

Agenda Worksheet

School Administrative Unit #101
Wakefield School District Board Meeting:
SAU Conference Room
76 Taylor Way, Sanbornville, NH 03872
sau101.org

Date: Tuesday, July 1, 2025 at 5:30pm

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. Enrollment

6. CONSENT AGENDA

a. AP Manifest- Batch #46319, \$73,734.99; Batch #46294, \$51.50; Batch #46355, \$1,073,027.21; Batch #46353, \$1,095.00

b. Payroll Manifest- Batch #46318, \$250,942.38

7. MEETING MINUTES

a. WSB Non Public Minutes 6.17.25 (Session 1)

b. WSB Public Minutes 6.17.25

8. NEW BUSINESS

a. School Board Meeting Calendar 25/26

9. POLICIES

JLCF- Wellness Policy (2nd Reading)

IMAH- Daily Physical Activity (2nd Reading)

BEA- Regular Board Meetings (2nd Reading)

JLF- Reporting Child Abuse or Neglect (2nd Reading)

GBEAB- Mandatory Code of Conduct (2nd Reading)

GBEB- Staff Conduct (2nd Reading)

GBCE- Training and Information Relative to Child sexual abuse prevention (2nd Reading)

10. NOMINATIONS/HIRES/RESIGNATIONS

Doug Graves

Shelby Hartford

David Doering

Elaine Kopera

Meaghan DeColfmacker

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) and (k)
WSB Non Public Minutes 6.17.25 Session 2- Sealed

14. ADJOURNMENT: **PM**

Upcoming: The next Wakefield School Board meeting will be held July 15, 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.

Paul School Enrollment Report

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
LP	15	16	17	16	17	18	16	16	14	14
K	30	31	31	30	29	30	30	30	30	31
1	33	33	33	35	34	34	34	34	34	34
2	40	40	40	40	40	41	41	41	40	40
3	39	41	41	40	40	40	38	38	38	38
4	47	47	46	43	42	41	41	41	41	41
5	63	65	65	65	65	66	66	66	66	66
6	55	57	56	56	54	54	55	55	55	55
7	46	47	47	47	47	46	46	46	46	48
8	45	45	46	45	45	45	45	46	46	46
Out of District	2	2	2	4	4	4	4	4	4	4
Total	415	424	424	421	417	419	416	417	414	417

High School Enrollment Report

	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Spaulding	171	166	163	161	162	162	156	158	155	152
Kingswood	14	14	14	14	14	14	14	14	14	14
Bud Carlson	9	10	10	10	10	10	10	10	11	11
Brewster	1	1	1	1	1	1	1	1	1	1
Out of District	2	2	2	2	2	2	2	2	2	3
Total	197	193	190	186	187	187	181	183	183	178

as of 6/17/2025

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 69432

Check Batch: 46319
 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
46319	24265	06/20/2025	9054	BETH CAPEN	0.00	109.20
	24266	06/20/2025	9181	BLACK BEAR MEDICAL NH INC	0.00	7,844.00
	24267	06/20/2025	1402	FRESH PICKS CAFE, C/O Whitsons Food Serv	0.00	0.00
	24268	06/20/2025	9442	GAFNEY LIBRARY	0.00	3,000.00
	24269	06/20/2025	23	JP PEST SERVICES INC	0.00	662.00
	24270	06/20/2025	9567	Leavitt-Carlson, Ivy	0.00	176.60
	24271	06/20/2025	9768	McShane, James	0.00	2,130.61
	24272	06/20/2025	2288	MSB SCHOOL SERVICES	0.00	584.89
	24273	06/20/2025	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	7,757.00
	24274	06/20/2025	9290	PAGE STREET LEASING, LLC	0.00	75.00
	24275	06/20/2025	260	PARKER EDUCATION	0.00	0.00
	24276	06/20/2025	9710	PIF TECHNOLOGIES	0.00	4,042.62
	24277	06/20/2025	9585	ST CHARLES SCHOOL	0.00	36,848.73
	24278	06/20/2025	9679	STORAGE NETWORKS CORPORATION	0.00	344.00
	24279	06/20/2025	9191	TORRES, LUIS	0.00	784.00
	24280	06/20/2025	9807	Town of Eliot	0.00	1,100.00
	24281	06/20/2025	804	TREASURER, STATE OF NH	0.00	3,064.01
	24282	06/20/2025	9087	TYLER TECHNOLOGIES	0.00	4,005.00
	24283	06/20/2025	9803	Veino, Jonathan	0.00	775.20
	24284	06/20/2025	9669	VOYA BENEFITS COMPANY	0.00	108.00
	24285	06/20/2025	9669	VOYA BENEFITS COMPANY	0.00	324.13
Totals:					0.00	\$73,734.99

