

Agenda Worksheet

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

Date: Tuesday June 3, 2025 at 6:00pm

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

2. AGENDA REVIEW

3. PRESENTATIONS, PUBLIC HEARINGS

Public Hearing- To remove \$213,000 from the Special Education Trust Fund
PTA

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

5. REPORTS

- a. Superintendent
- b. Student Service Report
- c. Enrollment

6. CONSENT AGENDA

- a. AP Manifest- Batch #46163, \$4,332.85; Batch #46173, \$268.82; Batch #46155, \$1,095.00; Batch #46143, \$1,789.02; Batch #46209, \$249,075.08
- b. Payroll Manifest-Batch #46208, \$211,065.83

7. MEETING MINUTES

- a. WSB Non Public Minutes 5.20.25
- b. WSB Public Minutes 5.20.25

8. OLD BUSINESS

Family Liaison

9. NEW BUSINESS

- a. NH School Funding Fairness Project
- b. School Board Summer Calendar

10. POLICIES

- a. DN- School Properties Disposal Procedure (1st Reading)
- b. EFAA- Meal Charging (2nd Reading)

11. NOMINATIONS/HIRES/RESIGNATIONS

Angela Boston
Sara Borelli
Norma DiRocco
Melissa Dorsey

12. FOLLOW-UP

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

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

15. ADJOURNMENT:

PM

Upcoming: The next Wakefield School Board meeting will be held June 17, 2025

Agenda Worksheet

Statutory Reasons cited as foundation for the Nonpublic Sessions.

91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

91-A:3, II (b): The hiring of any person as a public employee.

91-A:3, II (c): Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

91-A:3, II (d): Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

91-A:3, II, (e): Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

91-A:3, II (i): Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

91-A:3, II (j): Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

91-A:3, II (k): Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

91-A:3, II (l): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

Student Services Report: June 3, 2025
Carol Keenan, Director of Student Services

1. Current Special Education Budget Deficits as of 5-20-25:

- A.) 100-1200-51120-1-00-00000 Special Ed Teacher Salaries (\$17,250)
Due to PAWS Program Coordinator now being a district employee
- B.) 100-1200-51140-1-01-00000 Special Ed Support Salaries (\$38,012)
Due to no longer using outside agency (Blazerworks/Soliant) for paras
- C.) 100-1200-51230-1-01-00000 Special Ed ABA Tutors (\$22,656)
Due to PAWS ABA now being a district employee
- D.) 100-1200-52110-1-01-00000 Special Ed Support Health Ins (\$34,254)
Due to same as B.)
- E.) 100-1200-52120-1-00-00000 Special Ed Dental Ins (\$464.)
Due to same as A.)
- F.) 100-1200-52120-1-01-00000 Special Ed Support Dental (\$954)
Due to same as B.)
- G.) 100-1200-52200-1-00-00000 Special Ed Teachers FICA (\$13,424)
Due to same as A.)
- H.) 100-1200-52200-1-01-00000 Special Ed Support FICA (\$33,105)
Due to same as B.)
- I.) 100-1200-52310-1-00-00000 Special Ed Support Retirement (\$2,334)
Due to same as B.)
- J.) 100-1200-52320-1-00-00000 Special Ed Teachers Retirement (\$7,943)
Due to same as A.)
- K.) 100-1200-53210-1-00-00000 Special Ed Contract Srvs (\$206,319)
Due to NECC BCBAs & Transition Consultant not in FY25 Budget
- L.) 100-1200-53240-1-00-00000 Contracted Serv - Partner Program (\$145,381)
Due to not enough budgeted for NECC Partner Program

M.) 100-1200-55610-3-00-00000 Special Ed Tuition Public High School (\$32,796)
Due to not enough budgeted for Spaulding High School Sp Ed students.

N.) 100-1200-55640-2-00-00000 Tuition - Private Middle School (\$160,366)
Due to new Out of District student moving to Wakefield in August.

O.) 100-1200-55640-3-00-00000 Tuition Private - High School (\$49,032)
Due to Out of District attending additional classes at Career Tech Center

P.) 100-1200-57330-1-00-00000 Sp Ed New Equipment (\$3,069)
Due to new student moving to Wakefield

2. As requested at the last School Board Meeting, please see next page that was presented and approved at prior School Board Meeting.

