

## **Agenda Worksheet**

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

Date: Tuesday at 6:00pm

Facilities Committee Meeting 5:15pm  
Transportation Committee Meeting 5:45pm

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

**2. AGENDA REVIEW**

**3. PRESENTATIONS, PUBLIC HEARINGS**

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

**5. REPORTS**

- a. Facilities
- b. Transportation
- c. Student Services
- d. Finance

**6. CONSENT AGENDA**

- a. AP Manifest- Batch #46133, \$114,428.08; Batch #46048, 4,899.45; Batch #46052, \$436.17;
- b. Payroll Manifest- Batch #46125, \$584.96; Batch #46126, \$1,979.02; Batch #46128, \$79,526.06; Batch #46033, \$239, 948.60; Batch #46135, \$205,737.66

**7. MEETING MINUTES**

- a. WSB Non Public Minutes 5.6.25
- b. WSB Public Minutes 5.6.25

**8. NEW BUSINESS**

- a. Special Education Trust Fund Transfer

**9. POLICIES**

- a. IHBAA- Evaluation Requirements for Children with Specific Learning Disabilities- **2<sup>nd</sup> Reading**
- b. JCA- Change of Class or School Assignment Best Interest and Manifest Hardship- **2<sup>nd</sup> Reading**
- c. JJJ- Access to Public School Programs by Non-Public, Charter School and Home Educated Pupils- **2<sup>nd</sup> Reading**
- d. EH-R(1)- Public Access to School District Records- Procedure for Public Access to District Records "Right to Know"- **2<sup>nd</sup> Reading**
- e. EH- Data Management- **2<sup>nd</sup> Reading**
- f. IGA- Curriculum Development- **2<sup>nd</sup> Reading**
- g. EFAA- Meal Charging- **1<sup>st</sup> Reading**

## **10. NOMINATIONS/HIRES/RESIGNATIONS**

Carol Keenan  
Yoselin Matos

## **11. FOLLOW-UP**

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

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

**14. ADJOURNMENT:** PM

**Upcoming: The next Wakefield School Board meeting will be held June 3, 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.

2

**Wakefield School District**  
**SAU 101**  
**Facilities Committee Meeting**  
**Agenda**  
**Paul School Library**  
**60 Taylor Way**  
**Sanbornville NH, 03872**  
**Date: Tuesday May 20th, 2025**

1. Water Results post remediation
2. SAU Skirting repair
3. Building Permit/ New Garage
4. Gym Divider Bids
5. Gym Floor / RFQ

Wakefield School District  
SAU 101  
Transportation Committee Meeting  
Agenda

Paul School Library  
60 Taylor Way  
Sanbornville NH, 03872

Date: Tuesday, May 20, 2024 at 5:45pm

1. Sealed Bids for both vans
2. First student bus fleet transfer



## BIDDING REQUIREMENTS

All contracts for and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more shall be based, when feasible, on at least 3 competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately posted on the website, in newspapers when appropriate and invitations sent to local businesses. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the SAU 101 office at the time specified and all bidders and other persons shall be invited to be present.

The board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district.

### Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

**Mr. Robert Ouellette, Chairperson**  
**Mrs. Tracey Kolb**  
**Mrs. Jennifer McCawley**  
**Mrs. Sandra Johnson**  
**Ms. Tani Moody**

**Adopted by the Board: 14 March 2001**  
**Reaffirmed by the Board: 6 May 2002**  
**Revised by the Board: 6 June 2012**  
**Revised by the Board: 6 August 2013**  
**Revised by the Board: 18 March 2015**  
**Revised by the Board: 5 June 2018**

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**Student Services Report: May 20, 2025**  
**Carol Keenan, Director of Student Services**

1. Every Student. Every Day. Whatever It Takes.
2. Special Education Data includes the following:
  - A.) Paul Elementary School = 96 students on IEPs
  - B.) Spaulding High School = 29 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 = 4 New Referrals
5. Special Education Disabilities include the following:
  - A.) Autism = 19 students
  - B.) Development Delay = 12 students
  - C.) Emotional Disability = 7 students
  - D.) Intellectual Disability = 4 students
  - E.) Other Health Impairment = 32 students
  - F.) Specific Learning Disability = 39 students
  - G.) Speech Language Impairment = 23 students
6. Section 504 Accommodation Plans at Paul School = 28 students
7. Section 504 Accommodation Plan Referrals = 1 New Referral
8. Wakefield School District Current NHDOE Compliance Data = 96%!!
9. **New Updates/Information:**

*It is bittersweet that I submit my letter of resignation with a last day of June 30, 2025 to pursue a position that is more suitable with my professional goals. I will submit to the superintendent very specific notes to share with my replacement. I will also be readily available for him or her to contact me for anything that is needed. I sincerely wish the best for all students, families, and staff.*

# 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	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025	7/1/2024 - 4/30/2025	7/1/2024 - 4/30/2025	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025
<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	1,838,539	1,838,539	133,737	133,737	133,737	133,737	509,516	509,516	1,195,286	1,195,286
2. 100-1100-51140-1-01-00000 SUPPORT SALARIES	226,844	226,844	226,844	226,844	12,435	12,435	12,435	12,435	33,474	33,474	180,935	180,935
3. 100-1100-51220-1-00-00000 SUBSTITUTES SALARIES	10,000	10,000	10,000	10,000	2,635	2,635	2,635	2,635	0	0	7,365	7,365
4. 100-1100-51235-1-00-00000 STUDENT TUTORING SERV - SALAR	7,000	7,000	7,000	7,000	0	0	0	0	0	0	7,000	7,000
5. 100-1100-51250-1-00-00000 STAFF STIPENDS/OTHER	35,000	35,000	35,000	35,000	0	0	0	0	6,900	6,900	28,100	28,100
6. 100-1100-52110-1-00-00000 TEACHERS HEALTH INSURANCE	504,137	504,137	504,137	504,137	45,200	45,200	45,200	45,200	102,723	102,723	356,214	356,214
7. 100-1100-52110-1-01-00000 SUPPORT STAFF HEALTH INS	10,901	10,901	10,901	10,901	4,262	4,262	4,262	4,262	10,084	10,084	(3,445)	(3,445)
8. 100-1100-52120-1-00-00000 TEACHERS DENTAL INSURANCE	17,809	17,809	17,809	17,809	1,766	1,766	1,766	1,766	5,090	5,090	10,953	10,953
9. 100-1100-52120-1-01-00000 SUPPORT DENTAL INSURANCE	621	621	621	621	429	429	429	429	1,852	1,852	(1,660)	(1,660)
10. 100-1100-52200-1-00-00000 TEACHERS FICA	125,969	125,969	125,969	125,969	9,831	9,831	9,831	9,831	75,350	75,350	40,788	40,788
11. 100-1100-52200-1-01-00000 SUPPORT FICA	6,633	6,633	6,633	6,633	1,024	1,024	1,024	1,024	5,291	5,291	318	318
12. 100-1100-52310-1-00-00000 SUPPORT RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0
13. 100-1100-52310-1-01-00000 SUPPORT RETIREMENT	11,731	11,731	11,731	11,731	3,741	3,741	3,741	3,741	21,138	21,138	(13,148)	(13,148)
14. 100-1100-52320-1-00-00000 TEACHERS RETIREMENT	340,649	340,649	340,649	340,649	23,133	23,133	23,133	23,133	96,330	96,330	221,186	221,186
15. 100-1100-53210-1-00-00000 REGULAR ED - CONTRACTED SERV	39,712	39,712	39,712	39,712	0	0	0	0	0	0	39,712	39,712
16. 100-1100-55610-1-00-00000 TUITION-PUBLIC	3,008,746	3,008,746	3,008,746	3,008,746	151,987	151,987	151,987	151,987	1,163,191	1,163,191	1,693,568	1,693,568
17. 100-1100-56100-1-00-00000 SUPPLIES	44,510	44,510	44,510	44,510	0	0	0	0	2,652	2,652	41,858	41,858
18. 100-1100-56410-1-00-00000 CURRICULUM/TEXTBOOKS	13,780	13,780	13,780	13,780	0	0	0	0	52	52	13,728	13,728
19. 100-1100-56500-1-00-00000 REG ED SOFTWARE	32,915	32,915	32,915	32,915	0	0	0	0	2,990	2,990	25,081	25,081
20. 100-1100-57330-1-00-00000 REG ED NEW FURNITURE&FIXTUR	3,000	3,000	3,000	3,000	0	0	0	0	0	0	0	0
21. 100-1100-57340-0-00-00000 REGULAR ED NEW COMPUTER	1	1	1	1	0	0	0	0	0	0	1	1
22. 100-1100-57390-1-00-00000 REG ED REPLACE EQUIPMENT	0	0	7,844	7,844	0	0	0	0	7,884	7,884	(40)	(40)
23. 100-1100-58100-1-00-00000 REG ED DUES	2,521	2,521	2,521	2,521	0	0	0	0	0	0	2,521	2,521
<b>TOTAL 1100 REGULAR EDUCATION</b>	<b>\$6,281,018</b>	<b>\$6,281,018</b>	<b>\$6,281,018</b>	<b>\$6,281,018</b>	<b>\$390,180</b>	<b>\$390,180</b>	<b>\$390,180</b>	<b>\$390,180</b>	<b>\$2,044,517</b>	<b>\$2,044,517</b>	<b>\$3,846,321</b>	<b>\$3,846,321</b>