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 69432

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 DeColfmanacker
Robert DeColfmanacker, 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

21 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 69357

Check Batch: 46294
 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
46294	90425	06/12/2025	9608	BMO HARRIS BANK N. A.	0.00	51.50
Totals:					0.00	\$51.50

6

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColfinacker, School Board Chairman
Bob Ouellette
 Bob Ouellette, School Board Vice Chairman
Mary Collins
 Mary Collins, School Board Member
 Sandra Taliaferro, School Board Member
Heather Wilcauskas
 Heather Wilcauskas, School Board Member
Carlene Stewart
 Carlene Stewart, Treasurer

WAKEFIELD SCHOOL DISTRICT

AP CHECK REGISTER

Report # 69460

Check Batch: 46355
 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
46355	24286	06/25/2025	434	GOVERNOR WENTWORTH REGIONAL	0.00	43,424.95
	24287	06/25/2025	9809	MATOS, ALEX	0.00	9.20
	24288	06/25/2025	686	ROCHESTER SCHOOL DEPARTMENT	0.00	1,029,593.06
Totals:					0.00	\$1,073,027.21

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 69460

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 DeColfknacker, 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

8

3 Checks Listed.



Wakefield School Board Public Minutes

Tuesday June 17, 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: Meaghan DeColfmacker, Caitlin Gelinis, Max Gehring of Clearview TV.
Mr. DeColfmacker led those present in the flag salute at 5:33.

Agenda Review

None

Non Public

Mrs. Collins made a motion, seconded by Mr. Ouellette, to enter non public under RSA 91-A;3 II (c) at 5:34. Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye. (Vote 4-0).

The Board returned to public session at 6:21. Ms. Wilcauskas was present. Mrs. Collins left the meeting.

Presentations/Public Hearings

None

Public Comment

None

Reports

Facilities

Mr. DeColfmacker told the Board that Mr. Davis received only one bid for the gym floor replacement. The bid is \$83,000, which is a lot lower than what it cost the first time. This would be a poured rubber floor. The bid does not include the prep work. The bid went up \$50,000 over the original estimate. This bid includes a performance bond. He said we do have a \$25,000 from the money we received from the insurance company that we can use as a deposit. We have to figure out the rest of the funding and hopefully get it done next summer. The area that was in the worse shape has been repaired. The gym divider replacement curtain will be done in August. The metal building will go up in July. All inspections have been scheduled for this summer. Mr.

Davis is looking at repairing the cracks in the parking lot. Also renting a sprayer to restripe the lot. Mrs. Taliaferro said that Mr. Ouellette brought up that the bleachers have to be moved by the bleacher company and that's an added expense. Mr. Ouellette said he's not sure we can use the \$25,000 as it may be considered revenue. Mrs. Magoon said the floor was damaged and you're replacing the floor. She believes that money can be used toward the floor. She will look into that to make sure it can be used.

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to allow Mr. Davis to talk to the one bidder for the flooring project to discuss terms on deposits. (Vote 4-0)

Principal

Mrs. DiRocco said this is her last report. She said the eighth grade had their semi. Graduation was held outside this year. She thanked the staff for a great year. She thanked Kathy Frothingham for her years of service as she is retiring. She wished everyone a great summer.

Finance

Mrs. Lambert said that the year to date report is in the packets. She has not run the end of the year report yet or closed out the PO's. Mrs. Taliaferro asked if all the encumbrances would be released before the next report. Mrs. Lambert said we are taking \$214,855 From the Special Ed Trust Fund and hopefully, if approved by the Trustees, \$2,292.50 out of the Updating and Improving Security Trust Fund.

Consent Agenda

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

Meeting Minutes

Ms. Wilcauskas made a motion, seconded by Mr. Ouellette, to approve the public minutes of June 10, 2025. (Vote 4-0)

Ms. Wilcauskas made a motion, seconded by Mr. Ouellette, to approve the public minutes of June 3, 2025. (Vote 4-0)

Ms. Wilcauskas made a motion, seconded by Mr. Ouellette, to approve the non public minutes of June 10, 2025. (Vote 4-0)

Ms. Wilcauskas made a motion, seconded by Mrs. Taliaferro, to approve the Public Hearing minutes of June 11, 2025. (Vote 4-0)

Old Business

New Business

Behavior Interventionist

See Mrs. DeColfmacker statement attached

Mrs. Magoon said that she is saddened that we are losing someone that has made a huge impact on students. She said she refused to accept her resignation. She has seen her in action and her relationship with students. She fully understands what her role is and the importance of that role.