School Board Proposal - Special Education FY26

Currently Paying FY25:

NECC Partner Prog Lead Teacher (full time) and Partner Prog BCBA (1 day/wk) = \$208,373.00

2 NECC Paras = \$134,750.00

1 NECC School Year BCBA (12 hours/wk) = \$68,040.00

1 NECC ESY BCBA (2 hours/wk) = \$1040.00

Total of \$412,203.00

Proposal to Hire District Staff FY26:

12 month Partner Program Lead Teacher = \$69,000.00

12 month Full Time BCBA (to cover Partner Program and Paul School) = \$69,000.00

2 Partner Program Paras = \$50,000.00

Total of \$188,000.00 FY26 (for a savings of \$224,203.00 FY26)

Paul School Enrollment Report

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
LP	15	16	17	16	17	18	16	16	14	
K	30	31	31	30	29	30	30	30	30	
1	33	33	33	35	34	34	34	34	34	
2	40	40	40	40	40	41	41	41	40	
3	39	41	41	40	40	40	38	38	38	
4	47	47	46	43	42	41	41	41	41	
5	63	65	65	65	65	66	66	66	66	
6	55	57	56	56	54	54	55	55	55	
7	46	47	47	47	47	46	46	46	46	
8	45	45	46	45	45	45	45	46	46	
Out of District	2	2	2	4	4	4	4	4	4	
Total	415	424	424	421	417	419	416	417	414	0

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High School Enrollment Report

	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Spaulding	171	166	163	161	162	162	156	158	155	
Kingswood	14	14	14	14	14	14	14	14	14	
Bud Carlson	9	10	10	10	10	10	10	10	11	
Brewster	1	1	1	1	1	1	1	1	1	
Out of District	2	2	2	2	2	2	2	2	2	
Total	197	193	190	186	187	187	181	183	183	0

as of 5/29/2025

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 69107

Check Batch: 46163
 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
46163	90418	05/15/2025	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	173.31
	90419	05/15/2025	8927	IRVING ENERGY-PROPANE	0.00	2,487.77
	90420	05/15/2025	8926	IRVING ENERGY	0.00	1,671.77
Totals:						\$4,332.85

WAKEFIELD SCHOOL DISTRICT
Manual AP CHECK REGISTER

Report # 69107

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 DeColfmacher
Robert DeColfmacher, 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

3 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 69124

Check Batch: 46173
 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
46173	90421	05/19/2025	8926	IRVING ENERGY	0.00	268.82
Totals:					0.00	\$268.82

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColimacker
 Robert DeColimacker, 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 # 69095

Check Batch: 46155
 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
46155	90417	05/14/2025	1706	CHARTER COMMUNICATIONS	0.00	1,095.00
Totals:					0.00	\$1,095.00

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColfmacher
 Robert DeColfmacher, 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 # 69067

Check Batch: 46143
 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
46143	90416	05/12/2025	9608	BMO HARRIS BANK N.A.	0.00	1,789.02
Totals:						\$1,789.02

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

Sandra Taliaferro, School Board Member

Heather Wilcauskas
 Heather Wilcauskas, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 69202

Check Batch: 46209
 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
46209	24216	05/23/2025	9009	ALLISON NEAL, NEW ENGLAND TUTORS, LLC	0.00	220.00
	24217	05/23/2025	310	AMAZON BUSINESS	0.00	727.61
	24218	05/23/2025	9708	BORELLI, SARA	0.00	147.84
	24219	05/23/2025	958	CONSOLIDATED COMMUNICATIONS	0.00	162.58
	24220	05/23/2025	9674	DE LAGE LANDEN FINANCIAL SERVICES, INC	0.00	995.00
	24221	05/23/2025	9755	EVERON, LLC	0.00	162.99
	24222	05/23/2025	9741	FIRST STUDENT	0.00	92,538.77
	24223	05/23/2025	1402	FRESH PICKS CAFE, C/O Whitsons Food Serv	0.00	14,412.58
	24224	05/23/2025	434	GOVERNOR WENTWORTH REGIONAL	0.00	21,712.47
	24225	05/23/2025	1422	HACKWORTH FIRE & SECURITY	0.00	280.00
	24226	05/23/2025	585	HEALTH TRUST	0.00	6,115.91
	24227	05/23/2025	2161	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	2,916.66
	24228	05/23/2025	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	4,010.30
	24229	05/23/2025	2288	MSB SCHOOL SERVICES	0.00	2.30
	24230	05/23/2025	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	8,162.00
	24231	05/23/2025	596	NH SCHOOL HEALTH CARE COALITION	0.00	89,173.00
	24232	05/23/2025	9290	PAGE STREET LEASING, LLC	0.00	75.00
	24233	05/23/2025	9805	Peaslee, Hailey Rose	0.00	500.00
	24234	05/23/2025	1101	SANBORNVILLE WATER DEPARTMENT	0.00	1,675.00
	24235	05/23/2025	9679	STORAGE NETWORKS CORPORATION	0.00	344.00
	24236	05/23/2025	9191	TORRES, LUIS	0.00	705.60
	24237	05/23/2025	9087	TYLER TECHNOLOGIES	0.00	3,600.00
	24238	05/23/2025	9669	VOYA BENEFITS COMPANY	0.00	108.00
	24239	05/23/2025	9669	VOYA BENEFITS COMPANY	0.00	327.47
Totals:					0.00	\$249,075.08