# WAKEFIELD SCHOOL DISTRICT

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<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	31,444	31,444	31,444	31,444	128,652	211,305	211,305	211,305	211,305
26. 100-1200-51140-1-01-00000 SPECIAL ED SUPPORT SALARIES	348,422	348,422	348,422	35,173	35,173	35,173	35,173	113,787	199,462	199,462	199,462	199,462
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	23,471	23,471	23,471	23,471	98,606	144,707	144,707	144,707	144,707
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	9,327	9,327	9,327	9,327	17,615	60,705	60,705	60,705	60,705
33. 100-1200-52110-1-01-00000 SPECIAL ED SUPPORT HEALTH INS	67,084	67,084	67,084	10,209	10,209	10,209	10,209	21,915	34,960	34,960	34,960	34,960
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	726	2,009	2,009	2,009	2,009
36. 100-1200-52120-1-01-00000 SPECIAL ED SUPPORT DENTAL	6,938	6,938	6,938	782	782	782	782	1,607	4,549	4,549	4,549	4,549
37. 100-1200-52120-1-02-00000 STUDENT SERV DIRECTOR - DENT	0	0	0	0	0	0	0	0	0	0	0	0
38. 100-1200-52200-1-00-00000 SPECIAL ED TEACHERS FICA	26,030	26,030	26,030	2,388	2,388	2,388	2,388	18,584	5,058	5,058	5,058	5,058
39. 100-1200-52200-1-01-00000 SPECIAL ED SUPPORT FICA	33,391	33,391	33,391	4,306	4,306	4,306	4,306	30,009	(924)	(924)	(924)	(924)
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	389	389	389	389	1,945	(2,334)	(2,334)	(2,334)	(2,334)
43. 100-1200-52310-1-01-00000 SPECIAL ED SUPPORT RETIREMEN	85,065	85,065	85,065	6,110	6,110	6,110	6,110	19,676	59,279	59,279	59,279	59,279
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	22,444	38,773	38,773	38,773	38,773
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	32,883	32,883	32,883	32,883	22,466	304,366	304,366	304,366	304,366
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	23,849	23,849	23,849	23,849	22,567	99,445	99,445	99,445	99,445
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

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	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025	7/1/2024 - 4/30/2025	7/1/2024 - 4/30/2025	4/1/2025 - 4/30/2025
53. 100-1200-55610-3-00-00000 SPECIAL ED TUITION-PUBLIC - HIG	120,000	120,000	120,000	1,091	1,091	1,091	0	118,909	0	0	118,909
54. 100-1200-55640-1-00-00000 TUITION - PRIVATE - ELEMENTARY	117,000	117,000	117,000	0	0	0	39,952	77,048	39,952	39,952	77,048
55. 100-1200-55640-2-00-00000 TUITION-PRIVATE- MIDDLE SCHOOL	108,000	108,000	108,000	26,456	26,456	26,456	88,802	(7,258)	88,802	88,802	(7,258)
56. 100-1200-55640-3-00-00000 TUITION-PRIVATE - HIGH SCHOOL	190,000	190,000	190,000	15,681	15,681	15,681	31,353	142,966	31,353	31,353	142,966
57. 100-1200-55800-1-00-00000 SPECIAL ED TRAVEL	500	500	500	0	0	0	0	500	0	0	500
58. 100-1200-56100-0-88-00000 PRESCHOOL - SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
59. 100-1200-56100-1-00-00000 SPECIAL ED SUPPLIES	6,000	6,000	6,000	0	0	0	1,242	4,758	1,242	1,242	4,758
60. 100-1200-56410-1-00-00000 SPECIAL ED BOOKS	1	1	1	0	0	0	0	1	0	0	1
61. 100-1200-56500-1-00-00000 SPED SOFTWARE	1,850	1,850	1,850	0	0	0	0	1,850	0	0	1,850
62. 100-1200-57330-1-00-00000 SPED NEW EQUIPMENT	1	1	1	0	0	0	0	1	0	0	1
63. 100-1200-57340-0-00-00000 SPECIAL ED NEW COMPUTER	1	1	1	0	0	0	0	1	0	0	1
64. 100-1200-57390-1-00-00000 SPED - OTHER EQUIPMENT	1,000	1,000	1,000	0	0	0	0	1,000	0	0	1,000
65. 100-1200-58100-1-00-00000 SPECIAL ED DUES	1,005	1,005	1,005	0	0	0	0	1,005	0	0	1,005
<b>TOTAL 1200 SPECIAL EDUCATION</b>	<b>\$2,457,195</b>	<b>\$2,457,195</b>	<b>\$2,457,195</b>	<b>\$229,486</b>	<b>\$229,486</b>	<b>\$229,486</b>	<b>\$683,932</b>	<b>\$1,543,777</b>	<b>\$683,932</b>	<b>\$683,932</b>	<b>\$1,543,777</b>

# WAKEFIELD SCHOOL DISTRICT

## WAKEFIELD MONTHLY EXPENDITURE REPORT

Report # 69103

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	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025	7/1/2024 - 4/30/2025	7/1/2024 - 4/30/2025	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025
<b>1410 CO-CURRICULAR ACTIVITIES</b>												
66. 100-1410-51120-1-00-00000 SALARIES	18,000		18,000		(875)		(875)		0		18,875	
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		207		207		0		1,170	
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		3		3		0		(3)	
72. 100-1410-52320-1-00-00000 RETIREMENT - TEACHER	3,535		3,535		211		211		0		3,324	
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>\$(454)</b>		<b>\$(454)</b>		<b>\$0</b>		<b>\$52,869</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	4/1/2025 - 4/30/2025	4/1/2025 - 4/30/2025	7/1/2024 - 4/30/2025	4/1/2025 - 4/30/2025
1420 ATHLETICS						
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	224	4,656
80. 100-1420-56100-1-00-00000 ATHLETIC - SUPPLIES	3,000	3,000	0	0	405	2,595
81. 100-1420-57301-0-00-00000 NEW EQUIPMENT	1	1	0	0	0	1
TOTAL 1420 ATHLETICS	\$24,499	\$24,499	\$70	\$70	\$3,811	\$20,618

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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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<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

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<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

