall promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's educational programs and activities.

Pursuant to Board policy ACAC and Title IX, any staff member who learns that a student is pregnant or is informed of such by the pregnant student will immediately inform the Title IX

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Adopted by the Board: 4 April 2001  
Reaffirmed by the Board: 17 October 2002  
Reaffirmed by the Board: 3 November 2010  
Revised by the Board: 3 May 2017  
Revised by the Board:



Coordinator.

Consistent with RSA 186:11, IX-e, no employee of the district, including the Title IX Coordinator, may withhold from a parent/guardian information regarding a student's pregnancy unless such employee reasonably believes, and a reasonably prudent person would believe, that such disclosure would result in abuse, abandonment, or neglect. If information indicating abuse, abandonment or neglect exists, the employee is mandated to report such information as described in policy JLF and RSA 169-C:29 and 30.

**D. Specific Actions to Prevent Discrimination and Ensure Equal Access.**

When the student, or a person who has a legal right to act on behalf of the student, informs the Title IX Coordinator of the pregnancy or related condition, the Title IX Coordinator shall act to prevent sex discrimination and ensure equal access to the District's educational programs and activities. The Title IX Coordinator must inform the person of the District's obligations and provide adequate notice of nondiscrimination.

Based on the student's individualized needs and in consultation with the student, the District will make reasonable modifications to policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the District's educational programs and activities. The Title IX Coordinator will help the student access these rights.

The student may accept or decline each reasonable modification offered by the District. If the student accepts an offered reasonable modification, the District must implement it.

Examples of reasonable modifications may include, but are not limited to, the following:

1. breaks to attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
2. intermittent absences to attend medical appointments;
3. access to extended learning opportunities, such as online or homebound education;
4. changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations;

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Revised by the Board: 3 May 2017  
Revised by the Board:

5. allowing a student to sit or stand, or carry or keep water nearby;
6. counseling;
7. changes in physical space or supplies (for example, access to a larger desk or a footrest);  
elevator access;
8. other changes to policies, practices, or procedures; or
9. breaks during class to express breast milk or breastfeed in an appropriate lactation space (i.e., a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and which may be used by a student for expressing breast milk or breastfeeding as needed). See Policy ACN regarding lactation.

**E. Voluntary Leaves of Absence.**

The student may voluntarily take a leave of absence from school for, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. If the student qualifies for a longer period of leave under another District leave policy, the student is permitted to take voluntary leave under that policy instead, if the student so chooses. Upon return to school, the student will be reinstated to the academic status and, as practicable, the extracurricular status that the student held when the voluntary leave began.

**F. Supporting Documentation.**

The District will treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions. The District may not require supporting documentation for activities that are generally available to students without documentation.

The District will only require supporting documentation when it is necessary and reasonable for determining reasonable modifications to make or whether to take additional specific actions. Supporting documentation is not necessary and reasonable when the student's need is obvious, such as when a student who is pregnant needs a bigger desk, water nearby, or restroom breaks, or when a postpartum student has lactation needs.

The District may not require a student who is pregnant or has related conditions to

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Reaffirmed by the Board: 3 November 2010  
Revised by the Board: 3 May 2017  
Revised by the Board:

provide certification that the student is physically able to participate in class, programs, or extracurricular activity unless such certification is required of all students participating in the class, program, or extracurricular activity.

**G. Complaints or Reports.**

Complaints or reports regarding violations of this policy should be made in the first instance according to the procedures found in policy ACAC.

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Adopted by the Board: *4 April 2001*  
Reaffirmed by the Board: *17 October 2002*  
Reaffirmed by the Board: *3 November 2010*  
Revised by the Board: *3 May 2017*  
Revised by the Board:

## PARENTAL OBJECTIONS TO SPECIFIC MATERIAL

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school through approved independent study, or through another method agreed to by the parent/guardian and the building Principal. Any cost associated with the alternative instruction shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents/guardians who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board policy KEC.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

**NOTE regarding human sexuality and human sexual education:** In addition to the protections under this policy, per RSA 186:11-c and Board policy IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction of human sexuality or human sex education, including, among other things, the right to receive a minimum of 2 weeks advance notice of all materials to be used with respect to such instruction.

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Mrs. Mary Collins

Adopted by the Board: 15 May 2018  
Revised by the Board:

## **TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO**

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information may be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education, and shall be available through the principal's office, school nurses' office, athletic program offices, guidance offices and other locations deemed appropriate by the principal.

As part of the health education program for grades K-8 the District shall provide aged and developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, the hazards of using tobacco products, e-cigarettes, liquid nicotine and like suspensions, as well as the state laws and related penalties for prohibiting minors using or possessing such products. The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing such health education or education on such topics. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

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

## HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION

Consistent with state law and Department of Education requirements, health and physical education, including, instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. To the extent practicable, a school district shall make curriculum course materials available to parents or legal guardians for review upon request. Accordingly, the notice will identify and provide contact information for the Principal or other staff member a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

### *Opt-Out Procedure and Form*

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction. **(Note: Per RSA 186:11, IX-c, Parents/guardians have additional opt-out rights under Board policy IGE.)**

Parents/guardians who do not want their child to participate in a particular unit of health or for religious reasons must complete a Health and Sex Education Exemption/Objectionable Course

Material: Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal.