General Assurances

Mrs. Magoon said the Board had received the General Assurances a couple of weeks ago along with a letter she wants to send. The NHSBA and the Superintendent's Association got together and told the state there were things in the General Assurances that they didn't approve of, they were given three options. 1. Accept them as is. 2. Not sign them and lose all federal funding and 3. Submit the General Assurances with the letter that says we're signing them and following all policies and mandates. These are requirements the state has for federal money only. When they do an audit on Title 1 the district pulls out just Title 1 item so they can make sure we are following the protocols we agreed to.

Mrs. Magoon said there are certain things that we need to abide by. These are assurances that go to everyone who gets federal funding, not just school districts so some things don't apply. We especially have to follow things that say, we can't use money to send to the statehouse to have someone there representing us. Nor can you use federal money for trafficking students. You can't buy anything that's illegal.

We need to make sure we are reporting child abuse and neglect to DCYF in a timely fashion and keeping records of everything. We need to keep documentation for any money spent from any federal grant. We need to make sure we have certain signage in place like, drug free school zone. We have to keep discipline records and standards. They encourage us to buy American. This is just for our Title programs. We have to keep our Financial Management Program up to date and state how the money will be used and prove that the money spent is working for that purpose.

We have to make sure we have written policies and procedures and internal controls in place. There is always an overseer of a grant. The grant will not allow purchasing programs. They feel that's the districts responsibility. Activities have to be approved prior to spending money from the grant and the activities have to be reasonable. Audits are conducted to make sure all protocols are followed. She is working on getting all the information on what she has in mind to spend the funds on and it's due by July 1st. We also have to follow all FERPA laws.

We are a Targeted school which means the money and resources can only be used for specific students. Many grants are funded through free and reduced lunch. She is going to get as many of those eligible for free and reduced to fill out the forms thus becoming a School Wide School instead of a Targeted school and be able to work with all students and also receive a lot more money. There is now an online application for free and reduced. The Family Liaison can go to homes to help parents fill out the forms. The projected allocation for Title 1 next year is \$213,501.94.

Title 11 focuses on professional development. They didn't give us a figure but said base it on last year which is \$42,282.36. Title 1V is for technology, professional development or school safety. This money can also be moved into another grant if needed. The Title 1V projection is \$27,063.44. The IDEA projected allocation is \$183,436.92. This money is for special ed only and covers a myriad of items. The preschool special ed projected allocation is \$8,212.98. Title 1 will now be broken down in pieces rather than us receiving it in a lump sum.

Mrs. Magoon passed out a copy of RSA 189:1-a

189:1-a Duty to Provide Education. –

I. It shall be the duty of the school board to provide, at district expense, elementary and secondary education to all pupils who reside in the district until such time as the pupil has acquired a high school diploma or has reached age 21, whichever occurs first; or if the pupil is a "child with a disability" under RSA 186-C:2, I, until such time as the pupil has acquired a high school diploma or reached age 21 inclusive; provided, that the board may exclude specific pupils for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, and further provided that this section shall not apply to pupils who have been exempted from school attendance in accordance with RSA 193:5.

II. Elected school boards shall be responsible for establishing the structure, accountability, advocacy, and delivery of instruction in each school operated and governed in its district. To accomplish this end, and to support flexibility in implementing diverse educational approaches, school boards shall establish, in each school operated and governed in its district, instructional policies that establish instructional goals based upon available information about the knowledge and skills pupils will need in the future.

III. School boards shall adopt a teacher performance evaluation system, with the involvement of teachers and principals, for use in the school district. A school board may consider any resources it deems reasonable and appropriate, including any resources that may be provided by the state department of education. In this paragraph, "teacher" shall have the same meaning as in RSA 189:14-a, V.

IV. Pursuant to RSA 193:3, VI, a school board may execute a contract with any approved nonsectarian private school approved by the school board as a school tuition program as defined in RSA 193:3, VII to provide for the education of a child who resides in the school district, and may raise and appropriate money for the purposes of the contract, if the school district does not have a public school at the pupil's grade level and the school board decides it is in the best interest of the pupil.

She also gave an overview of RSA 186-C:2, RSA 193:5, RSA 189:14-a V, RSA 193:3, VI and RSA 193:3. Mrs. Magoon will send the Board the Superintendent policies that apply.