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<b>2120 GUIDANCE/SOCIAL WORKER</b>						
90. 100-2120-51120-1-00-00000 GUIDANCE/SOCIAL WORKER SALA	138,168	138,168	12,904	12,904	51,616	73,648
91. 100-2120-51150-1-01-00000 SUPPORT STAFF - SALARY	13,507	13,507	0	0	0	13,507
92. 100-2120-52110-1-00-00000 GUIDANCE/SOCIAL WORKER HEAL	41,653	41,653	2,952	2,952	5,904	32,797
93. 100-2120-52110-1-01-00000 TEACHERS HEALTH INSURANCE	1	1	0	0	0	1
94. 100-2120-52120-1-00-00000 GUIDANCE/SOCIAL WORKER DENI	1,287	1,287	126	126	251	910
95. 100-2120-52120-1-01-00000 TEACHERS DENTAL INSURANCE	1	1	0	0	0	1
96. 100-2120-52200-1-00-00000 GUIDANCE/SOCIAL WORKER FICA	6,171	6,171	947	947	7,897	(2,673)
97. 100-2120-52200-1-01-00000 SUPPORT STAFF - FICA	1	1	0	0	0	1
98. 100-2120-52310-1-01-00000 SUPPORT RETIREMENT	1	1	0	0	0	1
99. 100-2120-52320-1-00-00000 GUIDANCE/SOCIAL WORKER RETI	27,137	27,137	2,534	2,534	10,137	14,466
100. 100-2120-53000-0-00-00000 CONTRACTED SERVICES	0	0	0	0	0	0
101. 100-2120-53220-1-00-00000 GUIDANCE ASSESSMENT TEST	12,000	12,000	0	0	0	12,000
102. 100-2120-55800-1-00-00000 GUIDANCE/SOCIAL WORKER TRA	400	400	0	0	0	400
103. 100-2120-56100-1-00-00000 GUIDANCE/SOCIAL WORKER SUP	500	500	0	0	0	500
104. 100-2120-56410-0-00-00000 TEXT BOOKS	1	1	0	0	0	1
105. 100-2120-57510-1-00-00000 GUIDANCE/SOCIAL WORKER NEW	0	0	0	0	0	0
106. 100-2120-58100-1-00-00000 GUIDANCE/SOCIAL WORKER DUE	458	458	0	0	0	458
<b>TOTAL 2120 GUIDANCE/SOCIAL WORKER</b>	<b>\$241,286</b>	<b>\$241,286</b>	<b>\$19,463</b>	<b>\$19,463</b>	<b>\$75,805</b>	<b>\$146,018</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<b>2130 NURSE</b>						
107. 100-2130-51130-1-00-00000 NURSE SALARY	55,531	55,531	5,375	5,375	21,499	28,657
108. 100-2130-51140-1-01-00000 NURSE - SUPPORT STAFF SALARY	43,073	43,073	3,220	3,220	11,785	28,068
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	2,014	2,014	6,083	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	488	488	3,289	286
113. 100-2130-52204-1-00-00000 NURSE SUPPORT STAFF - FICA	1,176	1,176	230	230	1,711	(765)
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	436	436	1,595	50
116. 100-2130-52320-1-00-00000 NURSE RETIREMENT	10,906	10,906	1,056	1,056	4,222	5,628
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	39	39	377	4,584
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>\$12,923</b>	<b>\$12,923</b>	<b>\$50,951</b>	<b>\$90,443</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<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	1,364	1,364	0	38,636
127. 100-2210-53220-1-00-00000 PROF.DEV. WORKSHOPS	15,000	15,000	0	0	0	15,000
<b>TOTAL 2210 PROFESSIONAL DEVELOPMENT</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$1,364</b>	<b>\$1,364</b>	<b>\$0</b>	<b>\$53,636</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<b>2220 LIBRARY</b>						
128. 100-2220-51130-1-00-00000 MEDIA SPECIALIST SALARY	43,006	43,006	3,584	3,584	14,337	25,085
129. 100-2220-51140-1-00-00000 LIBRARY SUPPORT SALARIES	12,780	12,780	1,297	1,297	6,266	5,217
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	124	331
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	99	99	832	47
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	2,816	4,927
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 PRINTI	15,000	15,000	2,402	2,402	3,219	9,379
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>\$8,422</b>	<b>\$8,422</b>	<b>\$29,818</b>	<b>\$63,457</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<b>2310 SCHOOL BOARD</b>						
145. 100-2310-51110-1-00-00000 SCHOOL BOARD SALARIES	5,500	5,500	0	0	0	5,500
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	0	0	750	2,250
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	595	595	2,319	2,086
150. 100-2310-52200-1-00-00000 SCHOOL BOARD FICA	1,057	1,057	46	46	416	595
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	3,660	3,660	0	11,340
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	0	0	180	4,820
155. 100-2310-55410-1-00-00000 SCHOOL BOARD - BACKGROUND	6,000	6,000	1,000	1,000	0	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>\$5,301</b>	<b>\$5,301</b>	<b>\$3,665</b>	<b>\$60,765</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<b>2320 SAU ADMINISTRATION EXPENSE</b>						
163. 100-2320-51100-1-00-00000 SUPERINTENDENT SALARY	90,000	90,000	9,300	9,300	26,325	54,375
164. 100-2320-51110-1-00-00000 STUDENT SERVICES DIRECTOR	84,000	84,000	6,923	6,923	17,308	59,769
165. 100-2320-51150-1-00-00000 SUPPORT STAFF SALARY	60,243	60,243	5,254	5,254	10,965	44,024
166. 100-2320-52110-1-00-00000 HEALTH INSURANCE	51,174	51,174	2,952	2,952	11,809	36,413
167. 100-2320-52120-1-00-00000 DENTAL INS	2,072	2,072	191	191	576	1,305
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	1,501	1,501	7,454	7,205
170. 100-2320-52310-1-00-00000 RETIREMENT - SAU	31,355	31,355	1,564	1,564	3,909	25,882
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	0	0	7,047	(4,047)
177. 100-2320-55400-1-00-00000 ADVERTISING	3,000	3,000	0	0	180	2,820
178. 100-2320-55610-1-00-00000 TUITION OTHER	3,000	3,000	0	0	0	3,000
179. 100-2320-55800-1-00-00000 TRAVEL	0	0	0	0	0	0
180. 100-2320-56100-1-00-00000 SUPPLIES & FORMS	4,000	4,000	400	400	51	3,549
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>\$28,085</b>	<b>\$28,085</b>	<b>\$85,624</b>	<b>\$241,909</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<b>2410 PRINCIPAL</b>						
184. 100-2410-51110-1-00-00000 PRINCIPAL SALARY	96,600	96,600	7,431	7,431	18,577	70,592
185. 100-2410-51120-1-00-00000 ASST.PRINCIPAL SALARY	88,463	88,463	6,805	6,805	17,012	64,646
186. 100-2410-51130-1-01-00000 PRINC.SUPPORT SALARY	69,449	69,449	6,782	6,782	17,922	44,745
187. 100-2410-52110-1-00-00000 PRINCIPAL HEALTH INSURANCE	3,000	3,000	2,657	2,657	5,314	(4,971)
188. 100-2410-52110-1-01-00000 PRINCIPAL SUPPORT HEALTH INS	10,872	10,872	750	750	0	10,122
189. 100-2410-52120-1-00-00000 PRINCIPAL DENTAL INSURANCE	1,286	1,286	130	130	260	896
190. 100-2410-52120-1-01-00000 PRINCIPAL SUPPORT DENTAL INS	1,226	1,226	61	61	121	1,044
191. 100-2410-52200-1-00-00000 PRINCIPAL FICA	21,935	21,935	1,613	1,613	10,363	9,959
192. 100-2410-52310-1-01-00000 SUPPORT RETIREMENT	9,396	9,396	918	918	2,425	6,053
193. 100-2410-52320-1-00-00000 PRINCIPAL RETIREMENT	34,972	34,972	2,796	2,796	6,990	25,186
194. 100-2410-52400-1-00-00000 PRINCIPAL TUITION	7,000	7,000	0	0	0	7,000
195. 100-2410-53220-1-00-00000 PRINCIPAL PROF.DEV.	1,300	1,300	0	0	0	1,300
196. 100-2410-54300-1-00-00000 PRINCIPAL REPAIRS/MAINTENANC	4,500	6,500	0	0	0	6,500
197. 100-2410-54420-1-00-00000 PRINCIPAL-COPIER/LEASE	10,000	10,000	995	995	2,936	6,069
198. 100-2410-55340-1-00-00000 PRINCIPAL POSTAGE	4,400	4,900	173	173	0	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	1,122	1,122	76	2,202
<b>TOTAL 2410 PRINCIPAL</b>	<b>\$390,020</b>	<b>\$394,020</b>	<b>\$32,233</b>	<b>\$32,233</b>	<b>\$81,996</b>	<b>\$279,791</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<b>2510 FISCAL SERVICES</b>						
206. 100-2510-51100-1-00-00000 BUSINESS ADMINISTRATOR SALARY	100,000	100,000	6,700	6,700	0	93,300
207. 100-2510-51120-1-00-00000 SUPPORT STAFF SALARY	120,820	120,820	10,643	10,643	23,797	86,380
208. 100-2510-52110-1-00-00000 HEALTH INSURANCE	23,736	23,736	2,468	2,468	3,936	17,332
209. 100-2510-52120-1-00-00000 DENTAL INSURANCE	1,887	1,887	126	126	251	1,510
210. 100-2510-52200-1-00-00000 FICA	16,893	16,893	795	795	4,869	11,229
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	6,269	24,666
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	2,835	2,835	27,735	34,743
218. 100-2510-55800-1-00-00000 TRAVEL	100	100	54	54	0	46
219. 100-2510-56100-1-00-00000 SUPPLIES	3,370	3,370	145	145	0	3,225
220. 100-2510-57330-1-00-00000 NEW FURNITURE/FIXTURES	2,500	2,500	0	0	827	1,673
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>\$25,091</b>	<b>\$25,091</b>	<b>\$67,684</b>	<b>\$277,274</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<b>2610 OPERATIONS/MAINTENANCE</b>						
222. 100-2610-51110-1-00-00000 OP/MAINT CUSTODIAN SALARY	180,030	180,030	9,023	9,023	26,146	144,861
223. 100-2610-51200-1-00-00000 FACILITIES MANAGER SALARY	68,250	68,250	5,250	5,250	13,125	49,875
224. 100-2610-52110-1-00-00000 OP/MAINT HEALTH INSURANCE	23,606	23,606	2,734	2,734	5,904	14,968
225. 100-2610-52120-1-00-00000 OP/MAINT - DENTAL INSURANCE	1,732	1,732	121	121	485	1,126
226. 100-2610-52200-1-00-00000 OP/MAINT FICA	16,789	16,789	1,195	1,195	7,388	8,206
227. 100-2610-52310-1-00-00000 OP/MAINT RETIREMENT	29,693	29,693	1,945	1,945	5,356	22,392
228. 100-2610-53200-1-00-00000 OP/MAINT CONTRACTED SERVICE	48,693	48,693	674	674	7,071	40,948
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	0	0	2,904	10,673
232. 100-2610-54220-1-00-00000 OP/MAINT SNOW REMOVAL	32,875	30,245	0	0	0	30,245
233. 100-2610-54230-1-00-00000 OP/MAINT CARE OF BLDG & MAIN	7,300	7,300	0	0	0	7,300
234. 100-2610-54240-1-00-00000 OP/MAINT CARE OF GROUNDS	26,000	26,000	0	0	2,666	23,334
235. 100-2610-54300-1-00-00000 OP/MAINT REPAIR BUILDINGS	33,350	33,350	1,815	1,815	3,880	27,655
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	0	(6,074)
238. 100-2610-54420-1-00-00000 OP/MAINT RENTAL OF EQUIPMEN	2,900	2,900	75	75	450	2,375
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	639	639	17,415	4,986
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	3,466	3,466	1,176	31,358
243. 100-2610-56220-1-00-00000 OP/MAINT ELECTRICITY	64,166	64,166	9,945	9,945	9,912	44,309
244. 100-2610-56230-1-00-00000 OP/MAINT LP GAS	54,750	54,750	3,852	3,852	24,617	26,281
245. 100-2610-56240-1-00-00000 OP/MAINT FUEL OIL	16,590	16,590	659	659	1,760	14,171
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	0	0	0	3,200
248. 100-2610-57330-1-00-00000 OP/MAINT NEW FURNITURE/FIXTL	3,500	3,500	73	73	0	3,427
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