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 69202

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 DeCaffmacher
Robert DeCaffmacher, 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

13

24 Checks Listed.



Wakefield School Board Public Minutes

Tuesday May 20, 2025
Held in the Paul School Library
Draft

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

Others Present: Ashia Roy and Max Gehring of Clearview TV.

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

Agenda Review

Ms. Wilcauskas added the New Hampshire Fairness Funding Project under Follow Up.

Mrs. Taliaferro added bids under Reports.

Presentations/Public Hearings

None

Public Comment

None

Reports

Facilities

Mr. DeColfmacker reported the following:

1. Water results post remediation:

We are down to two faucets testing for lead from twenty two. Both faucets are posted hand washing only.

2. SAU Skirting: The skirting has been replaced around the SAU building.
3. Building Permit new garage: The building permit for the new metal building has been issued. We are waiting for a delivery date.
4. Gym floor RFQ: Some repairs have been done to the gym floor. Repairs will probably continue until the floor can be replaced. Mr. Davis is looking at possibly putting out an RFQ for the floor. He's been in touch with Primex and they won't be taking care of it but we should continue to repair it as needed.
5. Gym divider bids: One bid was received for the gym divider for \$30,000 from A+

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to award the bid for the gym curtain divider to A+ Athletic Products for \$30,000. (4-0) The curtain came in under budget.

Transportation

1. First Student bus fleet transfer: Mrs. Taliaferro said the transfer has been made and we're just waiting for the payment. This won't take place until after July first.
2. All the SD cards for buses and vans are at the SAU.

Sealed bids for vans:

Mrs. Taliaferro told the Board that they had received one bid each for the two vans.

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to waive the portion of policy DJE that states that bids are to be opened at the SAU office. (4-0)

Mrs. Taliaferro opened and read the bids.

1. The 2017 Dodge Caravan had a minimum bid of \$10,000.

Ms. Wilcauskas made a motion, seconded by Mr. Ouellette, to award the bid to SAU 64 Milton School District for the 2017 Dodge Caravan for \$12,000 and included the radios and camera equipment. (Vote 4-0)

2. The 2019 Dodge Caravan had a minimum bid of \$12,000.

Ms. Wilcauskas made a motion, seconded by Mrs. Taliaferro, to award the bid to SAU 64 Milton School District for the 2019 Dodge Caravan for \$14,000 and included the radios and camera equipment. (Vote 4-0)

Mrs. Taliaferro said the Transportation Committee should stay on the agenda next month until we get buses all squared away.

Student Services

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.

Finance

Mrs. Lambert presented the monthly report for April with the expenditures, balances and encumbrances.

Consent Agenda

Ms. Wilcauskas made a motion, seconded by Mr. Ouellette, to approve the Consent Agenda. (Vote 3-1)

Meeting Minutes

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to approve the non public minutes of May 6, 2025. (Vote 4-0)

Ms. Wilcauskas made a motion, seconded by Mr. Ouellette, to approve the public minutes of May 6, 2025. (Vote 4-0)

New Business

Special Education Trust Fund

Mrs. Keenan said there were several items left off the current budget when it was done last year. There were also some serious high needs which forced us to increase the number of paras and ABA Tutors we had to hire. There was a piece of the Partner Program component that was not put into this year's budget that should have been. Because of this we need to request a Special Education Trust Fund transfer. This will be on the next agenda. The Public Hearing has been posted.

Mrs. Lambert passed out the report showing the year to date spending in the Special Ed function. There is \$213,300+ in the Trust Fund. Mrs. Keenan said she and Mrs. Lambert have a meeting scheduled with Mrs. Magoon prior to the next Board meeting.