Mrs. Magoon asked the Board to consent to have she and Mr. DeColfmacker sign the General Assurances and approve her signing the following letter.

Donna Magoon
Superintendent

Carol Keenan
Director of Student Services

Ashia Roy
Executive Administrative

SCHOOL ADMINISTRATIVE UNIT #101

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

Michele Lambert
Finance Manager

Jen Hayward
Finance Assistant

June 2, 2025

Lindsey Labonville, Administrator
Bureau of Federal Compliance
Department of Education
[State of New Hampshire](#)
[25 Hall Street](#)
[Concord, NH 03301](#)
Lindsey.L.Labonville@doe.nh.gov

Dear Ms. Labonville,

Enclosed is the executed "General Assurances, Requirements and Definitions for Participation in Federal Programs" (the "General Assurances") for the Wakefield School District.

The District's practices, programming, and operations are, in my opinion, consistent with the United States Constitution, and applicable federal law, statutes, and regulations. While the Wakefield School District have signed the General Assurances as provided, we note that it is significantly broader than it has been in prior years and requires school district superintendents and school board chairs to certify compliance with policy interpretations which do not have the force and effect of law or even rulemaking. Many of the policy interpretations with which the NH DOE is mandating compliance have been enjoined by Federal Court Orders. See, e.g., *NEA v. U.S. Dept. of Education*, Case No. 1:25-cv-00091, Order (D.N.H. April. 24, 2025); *American Federation of Teachers v. Dept. of Education*, et al., Civil Case No. SAG-25-628, Order (D. Md. Apr. 24, 2025); see also *Tirrell, et al. v. Edelblut, et al.*, Case No. 24-cv-251-LM-TSM, Order (D.N.H. Sept. 10, 2024).

Accordingly, in executing the General Assurances, the Wakefield School District certifies that it is in compliance with federal law, as informed by the United States Constitution, statute, federal regulations, and applicable case law, and the requirements of the General Assurances, as qualified or interpreted by applicable Court Orders or Injunctions.

Thank you,

Donna R Magoon, Superintendent Date

Ms. Wilcauskas made a motion, seconded by Mr. Ouellette, that the Board provide the okay for the Superintendent and the Chair to sign the General Assurances and the Superintendent to include the signed cover letter. (Vote 4-0)

Committee Updates

Curriculum Committee

Ms. Wilcauskas said she gave most of the information listed in the notes at the last meeting except that Mrs. Levitt-Carlson also thanked the committee for their hard work over the last three years.

Policies

(Second Reading)

DN – School Properties Disposal Procedure

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

EFAA –Meal Charging

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

(First Reading)

JLCF – Wellness

IMAH – Daily Physical Activity

BEA – Regular Board Meetings

Change of meeting time from 6:00 to 5:30

JLF – Reporting Child Abuse or Neglect

The Board chose to require written reports.

GBEAB – Mandatory Code of Conduct Reporting all Employees

GBEB – Staff Conduct

GBCE – Training and Information Relative to Child Sexual Abuse Prevention

Nominations/Resignations

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to accept Sam Fairfield's resignation with regret. (Vote 4-0)

Mrs. Taliaferro made a motion, seconded by Ms. Wilcauskas to accept Lauren Bourque's Resignation with regret. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to accept Francis Cross's resignation with regret. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to hire Michele Maginnis as a third grade teacher. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to hire Aaron Nason as Assistant Principal. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to hire Melissa Dorsey as Principal. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to hire Michelle Condon as Middle School Science teacher. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to hire Kim Hurley as a fifth grade teacher. (Vote 4-0)

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to hire Carrie (???) as a pre-school teacher. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to hire Carol Keenan As the Student Service Director. (Vote 4-0)

FYI

Megan Couch – Para

Public Comment

Caitlin Gelinas said her third grader had a rough year and she has met with the Principal and Vice Principal several times. Her child had a total of four different teachers this year. She read a letter from her child to the Board expressing her opinion on why the Behavior Interventionist position is needed.

Follow Up

None

Non Public

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to enter non public under RSA 91-A;3 II (c) at 7:45. Roll Call Vote: DeColfmacker aye, Ouellette aye, Taliaferro aye, Wilcauskas aye.

The Board returned to public session at 8:00.