Report # 69103

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
TOTAL 2610 OPERATIONS/MAINTENANCE	\$741,449	\$741,449	\$47,541	\$47,541	\$136,185	\$557,723

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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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<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	0	0	2,897	197,616
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	122,915	(179,117)
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	3,880	3,880	38,660	22,460
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>\$65,582</b>	<b>\$65,582</b>	<b>\$164,472</b>	<b>\$272,997</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<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	32,111	32,111	70,612	(87,491)
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>\$32,111</b>	<b>\$32,111</b>	<b>\$70,612</b>	<b>\$20,897</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<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

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<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	10,870	44,082
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	1,471	8,494
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	3,533	3,533	6,222	32,245
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	1,032	(1,375)
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	25,796	25,796	66,228	(92,023)
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>\$35,003</b>	<b>\$35,003</b>	<b>\$89,324</b>	<b>\$38,442</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<b>2900 OTHER BENEFITS</b>						
297. 100-2900-52140-1-00-00000 DISABILITY INSURANCE	10,000	10,000	803	803	1,932	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>\$803</b>	<b>\$803</b>	<b>\$1,932</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 4/1/2025 - 4/30/2025	Reported Period 4/1/2025 - 4/30/2025	Encumbrances 7/1/2024 - 4/30/2025	Amount Remaining 4/1/2025 - 4/30/2025
<b>S252 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>\$933,204</b>	<b>\$933,204</b>	<b>\$3,593,508</b>	<b>\$7,936,711</b>
<b>GRAND TOTAL</b>	<b>\$12,459,423</b>	<b>\$12,463,423</b>	<b>\$933,204</b>	<b>\$933,204</b>	<b>\$3,593,508</b>	<b>\$7,936,711</b>

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 69050

Check Batch: 46133  
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
46133	24193	05/09/2025	9690	ACAPELLA TECHNOLOGIES, LLC	0.00	3,500.00
	24194	05/09/2025	310	AMAZON BUSINESS	0.00	136.98
	24195	05/09/2025	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	802.56
	24196	05/09/2025	9523	DeColfacker, Meaghan	0.00	140.70
	24197	05/09/2025	9630	DELL INC	0.00	66,228.00
	24198	05/09/2025	363	DIPRIZIO GMC TRUCKS INC.	0.00	403.59
	24199	05/09/2025	9541	ERNEST PAUL COUTURE JR	0.00	112.00
	24200	05/09/2025	9740	Insect Lore Products, Inc	0.00	33.93
	24201	05/09/2025	9802	JASAK, PHILLIP	0.00	224.00
	24202	05/09/2025	9651	LCI Flooring LLC	0.00	2,972.54
	24203	05/09/2025	9768	McShane, James	0.00	830.06
	24204	05/09/2025	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	399.50
	24205	05/09/2025	260	PARKER EDUCATION	0.00	7,586.67
	24206	05/09/2025	9801	RICHARDSON, ALAN	0.00	112.00
	24207	05/09/2025	1209	SALMON PRESS, INC	0.00	360.00
	24208	05/09/2025	1101	SANBORNVILLE WATER DEPARTMENT	0.00	566.00
	24209	05/09/2025	1259	SCHOLASTIC INC	0.00	1,464.39
	24210	05/09/2025	9659	SEBASTIAN SEPTIC SERVICE LLC	0.00	150.00
	24211	05/09/2025	9585	ST CHARLES SCHOOL	0.00	22,750.02
	24212	05/09/2025	9799	Thompson Property Solutions LLC	0.00	1,360.00
	24213	05/09/2025	9087	TYLER TECHNOLOGIES	0.00	2,520.00
	24214	05/09/2025	9368	VERIZON	0.00	410.48
	24215	05/09/2025	9669	VOYA BENEFITS COMPANY	0.00	1,364.66
Totals:					0.00	\$114,428.08

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 69050

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 DeColfmaeker*  
Robert DeColfmaeker, 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

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23 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 68907

Check Batch: 46048  
 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
46048	90414	04/29/2025	669	EVERSOURCE	0.00	4,899.45
Totals:					0.00	\$4,899.45

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## WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeCoffmacher  
 Robert DeCoffmacher, 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 # 68910

Check Batch: 46052  
 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
46052	90415	04/30/2025	8926	IRVING ENERGY	0.00	436.17
Totals:					0.00	\$436.17

34

### 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



# Wakefield School Board Public Minutes

Tuesday May 6, 2025  
Held in the Paul School Library  
Draft

BOARD MEMBERS		ADMINISTRATORS	
Robert DeColfmacker, Chair	✓	Donna Magoon, 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: Sam Fairfield and Max Gehring of Clearview TV.

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

## Agenda Review

**Ms. Wilcauskas made a motion, seconded by Mrs. Collins to add NH School Funding Fairness Project to the agenda. (Vote 5-0)**

Mrs. Collins told the Board that this is Teacher Appreciation Week and she is going to help the PTA with a teacher's luncheon on Thursday. She asked the Board to drop a note in appreciation to the teachers. She also told the Board that it was National Walk, Bike or Roll to School Day. If you stop by Parks and Rec they will be handing out free helmets and providing breakfast.

## Presentations/Public Hearings

### PTA

No one present

### 8<sup>th</sup> Grade Boston Field Trip

Mr. Fairfield said they are going back to Boston for two days for the annual eighth grade field trip. They will have ten chaperones.

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the eighth grade field trip to Boston. (Vote 5-0)**

### 6<sup>th</sup> Grade Province Lake Field Trip

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the sixth grade field trip to Province Lake Golf Course. (Vote 5-0)**

## Public Comment

None

**Reports**  
**Principal's Report**

April 2025- Administration Report

Spring is upon us at The Paul School and we are excited for the start of our spring sports and recess outdoors in finally enjoyable. At the start of April we had our curriculum night with our staff where teachers were able to showcase student work. A shout out to Mrs. Dexter, who displayed a beautiful array of art work around the building to make it welcoming for our community. A second shout out to Elayne Ellis and Penny Huckins who had a station dedicated to writing positive affirmations to our students, specifically students who were about to embark on the SAS testing.

We want to thank all the community members who have donated snacks and juice boxes for our SAS test prep kits. We have two remaining assessments left and welcome donations of granola bars, fruit snacks and juice boxes. These can be dropped off in the main office.

Kindergarten Registration is open and our Kindergarten Screening is slated for May 7th and May 8th. If you have a student or know of any families that need to register their K students, please contact our main office and speak with Sara Borelli. We are also excitedly running a Kindergarten Camp this summer! Any student who is joining our Kindergarten in the Fall of 2025 will be invited to come to school from July 29th through July 31st from 9:00-11:00. This new initiative is to support our newest students having the opportunity to acclimate to their school environment and see their classrooms before school begins. We are so thrilled to have this opportunity.

In May we have several field trips headed off. It is wonderful to see our students gain opportunities to events outside of our school building. We thank the PTA for all the fundraisers that they have completed this year to support our students. They have shown support through appreciation days and funded buses for field trips. We encourage community members to support our PTA by volunteering or donating to their hosted events.