Mrs. Taliaferro asked for more details of what was missing in the budget. Mrs. Keenan said she would have those details for the next meeting. Mrs. Taliaferro asked to be filled in on the Partner Program as well. Mrs. Keenan said we had to pay for the remaining Partner Program contract until the end of March. The two NEC schoolwide BCBA's are still being utilized by Paul School until a new one can be hired and they have only received one application. She said she has a possible plan to contract that out from the same agency where we get our school psychologist from.

Mrs. Taliaferro asked how many additional paras we had to hire. Mrs. Keenan said five or six. Mrs. Taliaferro asked that Mrs. Keenan bring back the paperwork stating the cost savings by having the Partner Program inhouse and if there will still be a savings.

Policies (2nd Reading)

IHBAA – Evaluation Requirements for Children with Specific Learning Disabilities

Mrs. Taliaferro made a motion, seconded by Ms. Wilcauskas, to approve policy IHBAA. (Vote 4-0)

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

Mrs. Taliaferro made a motion, seconded by Ms. Wilcauskas, to approve policy JCA. (Vote 4-0)

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

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to approve policy JJJ. (Vote 4-0)

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

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to approve policy EH-R (1). (Vote 4-0)

EH – Data Management

Mrs. Taliaferro made a motion, seconded by Ms. Wilcauskas, to approve policy EH. (Vote 4-0)

IGA – Curriculum Development

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to table policy IGA. (Vote 4-0)

EFAA – Meal Charging (1st Reading)

Mr. DeColfmacker questioned having the principal collect payment debt for meals. After some discussion the Board decided to add Principal “or designee” for debt collection.

Nominations/Resignations

FYI – Yoselin Matos.

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to accept Carol Keenan’s resignation with regret. (Vote 4-0)

Follow Up

Ms. Wilcauskas said she was asked at the last meeting if in the letter from the New Hampshire Fairness Funding Project they were asking us to sign was advocating for any legislation or policies. She wanted to say there wasn’t any specific language in the letter but they did reference a report from 2020 and there were recommendations in that report. The report has a new educational cost model that would require more state aid and more aid for special ed. They are also looking for more aid for career, tech ed and early childhood education.

Public Comment

None.

Non Public

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to enter non public under RSA 91-A;3 II (c) at 6:38. Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Wilcauskas aye.

The Board returned to public session at 7:22.

Mrs. Taliaferro made a motion, seconded by Ms. Wilcauskas, to cease paying Mrs. Kebler as of May 20, 2025. Roll call vote: DeColfmacker-Aye, Ouellette-Aye, Wilcauskas -Aye, Taliaferro-Aye. (4-0)

Adjournment

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to adjourn the meeting at 7:23. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

DRAFT

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

TITLE: FAMILY LIAISON

EDUCATION and QUALIFICATIONS:

- **Education:** Associate's degree or higher in social work, education, or a related field.
- **Experience:** Minimum of two years of experience in family services, community outreach, or a related field.
- **Skills:**
 - Strong interpersonal and communication skills.
 - Ability to work effectively with diverse populations.
 - Proficiency in Microsoft Office Suite and other relevant software.
 - Organizational and problem-solving abilities.

REPORTS TO: PRINCIPAL

EVALUATOR: PRINCIPAL

OBJECTIVE:

The role of the Family Support Liaison is to improve student learning and achievement through supporting the function and wellness of children and their families. This person provides information to families and facilitates connection with community resources. The Family Support Liaison reports to the Principal and works closely with the School Counselor and School Nurse. This job follows the school calendar but includes flexibility to respond to urgent needs during non-school hours. The Family Support Liaison must be skilled with communication strategies and building positive relationships. The position also requires a working knowledge of community resources, organization in scheduling and record keeping, flexibility to changing priorities, collaborating across agencies, and maintaining confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide crisis intervention for students and families; including safety, mental health, legal issues, housing and food security. This may involve home visits and reporting to agencies.
- Support students and families for help connecting with social services, mental health services, medical care, parenting resources, transportation, free/reduced meal programs, school supplies, or scholarships.
- Coordinate communication and support for student, family, and school staff, especially as it may relate to behavior / truancy / discipline. This extends to all Wakefield students attending Paul School, Spaulding, or other settings.