Mrs. Taliaferro made a motion, seconded by Ms. Wilcauskas to seal the non public minutes for five years. (Vote 4-0)

Adjournment

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to adjourn the meeting at 8:00. (Vote 4-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath

School Board Secretary

Wakefield School Board Meeting Calendar

2025 to 2026

Regular Board Meetings
Paul School Library or SAU Conference Room
60 Taylor Way, Sanbornville, NH Time: 5:30 PM – 8:00 PM
***Verify location on www.sau101.org > Meeting Notices**

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
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March 2026						
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April 2026						
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May 2026						
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June 2026						
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Approved by the board

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WELLNESS

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the District.

I. DISTRICT WELLNESS COMMITTEE.

The Superintendent, facilitate development of updates to the District Wellness Policy, subject to School Board approval, and will oversee compliance with the policy. In addition, the Superintendent shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level. Additionally, the Wellness Committee is charged with making recommendations relative to the objectives and requirements of Board policy IMAH, Daily Physical Activity.

The Superintendent shall convene a representative "District Wellness Committee" (or "Wellness Committee"), whose functions will include review and recommendations regarding implementation of and updates to this policy, and establishment of specific goals for nutrition promotion, education and physical activity.

The Superintendent or his/her designee shall serve as the Chairperson of the District Wellness Committee, and shall maintain an updated roster of Building Wellness Coordinators and other persons serving on the Committee.

The District Wellness Committee shall meet no less than three times per school year.

The District Wellness Committee should represent the school and the diversity of the community, and to the extent feasible include the Superintendent or her/his designee, Wellness Coordinator, parents, students, physical education teachers, health education teachers, school counselors, school administrators, a school board member, outside health professionals, individual school building representatives, and members of the public.

Staff appointments to the Wellness Committee will be made by the Superintendent. The School Board Chair shall appoint the School Board member. Remaining members, other than those who are ex officio, shall be appointed and approved by the Wellness Committee.

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

Adopted by the Board: 21 June 2006
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Revised by the Board: 20 September 2022
Adopted by the Board:

As a statutory committee, the Wellness Committee shall comply with the requirements of RSA 91-A regarding meetings.

II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT.

A. Implementation Plan.

Each Building Wellness Coordinator, with the assistance of the Wellness Committee, will conduct a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, using tools available through such programs as the Alliance for a Healthier Generation America's Healthiest Schools program (*link verified May 28, 2025*), and to create an action plan and generate an annual progress report. The school-level assessment/report should be completed by September 30th of each school year and provided to the Superintendent.

B. Annual Notification of Policy.

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and any Building Wellness Coordinator(s), in addition to on how the public can get involved with the District Wellness Committee.

C. Triennial Progress Assessments.

Every three years, the Superintendent or designee will assess:

- The extent to which each of the District's schools are in compliance with the wellness policy;
- The extent to which the District Wellness Policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the District's Wellness Policy.

The Wellness Committee will make recommendations to update the District Wellness Policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The recommendations should include those relating to the provisions of Board policy IMAH, Daily Physical Activity. The Board will review and act upon such assessments as required or as the Board deems appropriate.

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D. Recordkeeping.

The Superintendent will retain records related to this Policy, to include at least the following:

- The District Wellness Policy;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public;
- Documentation confirming annual compliance with the requirement that District Wellness Policy, including updates, and the most recent assessment on the implementation of the Policy have been made available to the public; and
- Documentation of efforts to review and update the District Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

E. Community Involvement, Outreach and Communications.

The District will communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

III. NUTRITION.**A. School Meals.**

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). District schools are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The District offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

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Mrs. Sandra Taliaferro
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Mrs. Mary Collins

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Adopted by the Board:

<https://www.fns.usda.gov/schoolmeals/nutrition-standards> (link verified May 29, 2025)

B. Staff Qualifications and Professional Development.

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals, which may be found at:

www.fns.usda.gov/school-meals/professional-standards (link verified May 28, 2025)

C. Water.

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school throughout the school day, including mealtimes.

Students shall be permitted to bring water bottles to school that:

School Principals may discipline students for the misuse of water bottles, consistent with Board policy JICD.

1. Are made of material that is not easily breakable;
2. Have lids to prevent spills; and
3. Are filled exclusively with water

D. Competitive Foods and Beverages and Marketing of Same in Schools.

“Competitive foods and beverages” (i.e., foods and beverages sold and served or marketed during the school day, but outside of the school meal programs) must meet the USDA Smart Snacks in School nutrition standards, which may be accessed at:

www.fns.usda.gov/tn/guide-smart-snacks-school (link verified May 28, 2025)

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Except as may be provided elsewhere in this Policy, any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools, including, but is not limited to:

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Mrs. Sandra Taliaferro
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Mrs. Mary Collins

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Adopted by the Board:

Corporate brand names, logos, and trademarks for companies that market products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited because they offer some non-compliant food or beverage items in their product line. Likewise, the marketing restrictions do not apply to clothing or other examples of expression which include brand information for non-compliant food or beverage items.