This year we have partnered with the Lions Club to showcase a story walk in our field. The Lions Club has set up the first story over April vacation and we welcome families to walk our fence line and enjoy literacy outside! We are also excited to participate in Slow Down Wakefield which is an initiative to support awareness for student and family safety. Yellow signs have been popping up around town to remind those inside and outside of our communities to be aware of pedestrians who are out walking/running/biking around town. Our school is excited to be supporting this initiative with a bike safety assembly that will also give some of students helmets who are in need. Lastly, our school will participate in scooter/bike decorating and doing a bike parade to support the movement of Slow Down Wakefield!

We at the Paul School are thrilled to have many events to look forward to. We want to thank our school community for their continued support and are excited to showcase our growth as a school through the end of the year. As always, if there is anyone in our community looking to support our school please reach out to our main office as we are in need of volunteers and employees to join our amazing team!



Mrs. DiRocco also thanked the teachers for all they do not just this week but every day. She said she appreciated the communities support in donating snacks for testing. They are in need of ten more cases of juice boxes for their final testing.

## 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	16		
K	30	31	31	30	29	30	30	30		
1	33	33	33	35	34	34	34	34		
2	40	40	40	40	40	41	41	41		
3	39	41	41	40	40	40	38	38		
4	47	47	46	43	42	41	41	41		
5	63	65	65	65	65	66	66	66		
6	55	57	56	56	54	54	55	55		
7	46	47	47	47	47	46	46	46		
8	45	45	46	45	45	45	45	46		
Out of District	2	2	2	4	4	4	4	4		
Total	0	415	424	424	421	417	419	416	417	0

High School Enrollment Report

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Spaulding	171	166	163	161	162	162	156	158		
Kingswood	14	14	14	14	14	14	14	14		
Bud Carlson	9	10	10	10	10	10	10	10		
Brewster	1	1	1	1	1	1	1	1		
Out of District	2	2	2	2	2	2	2	2		
Total	197	193	190	186	187	187	181	183	0	0

as of 4/28/2025

## Consent Agenda

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

## Meeting Minutes

**Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to approve the non public minutes session 2 of April 14, 2025. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to approve the public minutes of April 15, 2025. (Vote 5-0)**

## New Business

### Wakefield School Board Scholarship Award

The committee consisted of the Principal and the ELA teacher. They looked at the essays, without names.

**Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to give the scholarship to the student recommended by the committee. (Vote 5-0)**

### High School Scholarship Night

Mrs. Collins will represent the Board at the Spaulding High School Scholarship night on May 20<sup>th</sup> at 6:00 and Kingswood's on June 5<sup>th</sup> at 6:00. Mrs. Collins will forgo the School Board meeting on May 20<sup>th</sup>.

### **NH School Funding Fairness Project**

Ms. Wilcauskas told the Board that this group had put together a letter that different representatives from communities have signed about how education is funded in New Hampshire asking the legislature to fund the schools. Currently 70% of school funding comes from property taxes. New Hampshire is the lowest in the nation as far as the percentage that the state contributes to public schools. She feels that it is incumbent upon the Board, for the students and taxpayers, to demand more from the legislatures to support public schools. Currently the state pays about 17% of the cost of special ed. There is no proposed legislation that they are advocating.

Mrs. Magoon said there are a couple of things going on in legislation now. She was involved in the ConVal lawsuit. They figured out how much it would cost to educate a child, not including transportation. They then sued the state and won and the state continues to fight this. The Rand case says that according to the constitution the state, not the taxpayers, is supposed to be funding education. She said this group actually comes out to districts and shows communities how much it actually costs to educate a child in Wakefield and how much the state is contributing. She said she could reach out and ask if they could come do a presentation for Wakefield.

She will be testifying in Concord on Friday about the school choice program which does not equalize schools but actually puts them at a deficit. There is no transportation so the only people who can utilize school choice are those who can transport their children to another school. This could cause budgetary issues. We'd lose staff and programs and it wouldn't be fair to those who stay. Mr. DeColfmacker said this has been a disaster in Vermont. Mrs. Magoon said they are taking comments from people who can write in and say this is not something we should be doing.

She said this is going to happen. The School Board has a right to put a number on the number of students they will accept so schools don't get overloaded. The taxpayers of Wakefield would be hit with this additional expense to send our students out of district.

Ms. Wilcauskas said that it looks more like individuals signed the letter as opposed to entire boards. Mr. DeColfmacker asked Mrs. Magoon to set up a presentation. She said one thing they show is what would have to be cut using just the money given to the district from the state not using taxpayers money. There are certain things required by law that would have to be funded. She can reach out to the town to see if they'd like to do this jointly. The Board decided they would like to have this presentation at the beginning of the new school year,

### **Committee Updates**

#### **Joint Loss Committee**

Minutes in the packets.

#### **Curriculum Committee Inventory**

Mrs. Collins and Ms. Wilcauskas decided to take on inventory. They went through the white building, trailer out back and the cellar. Everything in them is written down and counted. They found many items that were old. They will be working with Mr. Davis to see what is useable. They found many full file cabinets that need to be cleaned out and anything over ten years old

needs to be shredded. They will declutter and organize. Mr. Davis has posted on a site where schools place items that might be able to be used by other schools. Mrs. Collins also contacted the church, who has in the past, has taken items to be shipped to a school in Zimbabwe.

Mrs. Magoon asked if the Board considered waving the policy and have Mrs. Collins and Ms. Wilcauskas make the decision for the Board to throw things away. Ms. Wilcauskas suggested having Mr. Davis make those decisions. Mrs. Collins said the revenue from scrap metal like lockers would go into unanticipated revenue. Mrs. Magoon said the Board could specify that the money would be used for a specific purpose. Mr. Ouellette said that sounds nice but it goes back to the town.

**Mrs. Collins made a motion, seconded by Mrs. Taliaferro, to waive policy DN and give the authority to discard unusable items to the Facilities Manager and the IT Tech Coordinator. (Vote 5-0)**

Mrs. Taliaferro suggested that the Policy Committee add a line; “broken or damaged items will be thrown away” so they don’t have to waive the policy again.

### **Policies (1st Reading)**

IHBAA – Evaluation Requirements for Children with Specific Learning Disabilities

JCA – Change of Class or School Assignment Best Interest and Manifest Hardship

JJJ – Access to Public School Programs by Non-Public, Charter School and Home Educated Pupils

Mrs. Magoon told the Board that a homeschooler is eligible for anything we have to offer like specific subjects and programs. There is now a voucher program. The state now pays parents to homeschool their children. Once they take advantage of the voucher program they are not allowed to get any services from public schools unless you pay for them. Mrs. Magoon has developed an application process and a parent signs the application. If they are part of the voucher program they will have to pay if they want to take part in any of our classes or programs.

She has developed a homeschool page. There is certain criteria that has to be met in order to homeschool your child. Legally you have to allow a parent to homeschool their child. They have to tell the superintendent and the state they will be homeschooling. If they want the child to return to public school they have to show proof what the child learned while being homeschooled. The school has the right to test the child to determine what grade that child would be in.

EH-R (1) – Public Access to School District Records – Procedures for Public Access to District “Right to Know”

EH – Data Management

JLF – Reporting Child Abuse or Neglect

**Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to table policy JLF. (Vote 5-0)**

### **Nominations/Resignations**

FYI - Jeffrey Cordon is the new IT Support Coordinator.

**Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to approve Tarah Llewellyn and Aisilyn O'Rourke and offer them contracts. (Vote 5-0)**

### **Follow Up**

#### **Gym Floor**

The bubble in the floor was repaired over vacation. Mrs. Magoon said the whole floor should be ripped up, repaired and replaced. She said the cost should be about \$65,000. We could put the \$25,000 we received from the insurance company towards the floor and use the Contingency Trust Fund so there would be no additional cost to the taxpayer. This is one of the things she'd like to look at doing this summer. She'd like to have Mr. Davis begin getting quotes for the floor as summer is a busy time. Mrs. Taliaferro said Portsmouth Quality Flooring repaired the bubble. She doesn't know the cost.

Mrs. Collins said the job descriptions will be on the next agenda. Mrs. Magoon said normally job descriptions aren't done by the Board. The superintendent takes care of that. She said normally job descriptions are given out with the contract. Mr. DeColfmacker said the Board isn't qualified to determine what job descriptions should entail. The Board agreed but would still like to take a look at them as there have been prior issues. Everyone will have a job description and will be evaluated.

### **Public Comment**

Mr. Gehring recommended that all Board members sign the letter to the legislature as a whole and not individually. He feels the letter functions as opening up a formal dialog between state and local government.

### **Non Public**

**Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to enter non public under RSA 91-A:3 II (c) at 7:25. Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Wilcauskas aye.**

The Board returned to public session at 7:57.