Approved: _____

- Assist the district Homeless Liaison and Title IX Coordinator with expertise on legal and procedural implications of issues that arise in those roles.
- Serve on the school Unified Arts team to teach students and collaborate with colleagues in supporting well-rounded learning for all students.
- Serve on relevant school and district committees to provide input on how policies, procedures, and decisions affect the students and families of the Wakefield School district.
- Organize and facilitate family information sessions, workshops, and events to promote school programs and resources.
- Advocate for students and families to ensure their voices are heard in school-related decisions.
- Maintain accurate records of family interactions, services provided, and outcomes achieved.
- Prepare reports and presentations for school leadership and stakeholders.
- Assist the Principal, Assistant Principal and School Counselor to perform other tasks of the position as assigned by the Principal.

PHYSICAL DEMANDS:

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

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

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

Key:

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

TERMS OF EMPLOYMENT:

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

Approved:

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

I have read and understand the preceding position description.

Signature

Date

Approved: _____

Wakefield School Board Meeting Calendar

2024 to 2025

Regular Board Meetings
Paul School Library or Multi-Purpose Room or via Zoom*
60 Taylor Way, Sanbornville, NH Time: 6:00 PM – 8:00 PM
*Verify location on www.sau101.org > Meeting Notices

August 2024						
S	M	T	W	T	F	S
				1	2	3
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25	26	27	28	29	30	31

September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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29	30					

July 2025						
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**October 22, 2024- School Board Budget Workshop

Approved by the board 8/13/24

SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Board authorizes the superintendent or the superintendent's designee to dispose of ~~obsolete~~ items according to the following priority actions:

- ~~1. First, by offering the items to the Town of Wakefield or any of its municipal departments for use. If they decline the item(s);~~
2. **When feasible**, by selling to the highest bidder or whatever other business arrangement is in the best interest of the school district, including but not limited to selling items to local residents. ~~If the item has still not been disposed of;~~
3. When practicable, the Board shall donate such items to charitable organizations and schools. If not practical;
4. By giving such items to local citizens. ~~If the item(s) have still not been disposed of, then the item(s) will be disposed of~~
5. By removal to the town dump.

Sale of real estate shall be by the vote of the electorate of the school district at an annual or special school district meeting and the revenue derived from the sale of school property shall be returned to the general fund.

The recipient of any item must sign a form releasing the school district from any liability.

Fixed asset inventories will be amended to reflect changes in values through disposal.

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

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Revised by the Board: 6 June 2012
Reaffirmed by the Board: 6 March 2018
Revised by the Board:

Policy DN: Equipment and Supplies Sales

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 11/01/1999 | Last Reviewed Date: 03/01/2004

Category: Recommended

ADOPTION/REVISION NOTES -

Text between the highlighted lines "~~~", and highlights in this sample should be removed prior to adoption.

- a. General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. [**] indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history:

Reviewed: March, 2004
Revised: November, 1999
Revised: July, 1998

No equipment or supplies shall be disposed of until permission has been received from the School Board. The Board shall determine whether the material involved has salable value, and if such shall be the case, it shall authorize the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the Board.

SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Board authorizes disposition of obsolete items according to the following priority actions:

1. By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
2. When practicable, the Board shall donate such items to charitable organizations and schools.
3. By giving such items to local citizens.
4. By removal to the town dump.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting, and the revenue derived there from will be returned to the general fund to defray costs of current expenses.

Fixed asset inventories will be amended to reflect changes in values through disposal.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

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.

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

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Adopted by the Board: 19 November 2019

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 students 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

Mr. Robert DeColfmaeker, Chairperson
Mr. Bob Ouellette, Vice Chair
Mrs. Mary Collins
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Adopted by the Board: 19 November 2019

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

Mr. Robert DeColfacker, Chairperson
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Adopted by the Board: 19 November 2019

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 or designee 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 or designee. When appropriate, the Principal or designee 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.

Mr. Robert DeColfmaeker, Chairperson
Mr. Bob Ouellette, Vice Chair
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Adopted by the Board: 19 November 2019

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 or designee determines that the best available information is that the parents are able to pay the expenses of the student's meals the principal or designee 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

Mr. Robert DeColfmaeker, Chairperson
Mr. Bob Ouellette, Vice Chair
Mrs. Mary Collins
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Ms. Heather Wilcauskas

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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 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.