As the District, school athletic department, and parent teacher associations review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (*note*: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.).
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

E. Celebrations and Rewards.

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. The District's School Nutrition Services will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards.

F. Food Sale Fundraising.

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

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Revised by the Board: 20 September 2022
Adopted by the Board:

Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine bake sales or other fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each.

G. **Nutrition Promotion.**

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will include.

- Implementation of at least 1 or more evidence-based healthy food promotion techniques in the school meal programs using methods such as those included in the Smarter Lunchroom Movement's publication: *How to Build a Smarter Lunchroom* ([link verified May 30, 2025](#))
- Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available through the Smart Food Planner of the Alliance for a Healthier Generation, available at:

<https://foodplanner.healthiergeneration.org/> ([link verified May 28, 2025](#))

H. **Nutrition Education.**

The District will teach, model, encourage and support healthy eating by all students. Schools should provide additional nutrition education that:

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- Nutrition education posters will be displayed in the school cafeteria [each room in which students regularly eat their lunches].
- Consistent nutrition messages shall be disseminated throughout the school.
- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- To the extent practicable is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;

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Mrs. Sandra Taliaferro
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Revised by the Board: 20 September 2022
Adopted by the Board:

- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

IV. PHYSICAL ACTIVITY.

The District will provide physical education consistent with national and state standards. In addition, the District will promote developmentally appropriate physical activity as provided in Board policy IMAH, Daily Physical activity. Without limiting the scope of that policy, this Wellness Policy requires;

A. Classroom Physical Activity Breaks.

In addition to any recess periods provided in the ordinary daily schedule, students will be offered **periodic opportunities** to be active or to stretch throughout the day in addition to any recess periods provided in the ordinary daily schedule. The Board recommends teachers provide short 3-5 minute physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

B. Before and After School Activities.

The District offers opportunities for students to participate in physical activity after school through interscholastic and intramural sports and clubs.

C. Walking and Biking to School.

The District will support walking or biking to school by students or faculty only if determined safe by the building principal.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason.

V. OTHER ACTIVITIES TO PROMOTE STUDENT WELLNESS.

The District will endeavor to integrate wellness activities across the entire school setting, not just in the cafeteria or physical education and athletic facilities. In furtherance of this objective, each school in the District will identify at least one activity or list of options with requirements to engage in one or more each school year.

VI. PROFESSIONAL LEARNING.

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).

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Adopted by the Board:

DAILY PHYSICAL ACTIVITY

The Board recognizes the developmentally appropriate daily physical activity, exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board encourages students and staff to participate in developmentally appropriate physical activity and exercise at least 30 to 60 minutes each day as a way to minimize these health risks. The Board encourages the following practices:

1. Encourage parents/guardians to support their children's participation in enjoyable physical activities and recognize that parents/guardians act as role models for active lifestyles.
2. Support special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activity.
3. Integrate health and physical activity across the school curriculum.
4. Encourage student-initiated activities that promote inclusive physical activity on a school wide basis.
5. Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs.
6. Encourage physical activity recess periods.
7. Commit adequate resources that include program funding, personnel, safe equipment, and facilities;
8. Students are expected to go outside for daily recess, weather permitting, with "real feel" being 15 degrees and above.

The District's Wellness Committee (formed pursuant to Board policy JLCF - Wellness) is charged with monitoring the implementation of this policy. At least as frequently as the Triennial Assessment required under Section II.C of JLCF, the Wellness Committee will report to the Superintendent with recommendations for how to advance the objectives stated above. The Superintendent will review the recommendations and report the same to the Board.

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

Adopted by the Board: 15 April 2009
Reaffirmed by the Board: 16 May 2012
Revised by the Board: 7 July 2020
Approved by the Board: 16 May 2023
Approved by the Board:

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REGULAR BOARD MEETINGS

The Wakefield School Board cordially invites the public to attend all regular meetings. Legal notice of the meetings will be as prescribed by the NH Revised Statutes Annotated. In order to provide for the orderly conduct of its meeting and to inform the board and public prior to the time of the meeting of the items to be considered, the Wakefield School Board has adopted the following procedures:

1. The Superintendent in advance of the meeting shall prepare the agenda for the regular meeting of the Wakefield School Board. All agenda items must be submitted to the Superintendent's Office no later than 12:00 noon on Thursday, prior to the meeting. Agendas along with supporting materials will be mailed to board members on Friday or as soon as possible. Only those matters listed on the agenda will be discussed in open meeting. In the event of an emergency, items may be added to the agenda at the meeting by a majority vote of the board members present.
2. Principals are to have items for the agenda submitted to the Superintendent's office no later than noon on Thursday prior to the meeting.
3. If any member of the School District wishes to have a topic brought before the School Board s/he may request by communicating with the Chairman of the Board or the Superintendent of Schools. It is recommended that these items be submitted in writing with the name or names of the person or persons submitting the request. This is deemed advisable in order that the School Board Members may have a clear understanding of the topic prior to the meeting. The Board also believes that any individual who feels a certain topic should be taken up before the Board should be willing to assume responsibility for this by signing his/her request. The Board reserves the right to insist upon a complaint being submitted in writing.

In considering the procedures outlined in the above paragraph, it should be clearly understood that responsibilities for matters involving teacher-pupil and Superintendent-teacher relationships shall be discussed with the faculty member, the school principal and the Superintendent in that order. If after such a discussion the individual is not satisfied, he may submit a request for consideration by the School Board.

When a group is to appear before the Board, it is to select one of its members, in advance, to serve as a spokesman of the group.

In the interest of economy of time, each visitor will be limited to 3 minutes and any group will be limited to fifteen minutes for its presentation.

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

Adopted by the Board: 6 September 1977
Revised by the Board: 16 June 1987
Revised by the Board: 19 November 1991
Revised by the Board: 2 August 1995
Reaffirmed by the Board: 10 July 1998
Revised by the Board: 6 May 2002
Revised by the Board: 3 September 2014
Revised by the Board: 4 April 2018
Revised by the Board: 21 January 2021

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4. Board meetings will be held on the 1st and 3rd Tuesday of the month. They will start at 5:30pm. The Board may, however, alter this schedule as is deemed appropriate. Visitors will ordinarily be heard immediately after the meeting is called to order.

A topic submitted for School Board attention will be discussed at the earliest date possible after submission. Prior requests and other urgent matters may cause some delay in getting the item on the agenda.

5. The Board wishes to call attention to the fact that it would not be in the best interest of the parties involved if matters concerning personalities and specific teachers' salaries and/or performance were to be discussed publicly. In this regard, the Board reserves the right to go into Non Public Session for purposes of discussing such matters.

Individuals submitting topics that are not acceptable for public discussion will be informed of the Board's disposition on the next business day following the meeting.

6. The agenda will be posted in the building where the meeting is held and in the foyer of the Superintendents Office in accordance with RSA 91-A-2.
7. Items not recorded on the agenda may be added at the discretion of the superintendent or board chairman.

Statutory Reference:

RSA 91-A

Mr. Robert DeColfmacker, Chairperson
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REPORTING CHILD ABUSE OR NEGLECT

A. Statutorily Mandated Reporting – All Persons.

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution and potential personal liability, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

To report child abuse or neglect to DCYF, call 24/7 (800) 894-5533 (in-state) or (603) 271-6562. In cases of current emergency or imminent danger, call 911.

1. The initial report should contain to the extent known:

- a. the name and address of the child suspected of being abused or neglected,
- b. the person responsible for the child's welfare,
- c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
- d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and

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- e. any other information that might be helpful in establishing neglect or abuse.
2. Modes of Reporting. When making a report to DCYF Central Intake, there are 3 modes of reporting that the Central Intake Service Provider will inform you about before you proceed to the actual report. The modes of reporting are:
- a. Disclosure Allowed – The Caller/Reporter provides all their identifying information to DCYF, and it may be provided to the child's family upon request.
 - b. Disclosure NOT Allowed – The Caller/Reporter provides all their identifying information to DCYF; however, information is redacted in official paperwork provided to the child's family unless the case goes on to prosecution. At prosecution, identifying information in all reports become public record.
 - c. Anonymous – The Caller/Reporter calls the (603) 271-6562 number, blocks their "Caller ID" when calling DCYF, and does not provide any of their identifying information (personal or organizational). If calling anonymously, be sure to get the "Report Number" from Central Intake for your call and document it on the <SAU 101> Reporting Form. It is the only proof the caller/reporter made the report to DCYF.
3. **Required reporting mode for school employees, volunteers and contracted service providers.** Notwithstanding that state law allows an anonymous mode of reporting to DCYF, it is the policy of the District that employees, volunteers and contracted service providers who are making a report to DCYF regarding a child/family involved with the District make such report using the "Disclosure Allowed" or as "Disclosure NOT Allowed" modes. This will help ensure there is a legal record of the report being made on behalf of the District. If there are concerns about these reporting modes due to potential retaliation from the family or others, consult the Principal for support.