### **Adjournment**

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins to adjourn the meeting at 7:58. (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath

School Board Secretary

## EVALUATION REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING DISABILITIES

The district will ensure that all evaluation requirements for children with learning disabilities are evaluated consistent with applicable state and federal laws and regulations. All staff, students, parents, and other interested persons are directed to the New Hampshire Department of Education Special Education Procedural Safeguards Handbook

The District will ensure that all evaluation requirements for children with learning disabilities are evaluated consistent with applicable state and federal laws and regulations. All staff, students, parents and other interested persons are directed to the *New Hampshire Department of Education Special Education Procedural Safeguards Handbook*.

In making determinations regarding whether a student has a specific learning disability under state and federal special education rules, the District shall use:

- A. The “pattern of strengths and weaknesses” model as set forth in New Hampshire State Board of Education rule Ed 1107.02(a)(1) and in federal regulation 34 C.F.R. §§ 300.307(a)(1) and 300.309(a)(2)(ii).
- B. The “response to intervention” (RTI) model as set forth in Ed rule 1107.02(a)(2) and federal regulation 34 C.F.R. §§ 300.307(a)(2) and Ed rule 1107.02(a)(2).

The District will find the child eligible if the child satisfies the model, and shall evaluate for specific learning disabilities in a manner consistent with the procedures and standards included in N.H. Department of Education rule 1107 and 34 C.F.R. §§300.301 - .311, as applicable.

Mr Robert DeColfmaeker, Chairman  
Mr. Bob Ouellette, Vice Chairman  
Mrs. Mary Collings  
Mrs. Sandra Taliaferro  
Ms. Heather Wilcauskas

Adopted by the Board: 5 May 2010  
Reaffirmed by the Board: 16 May 2012  
Adopted by the Board: 3 August 2021  
Adopted by the Board:

## Change of Class or School Assignment - Best Interests and Manifest Hardship

The Superintendent is charged with assigning students of the District to schools and classes consistent with Board policies and procedures. New Hampshire RSA 193:3 recognizes that there are limited instances when the class or school to which a student might be assigned under a district's ordinary assignment policies and procedures, might not be in that student's best interests, or other factors might exist under which create a manifest educational hardship upon the student such that a change (referred to in this policy as "reassignment") in the student's class or school assignment is warranted. The Board has adopted this policy consistent with RSA 193:3 and to provide procedures for parents/guardians to follow when they believe a reassignment is appropriate.

### **A. Best Interest Re-Assignment – Determination by Superintendent.**

Consistent with RSA 193:3, I, and subject to the provisions below, the Superintendent is authorized to reassign a student residing in the District to a another class within the school, to another public school or public academy within the District], to another public school, public academy, or approved private school in another district.

Authorization granted to the Superintendent to make reassignments under this policy applies only after application is made by the parent/guardian of the student or with the parent/guardian's consent, and upon a finding by the Superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs.

This policy, however, does not limit the Superintendent's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

#### 1. Procedure:

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the child's best interests warrant reassignment. In order to facilitate a determination, such application may also include any additional information described in 4 below. The written request should be mailed or delivered to the SAU office or emailed to the Superintendent at the email address provided on the District's website.

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

Adopted by the Board: 21 July 2020  
Adopted by the Board:

- b. Upon such request, the Superintendent shall schedule a meeting (the “reassignment meeting”) with the parent/guardian, to be held within 10 days of receiving the request.
- c. Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be re-assigned to another class/grade within the same school, to another public school, public academy, or approved private school within the district or to a public school, public academy, or approved private school in another district.
- d. At the reassignment meeting, the parent/guardian may present documents, witnesses, or other relevant evidence supporting the parent/guardian's belief that reassignment is in the best interest of the student.
- e. The Superintendent may present such information as he or she deems appropriate.
- f. In determining whether reassignment is in the student’s best interest the Superintendent shall consider the student's academic, physical, personal, or social needs.

2. Finding Reassignment Is or Is Not in Best Interest.

- a. Within five school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child’s best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).
- b. If the Superintendent finds it is in the best of the interest of the student to change the student's school or assignment, the Superintendent shall initiate:
  - i. A change of assignment within the student's current assigned school;
  - ii. The student's transfer to another public school or public academy within the district of residence; or
  - iii. The student's transfer to a public school, public academy, or approved private school in another district.

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

Adopted by the Board: 21 July 2020  
Adopted by the Board:

- c. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

### 3. Tuition Determination.

- a. *Assignment to Another School District or Public Academy.* If a student is to be reassigned to a public school in another school district or approved public academy as a result of a best interest determination, the Superintendent shall work with the Superintendent or administrator of the receiving school district/approved school to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, then the School Board shall approve the tuition payment consistent with the Board's ordinary manifest approval procedures.
- b. *Assignment to an Approved Private School.* If the student is reassigned to an approved private school as a result of a best interest determination, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition with the school district in which the student resides. The Superintendent shall consult with counsel regarding tuition obligations in such an instance. Any such Agreement shall be subject to approval by the school board on behalf of the School District and shall be at the sole Discretion of the School Board with due consideration given to the fiscal impact of such approval of the District, and shall not be granted if, in the opinion of the School Board, there are other viable public school options for reassignment.

The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.

- 4. Transportation: Transportation for a student reassigned to a school in another district under this Section A (best interest) shall be the responsibility of the parent/guardian.
- 5. Tuition for Students Reassigned by Other Districts Pursuant to RSA 193:3, I. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this District under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy JFAB or as computed under the formula set out in RSA

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

Adopted by the Board: 21 July 2020  
 Adopted by the Board:



193: The Superintendent, however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).

6. Other In-District Assignments. Nothing in this policy is intended to limit authority otherwise extended to the Superintendent to make assignments or reassignments according to the policies, regulations, and ordinary practices of the District.
7. Review/Appeal of Decision. The decision of the Superintendent shall be final and any appeal shall be limited to the process set forth in Section B, below.
8. Annual Review of Decision. A reassignment on the basis of best interest of the student shall be limited to no longer than the end of the ensuing school year, and shall be subject to review by the Superintendent prior to any subsequent school year to determine that the reassignment remains in the best interest of the student, with the understanding that the Superintendent may, at his/her discretion waive the review when he/she deems such to be appropriate.

#### **B. Manifest Educational Hardship – Determination by School Board and Appeal to State Board.**

If, after following the procedure outlined in Section A of this policy, the Superintendent did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship.

1. "Manifest Educational Hardship" Defined. As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.
2. Procedure for Determination of Manifest Educational Hardship.
  - a. Within thirty (30) days after receipt of the Superintendent's written determination describing that reassignment is not in the student's best interest as described in paragraph A.2.a & c, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the Superintendent detailing the specific reasons why they believe that the current assignment constitutes a

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

Adopted by the Board: 21 July 2020  
 Adopted by the Board:

manifest educational hardship.

- b. The Superintendent shall duly notify the school board that the parent/guardian has requested a manifest educational hardship hearing, upon which the school board shall schedule a hearing to be held no more than 15 days after the request has been received by the Superintendent. The Board shall provide at least two full days' notice of the hearing. The Board will conduct the hearing in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).
- c. Prior to or at such hearing, the parent/guardian shall provide to the Superintendent a specific request in writing that the student attend another public school, public academy, or approved private school in the District, or attend a public school, public academy, or approved private school in another school district. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the parent/guardian may include this request as part of the original hearing request.
- d. At such hearing, the parent/guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. The Superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Superintendent will assure the means for the Board to establish an adequate record of the hearing.
- e. The parent/guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable.<sup>4</sup>
- f. The Board will render its decision in writing within seven days after the hearing and will forward its written decision to the parent/guardian via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education Rule Ed 320(c)-(e).

3. Finding of Manifest Educational Hardship. If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's

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

Adopted by the Board: 21 July 2020  
 Adopted by the Board:

request to reassign the student public school, public academy, or approved private school in the District, or] to a public school, public academy, or approved private school in another district.

4. Finding that Manifest Educational Hardship Was Not Established – Appeal to the New Hampshire State Board of Education. If the School Board finds that the parent/guardian has not met their burden of proof, the parent/guardian may appeal the local Board decision to the New Hampshire State Board of Education (“SBOE”), within thirty (30) days of receipt of the Board’s written decision in accordance with NH Dept. of Ed. Rule Ed 2001(g). If a parent/guardian believes that denial of a re-assignment under this policy is based upon the child’s disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. Human Rights Commission under RSA 354-A:28.
5. Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship. If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the District is assigned to attend a public school or a public academy in another district, or a student from another district is assigned to a school in this District, the district in which the student resides shall pay tuition to the district to which the child is reassigned.  
  