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to

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Adopted by the Board: 5 May 2010  
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Adopted by the Board:

allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

***Legal References:***

*20 U.S.C §1232h, (c)(1)(C), Protection of Pupil Rights*

*RSA 186:11, IX-c & IX-e Notice to Parents/Guardian Required*

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

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

*RSA 186:11, IX-b, Health and Sex Education*

*Appendix IHAM-R, Health or Physical Education Opt-Out Form*

Revised: September 2017

New Policy: September 2008

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Mrs. Heather Wilcauskas  
Mrs. Sandra Taliaferro  
Mrs. Mary Collins

Adopted by the Board: 5 May 2010  
Revised by the Board: 16 May 2012  
Adopted by the Board:

Certified Staff Nomination			
Name	Title	Effective Date	Salary
Donna Magoon	Superintendent	7/1/2025	\$135,000.00

Staff New Hire FYI			
Name	Title	Effective Date	Salary
Francis Cross	Custodian	4/7/2025	\$17.00 hrly
Annette O'Neill	HR/Payroll/AP Specialist	7/1/2025	\$25.00 hrly

Resignations			
Name	Title	Effective Date	Salary

Retirements			
Name	Title	Effective Date	Salary



Wakefield School District  
School Administrative Unit #101

**Intent to Hire - Support Staff Hire**

To: (Name) ADMINISTRATIVE ASSISTANT  
From: (Name) Brad Davis  
Date: (Submitting) 3/31/25  
\*Include Personal Action Form

**Documents Required when submitting this form:**

Completed Application  
Resume  
Certs or Transcripts  
Reference Sheet  
Union Notification

X
X
N/A

**I wish to hire the following employee:**

Employee's Name: Francis Cross  
Existing Employee (Yes or No): No  
If existing, current position: \_\_\_\_\_  
Position being hired for: \_\_\_\_\_  
Replaces (Name): \_\_\_\_\_  
Is this a NEW or EXISTING position? Existing  
Budget Line: Salaries

Start Date:

4/7/25

Hours Per Day: 8

Days Per Week: 5

Days Per Year: 260

\$17.00 HR

Non-Certified: \_\_\_\_\_ ID# \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Certified: \_\_\_\_\_ ID# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Hiring Manager Comments:**

Many years of school custodial experience  
positive communication / eager to onboard  
Reference checks came back highly  
recommended

**Superintendent Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To be filled in by the Business Administrator**

Step: \_\_\_\_\_ Rate: \_\_\_\_\_

B.A. Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent Designee  
Superintendent Signature: \_\_\_\_\_

Jerry Gregoire

Date: 2025-04-01

Wakefield School District  
School Administrative Unit #101

**Intent to Hire - Support Staff Hire**

To: (Name) ADMINISTRATIVE ASSISTANT  
From: (Name) Michele Lambert  
Date: (Submitting) 4/7/2025  
\*Include Personal Action Form

Documents Required when submitting this form:	
Completed Application	<input checked="" type="checkbox"/>
Resume	<input checked="" type="checkbox"/>
Certs or Transcripts	<input type="checkbox"/>
Reference Sheet	<input type="checkbox"/>
Union Notification	<input type="checkbox"/>

**I wish to hire the following employee:**

Employee's Name:	<u>Annette O'Neill</u>	Start Date:	<u>7/1/2025</u>
Existing Employee (Yes or No):	<u></u>	Hours Per Day:	<u>8</u>
If existing, current position:	<u></u>	Days Per Week:	<u>5</u>
Position being hired for:	<u>HR/Payroll/Accounts payable</u>	Days Per Year:	<u>260</u>
Replaces (Name):	<u>Michele Lambert</u>		
Is this a <u>NEW</u> or <u>EXISTING</u> position?	<u>existing</u>		
Budget Line:	<u>100-2510-51120-1-00-00000</u>		

Non-Certified:	<u></u>	ID#	<u></u>	Expiration Date:	<u></u>
Certified:	<u></u>	ID#	<u></u>	Expiration Date:	<u></u>

**Hiring Manager Comments:**

Annette comes with School ERP Pro knowledge as well as school Payroll,  
Accounts Payable and HR.

**Superintendent Comments:**

**To be filled in by the Business Administrator**

Financial Manager	Step:	Rate:	<u>\$25.00</u>
B.A. Signature: <u>Michele Lambert</u>	Date:	<u>4-7-2025</u>	
Superintendent Signature: <u>Jerry Gregoire</u>	Date:	<u>2025-04-07</u>	
Designee			