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. Robert DeColfmaeker, Chairperson
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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 **or designee** 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
Melissa Dorsey	Assistant Principal	7/1/2025	\$85,000.00

Staff New Hire FYI			
Name	Title	Effective Date	Salary

Resignations			
Name	Title	Effective Date	Salary
Angela Boston	Pre School Teacher	6/30/2025	\$62,225.00
Norma DiRocco	Principal	6/30/2025	\$99,498.00
Sara Borelli	Administrative Assistant	5/30/2025	\$24.72 hourly

Retirements			
Name	Title	Effective Date	Salary

RECEIVED

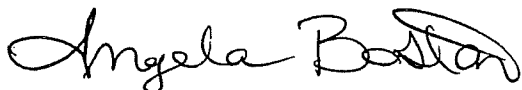
May 13, 2025

MAY 20 2025

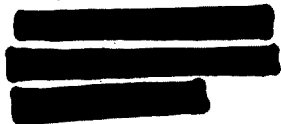
Dear Norma,

I am writing this letter to resign from my upcoming preschool teacher position for the 2025-2026 school year. I would love to teach summer school as planned, making my last day July 31st. If I can help in any way to find the next candidate, I would be willing to do so. I would also be willing to help with the transition, if it is needed. I truly appreciate my experience at Paul school and will miss everyone greatly. It was an amazing opportunity for me to grow and learn professionally. Thank you for everything!

Sincerely,

A handwritten signature in cursive script that reads "Angela Boston".

Angela Boston M.Ed.

Three lines of text have been completely redacted with black ink, obscuring the sender's contact details.

RECEIVED

MAY 16 2025

LETTER OF RESIGNATION

Sara Borelli



May 16, 2025

Paul School
Wakefield School District
60 Taylor Way
Sanbornville, NH 03872

Dear Norma,

I am writing to inform you of my intent to resign from my position as Executive Administrative Assistant at the Paul School, effective two weeks from today, Friday May 16, 2025. My last day of employment will be Friday May 30, 2025.

I appreciate the opportunities and support I have received from the Administration and all of my colleagues during my time here at the Paul School. I am grateful for the experiences I have had and the knowledge I have acquired.

I am committed to ensuring a smooth transition during my remaining time here. I will complete as many tasks allocated to me as possible prior to my last day and will assist in the handover of my responsibilities to the best of my ability. Please let me know what assistance I can offer as I transition out of my current role during the next two weeks.

Thank you again for your support and guidance. I wish you and the Paul School all the best in the future.

Sincerely,

A handwritten signature in cursive script that reads "Sara Borelli".

Sara Borelli

SCHOOL ADMINISTRATIVE UNIT #101
Wakefield School District
76 Taylor Way
Sanbornville, New Hampshire 03872
Telephone (603) 871-8502
Fax (603) 871-8608



May 28, 2025

To Whom It May Concern:

I am writing to formally resign from my position as Principal of The Paul School. My last day will be June 30, 2025.

This was not an easy decision to make, as I have genuinely enjoyed my employment with the Wakefield School District. Over the next month I will work to make this a seamless transition and I am happy to train my replacement in any capacity the district sees fit. I can be reached at [REDACTED] for any questions that arise during the transition time.

I would appreciate the opportunity to be offered an exit interview with the school board.

Sincerely,

Norma DiRocco

MAY 28 2025

Wakefield School District School Administrative Unit #101

Intent to Hire - Teacher/Administrator

To: (Name) ADMINISTRATIVE ASSISTANT
 From: (Name) Norma DiRocco
 Date: (Submitting) 5/27/25

Documents Required when submitting this form:

Completed Application	<input checked="" type="checkbox"/>
Resume	<input checked="" type="checkbox"/>
Transcripts	<input checked="" type="checkbox"/>
State of New Hampshire Educator Certificate	<input checked="" type="checkbox"/>
Three Letters of Recommendation	<input checked="" type="checkbox"/>
Reference Sheet	<input checked="" type="checkbox"/>

I wish to hire the following employee:

Employee's Name: Melissa Dorsey
 Existing Employee (Yes or No): _____
 If existing, current position: _____
 Position being hired for: Assistant Principal
 Replaces (Name): Ivy Leavitt-Carlson
 Is this a NEW or EXISTING position? _____

Start Date: 7/1/25

	Degree:	Year:
Baccalaureate Degree from:	_____	_____
Graduate Degree from:	<u>Southern New Hampshire University</u>	<u>2021</u>

Hiring Manager Comments:

Melissa is ready to take on the AP position.
She is excited to join our learning community
as she is deeply embedded with our school.

Superintendent Comments:

Very excited to have Melissa join the Wakefield team.

To be filled in by the Superintendent

Account Number: 100-2410-51120-1-00-00000
Jonas H. Magan 5-29-25
 Signature of Superintendent Date
 School Board Nomination Date: _____

Salary Amount: \$85,000
 Step: _____
 Track: _____