Such tuition shall be computed according to RSA 193:4. The school board of the district in which the student resides shall approve the tuition payment consistent with its ordinary manifest approval process.
6. Transportation: Transportation for a student reassigned to a school in another district under this Section B (manifest educational hardship) shall {not} be the responsibility of the District unless otherwise ordered by the SBOE.
7. Annual Review of Manifest Hardship Determination. A reassignment on the basis of manifest educational hardship shall be limited to no longer than the end of the ensuing school year and shall be subject to review by the School Board prior to any subsequent school year to determine that the manifest educational hardship still exists, with the understanding that the Board may, at its discretion, waive the review when it deems such to be appropriate.

**C. Admission Requirements.** Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned. **Statutory**

**D. Reassignment Limit.** The total reassignments or transfer made under this policy in any one

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school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.

**E. Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation.** Pupils reassigned under this policy will be counted in the average daily membership in residence ("ADMR") of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.

**F. Notice to the Department of Education.** The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

**G. Special Education Placements.** A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

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## ACCESS TO PUBLIC SCHOOL PROGRAMS BY NON-PUBLIC, CHARTER SCHOOL AND HOME EDUCATED PUPILS

All pupils residing in the District, whether they are home educated, or are attending public chartered school or nonpublic schools (collectively, “non-enrolled district students”), shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance with RSA 193:1-c.

### **A. Equal Access to District Courses and Programs.**

Non-enrolled district students will have the same access as do enrolled students to the District’s courses and programs. Non-enrolled district students shall not be subject to any policies, procedures or standards with respect to participation in the District’s courses or programs that are more restrictive than those governing the District’s enrolled students. Non-enrolled district students, however, must meet the same eligibility criteria as the District’s students as described in paragraph B below.

The district allows non-enrolled district students to participate on an equal basis in courses and programs offered by the district provided they meet the eligibility requirements for participation (e.g., deadlines for registration, academic progress/performance, parental permission, third party (e.g., NHIAA) requirements, physical exams/health requirements, etc).

In the event that a course or program has reached capacity, selection between enrolled students and non-enrolled district students must be made using the same criteria, such as registration deadlines, registration dates, audition/tryout, seniority by grade, etc. If, after applying such criteria the course/program remains overenrolled, the determination should be made randomly.

If a student or their parent/guardian believes that they have not been given equal opportunity for participation in district programs, then they may appeal as outlined in Board policy {\*\*} JJA-R

### **B. Participation in Curricular Courses.**

In order to participate in the District’s curricular courses, non-enrolled district students must meet the eligibility criteria that applies to students enrolled in the school district. The building Principal will provide this eligibility criteria to parents or guardians of non-enrolled district students upon request.

Parents/guardians shall submit requests for participation in District courses in writing to the building Principal consistent with Board procedures JJJ-R. The building Principal will verify that the eligibility standards are the same as those that apply to students enrolled in the school district.

The Principal will determine if a non-enrolled district student has satisfied eligibility criteria and

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

prerequisites in the same manner as s/he would for assigning to classes or grade levels and for students transferring from other schools.

In making the determination, the Principal should consider home education evaluation materials (see RSA 193-A:6, III), course descriptions, syllabi, and/or any other relevant information offered by the parent/guardian of the student.

Requests for the related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, and/or special education services shall be referred to the Services Director. If a dispute arises between the parent/guardian and the District as to the pupil's right to these services, the Student Service Director shall inform the Superintendent, who shall consult the District's attorney for a legal opinion.

### **C. Use of School Texts and Library Materials.**

Non-enrolled district students will be permitted to use the school library, borrow school texts and borrow library materials under the same conditions and rules as pupils enrolled in the District.

### **D. Participation in Activities and Co/extra-curricular Programs.**

Requests by non-enrolled district students for participation in District co-curricular/extra-curricular activities or programs ("activities") shall be made in writing by the parent/guardian to the building Principal. The building Principal shall ensure that there is equal treatment and opportunity of non-enrolled district students relative to their participation in District activities.

In order to participate in District activities, non-enrolled district students must:

1. Meet the eligibility criteria for participation in the activity that apply to students enrolled in the school district, with the exception of school attendance;
2. Meet any tryout criteria or their equivalent for participation in the activity that apply to students enrolled in the school district (see Board policy JJA); and
3. Comply with all policies, rules and regulations or their equivalent of the governing organization of the activity (see Board policy JJA).

Non-enrolled district students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

### **E. Appeals.**

Any student/parent/guardian who believes that the district's policies/regulations or the State's laws/regulations pertaining to a non-enrolled district student's access to a course or program

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

have not been appropriately or fairly interpreted may appeal as follows:

*If the original decision being appealed was made by the Principal, then the "Principal" as used in steps 1-4 shall refer to the "Superintendent", and the Superintendent's decision shall be final. Step 5 shall not apply.*

1. Submit a letter to the building Principal stating the nature of the concern and requesting a hearing.
2. Within five (5) school days the Principal will convene a meeting with him/herself, the student and/or parents, the coach/advisor, and a teacher(s).
3. The student/parent will be given an opportunity to explain why they believe the student should be eligible for participation. Additionally, the student/parent may present information, documents or other material in support of their position. The Principal shall prepare minutes of the meeting.
4. The Principal will consider all information available and will make a final decision within three (3) school days following the meeting. The Principal will notify and inform the student/parents of his/her decision in writing via email. When time is of the essence, the Principal should first convey the basic conclusion as soon as practicable via telephone or email.
5. The student/parent/guardian may within 3 days of the Principal's email of the decision submit a written request for further review by the Superintendent. The written request should describe why the Principal's decision should not be upheld. The Superintendent may decide without further information to uphold the Principal's decision, or may determine a further meeting is necessary. In either event, the Superintendent's decision will be final. If the parent/guardians do not request a review by the Superintendent, then the Principal's decision will be final as of the fourth day after the Principal's written decision was transmitted to the parents/guardians.

#### **F. Administrative Regulations or Procedures.**

The Superintendent or designee may adopt such administrative regulations or procedures as s/he deems appropriate in order to implement this policy.

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



## PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS- PROCEDURE FOR PUBLIC ACCESS TO DISTRICT RECORDS “RIGHT TO KNOW”

This procedural policy applies to all requests to inspect or obtain copies of “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, and any other documents, writings, letters, memoranda, e-mails, images, digital communications, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.). The Superintendent is authorized to issue and enforce additional procedures as the Superintendent deems appropriate.

1. **Board and Staff Member Responsibilities.** All requests for access to or copies of District records should be made through the SAU Office. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District record(s) (“Right to Know request”) should immediately communicate that request to the SAU office for processing under Board policy EH and these procedure.
2. **Written Requests Encouraged.** To help ensure common understanding between the requester and the staff responsible for responding to a request, persons making requests for records are strongly encouraged to submit their requests in writing and include a specific description of the desired record(s). A written request can greatly assist in minimizing confusion or misunderstanding exactly what is being requested.

However, although written requests are preferred, a request will not be denied simply because it is not in writing. If the person making the request is unwilling or unable to put the request in writing, the staff member receiving the request shall reduce the request to writing and shall provide the person with a copy.

3. **Clarification, Refinement & Modification of Requests.** Carefully tailored requests can often be fulfilled more promptly and help avoid resources being expended retrieving and preparing material which exceeds what the requester is actually seeking. The Superintendent, designee or staff responsible for responding to a request may contact the person making the request if the request is unclear or will be time-consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Staff responsible for responding to the request may suggest to the requestor reasonable modifications to the scope or language of the request, but the

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requester is not required to accept them. Any modification, clarification or narrowing of the request agreed upon by the requester shall be documented in writing and a copy of the re-formed request provided to the person making the request.

4. **Record Availability.** Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available immediately when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent or designee will, within five (5) business days of the request, respond to the requestor, in writing. The response shall acknowledge receipt of the request, provide a statement of the time reasonably necessary to determine whether the request shall be granted or denied, and include an itemized estimate of the cost of making the record available. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
5. **Exempt Information and Redaction.** Information exempt from disclosure by RSA 91-A:5 or other law will not be disclosed. The Superintendent may authorize District staff to consult with the District's legal counsel when questions regarding application of exemptions to certain records or information arise.

In some instances, records containing information exempt from disclosure may reasonably be redacted in order to make the remainder of the record accessible.

If a member of the public requests records that are determined to include information exempt from disclosure, the Superintendent/designee will respond to the requestor, in writing, including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exemption applies to the record(s) or information withheld.

Records will be reviewed in their entirety by either the Superintendent/designee before they are released in order to ensure that no confidential or exempted information is disclosed.

6. **Copy Fees.** The School District will charge a fee of .25\$ *per page* for copying/photocopies of records when the person requests a paper copy. This fee reflects the actual cost of producing the copy(ies). No cost or fee shall be charged for the

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inspection or delivery, without copying of records, whether in paper, electronic, or other form *except as described below for certain individual electronic communications*.

Electronic records may be provided via email or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.

7. **Electronic Records.** Electronic records (including electronic communications as defined in Section 8) may be provided on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.

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## **DATA MANAGEMENT**

The Superintendent is hereby designated the custodian of all "District records", which term shall have the same meaning as "governmental records" as that term is defined in the state's Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Board has adopted procedural policy EH-R, to serve as the minimum requirements for procedures governing all requests by the public to inspect or obtain copies of school district records (i.e., "governmental records") and the District's responses to those requests.

The Superintendent should develop additional written administrative procedures to ensure appropriate implementation of this policy and procedural policy EH-R. Such administrative procedures shall conform in all respects to the Right to Know Law. They should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as a method for logging and tracking both the requests and the responses, and may contain provisions for including a log on the District's website.

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as the Superintendent deems appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R}. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.

The Superintendent or designee is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

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**Mrs. Mary Collings**  
**Mrs. Sandra Taliaferro**  
**Ms. Heather Wilcauskas**

**Adopted by the Board: 14 March 2001**  
**Reaffirmed by the Board: 6 May 2002**  
**Revised by the Board: 6 March 2013**  
**Reaffirmed by the Board: 15 October 2014**  
**Adopted by the Board:**

## CURRICULUM DEVELOPMENT

Curriculum development must be viewed as an encompassing task involving the total community – students, teachers, parents – working cooperatively to develop a curriculum that offers a wide variety of approaches to education and to provide a more flexible and purposeful approach to the search for an increasingly complex world.

The Board will encourage and support the professional staff in its efforts to investigate **new instructional resources, practices and assessments**. ~~curricular ideas, develop and improve programs, and evaluate results.~~

The Superintendent will spearhead curriculum development for the school system. The Superintendent will establish curriculum committees for the study of curriculum improvements, including the selection of new instructional materials, as found necessary and desirable.

The Board will make final decisions on curriculum change. The Superintendent will submit to the Board recommendations developed by the curriculum committees and the professional staff. The Board in reviewing and evaluating curriculum recommendations may solicit community opinion. Recommendations will be submitted to the Board for its consideration and adoption.

All teachers have professional obligations to the school program beyond regular classroom duties, and these obligations include work on curriculum committees. It is expected that all teachers will make contributions to curriculum development.

### Definitions:

Curriculum- Planned experiences based on grade level standards

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

Instructional Resources- Materials and people that support and enhance learning.

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

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

### Legal Reference:

*NH Code of Administrative Rules, Section Ed. 302.02 (f), Substantive Duties of Superintendents*  
*NH Code of Administrative Rules, Section Ed. 303.01 (f), Substantive Duties of School Boards*

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Adopted by the Board: 14 March 2001  
Reaffirmed by the Board: 6 May 2002 Mrs.  
Revised by the Board: 7 March 2012

## MEAL CHARGING

The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase (breakfast and) lunch (as well as after school snacks) from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash (check) or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

### Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to: Paul School should be presented to the Cashier at the cafeteria, or the Food Service Office. A check may also be mailed to: 60 Taylor Way Sanbornville NH 03872 Attention: Food Services The District utilizes the services Myschoolbucks.com. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture ("USDA") guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. The fee may not exceed \$25.00, RSA 358-C:5, I. In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the District staff.

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### Parental Restrictions on Use of Student Meal Account

Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting. (After school snacks may be purchased.) Setting and ensuring compliance with limitations on the use of the student's meal account afford families an opportunity to develop their student's understanding of the responsible use of credit and debit accounts, which will benefit the student throughout life. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals. (The District's on-line payment system allows a parent to check their student's balance at any time.)

The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, breakfast, lunch, and after school snacks.

### Balance Statements

The District will work proactively with parents to maintain a positive balance in their student's meal account. The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, sent home with the student. Only those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance.

The District recognizes that unexpected financial hardships occur and will work with parents in

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this circumstance to limit the amount of accumulated debt. To do so, it is essential that parents respond to notices and cooperate with district staff efforts. Fairness and equal treatment requires that those able to pay, but who fall behind, must promptly bring their students meal account into a positive balance.

The District's proactive approach is intended to help ensure students have healthy meals and that parents do not accumulate significant debt to the school meal program.

### **Free or Reduced Price Meals**

The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school web site and made available to parents at each school.

The District will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The District will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

The District will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

(This section applies for districts that choose to allow a student with a zero balance to charge

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meals. A District may have a policy that charging meals is not permitted. A policy prohibiting meal charges may be more appropriate if applied only to older students.

### **Students Without Cash in Hand or A Positive Account Balance**

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Where the District has not received a response from the parents or the parents do not cooperate in resolving negative student meal account balances and the student continues to use the school meal program, for students in grade seven or higher, the principal or designee may communicate directly with the student in a manner that is private and which does not publicly identify or stigmatize the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each week.

If the student's meal account balance debt grows to \$15.00 or more a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person. Where warranted, the Principal may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals.

If the student's meal account debt grows to \$30.00 or more the parents will be requested to meet with the principal. When appropriate, the Principal should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

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If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

### Unresolved Debt

If the Principal determines that the best available information is that the parents are able to pay the expenses of the student's meals the principal shall send a letter via email to the parents notifying them of the debt and requesting payment. ~~and the parents decline to cooperate with resolving the debt in a timely manner, the Principal shall send a letter to the parents directing them to have their student bring meals from home and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account.~~

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the parents' debt for unpaid meal charges shall be owed to the District.

Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

### Staff Enforcement of Policy/Training

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A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

### **Student with Special Dietary Needs**

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact the principal at 603-522-8891.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This District is an equal opportunity provider.

### **Nondiscrimination**

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges

Mr. Bob Ouellette, Chairperson  
Mrs. Tracey Kolb, Vice Chair  
Mrs. Sandy Johnson  
Mrs. Jen McCawley  
Mr. Relf Fogg

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Adopted by the Board: 19 November 2019



at the school or for disciplinary reasons.

### Assessment for Neglect Reporting

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

### Alternative Meals

~~(Optional—for use in Districts which choose to provide only an "alternative" meal to students whose meal account has a negative balance/when the negative balance exceeds \$\_\_\_\_.00, or who choose to prohibit such students from charging a la carte or extra items.)~~

~~If a student's meal account has a negative balance of \$\_\_\_\_.00 or more the student will be allowed to charge only an alternative meal.—In accordance with state law, the alternative meal will be one of the meal choices generally available to all students, but which has the lowest cost to the lunch program to produce.—The purpose of limiting students with negative balance meal accounts to the alternative meal is to mitigate the losses to the District from providing uncompensated meals, while ensuring that the student has access to a healthy meal.—These students will also not be allowed to charge a la carte or extra items.—It is the parents' responsibility to explain to the student that only alternative meals may be charged.—A notice which directs the parent to have their student select only the alternative meal and not to charge a la carte or extra items, until the student's meal account is brought into positive balance, will be included with the communication demanding payment of the negative balance.—The notice will include the information necessary for the parent to explain to the student how to select the alternative meal.—For students in grade \_\_\_\_ (at least grade seven) and above, if the student continues to select other meal choices, the student may be spoken with privately and advised that in accordance with the notice provided to the parents, the student may only select the alternative meal and may not charge a la carte or extra items until the meal account is brought into a positive balance.—~~

Certified Staff Nomination			
Name	Title	Effective Date	Salary

Staff New Hire FYI			
Name	Title	Effective Date	Salary
Yosline Matos	Floating Paraprofessional	5/19/2025	\$15.50 per hour

Resignations			
Name	Title	Effective Date	Salary
Carol Keenan	Director of Student Services	6/30/2025	\$90,000.00

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) My Leant Carlson  
Date: (Submitting) 4/25/25  
\*Include Personal Action Form

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

I wish to hire the following employee:

Employee's Name: yoselin Matos Start Date: ASAP  
Existing Employee (Yes or No): no Hours Per Day: 7  
If existing, current position: \_\_\_\_\_ Days Per Week: 5  
Position being hired for: Floating Paraprofessional Days Per Year: 2183  
Replaces (Name): Danella McKellar  
Is this a NEW or EXISTING position? existing  
Budget Line: 100-1100-51140-1-01-00000

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

Hiring Manager Comments:

We interviewed her last summer - she will  
be an excellent addition to our staff!

Superintendent Comments:

To be filled in by the Business Administrator

Step: 1 Rate: 15.50  
B.A. Signature: Michael Lambert Date: 4-28-25  
Superintendent Signature: Donna R. Magoon Date: 5/6/25

5-01-25

Dear Superintendent Magoon,

It is bittersweet that I submit my letter of resignation with a last day of June 30, 2025 to pursue a position that is more suitable with my professional goals. I will submit to you very specific notes to share with my replacement. I will also be readily available for him or her to contact me for anything that is needed. After June 30, 2025, I can be reached via my cell at [REDACTED] or email at [REDACTED] I sincerely wish the best for all of SAU 101.

Sincerely,

***Carol Keenan***

Carol Keenan

Director of Student Services