B. Additional provisions relating to school employees, volunteers and contracted service providers.

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

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Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with an original completed form JLF-F(1) "Child Abuse and/or Neglect Reporting Form" as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

- a. the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**
- b. reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

2. Principal's Action upon Receiving Report or Information of Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

The Principal shall forward the original completed form JLF-F(1) to the Superintendent within twenty-four (24) hours if it is available. If the completed form is not yet available, then the Principal shall forward a written report including the relevant information, such as:

Mr. Robert DeColfinacker, Chairman
 Mr. Bob Ouellette, Vice Chairman
 Mrs. Sandra Taliaferro
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- the identity(ies) of the child(ren) and other persons directly involved in the report (suspected responsible parents or others);
- the identities of siblings or other children in the household of the child(ren) who is the subject of the report;
- information relating to the fact that a report was made to DCYF (e.g. the date, the mode, the person who made the report and **the DCYF report number**); and
- any other information requested by the Superintendent, law enforcement or DCYF.

The Principal will follow that initial report with the completed, original JLF-F(1) as soon as it is available from the original reporter. **Such reports shall be maintained permanently in a separate file within the SAU office and not as part of any involved student's file.**

3. Personal Notes of Reports.

Each person with knowledge of a report to DCYF (e.g., the original reporter, the Principal, the Superintendent, etc.) is encouraged to create and maintain **personal notes** reflecting the information they have relative to the nature of the report, as well as information pertaining to the fact of the report (e.g., the date, time, person making, and mode of the report), and the DCYF report number.

4. Additional Reporting Requirements.

Employees/contract providers are also reminded of the requirements to report any act of "theft, destruction, or violence" as defined under RSA 193-D:4, I (a), incidents of "bullying" per Board Policy JICK and hazing under RSA 671:7. See also Board Policy GBEAB. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

C. Signage, Notification and District Reporting Form.

The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the Division for Children, Youth, and Families or available from the Granite State Children's Alliance, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website. Finally, the

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

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Adopted 7 September 2021
Adopted by the Board:

Superintendent shall ensure that Form JLF-E is readily available to all staff members, either in hard copy form, or through the District's or school websites.

D. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with biennial renewal training thereafter, on the mandatory reporting requirements, this policy, and the materials described in Board policy GBCE and RSA 189:13-a, XII..

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

Adopted by the Board: 7 July 1995
Revised by the Board: 4 April 2011
Reaffirmed y the Board: 7 September 2011
Adopted 7 September 2021
Adopted by the Board:

MANDATORY CODE OF CONDUCT REPORTING- ALL EMPLOYEES

A. General.

The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Dept. of Education Administrative Rules (the "NH Code of Conduct") imposes various reporting requirements upon each "Credential Holder" as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:

1. reporting any "suspected violation of the code of conduct" (see NH Code of Conduct at Ed 510.05 (a)); and
2. self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V ("Section V Offenses") (see NH Code of Conduct, at Ed 510.01 (b)(2)).

By way of District Policy GBEB, the Board has adopted the provisions of the NH Code of Conduct as employment rules and standards applicable to all employees and consultant/independent contractor, irrespective of whether or not such persons are Credential Holders. Consequently, each District employee designated volunteer, or contracted service provider (collectively referred to in this policy as a "Covered Individual"), is required to report certain acts, incidents and misconduct as provided in this policy.

Reports under this Policy are in addition to other reports as may be mandated by law or other policies (e.g., abuse or neglect of children, required by RSA 169-C:29 and Policy JLF; acts of "theft, destruction, or violence" as defined under RSA 193-D:4, I (a), incidents of "bullying" per Board Policy JICK and hazing under RSA 671:7).

B. Reports by Covered Individuals of Suspected Misconduct or Violations.

1. Any Covered Individual having reason to suspect that any other district or SAU employee, designated volunteer, or third party consultant/contractor has violated any provision of the NH Code of Conduct, and or District Policy GBEB, whether on or off duty, shall report the same to such Covered Individual's building principal, or to the Superintendent.

If the person who is the subject of the alleged misconduct/violation is the Superintendent, then the Covered Individual shall report the suspected violation to the Finance Manager/Business Administrator who is hereby granted authority to consult with the District's attorney on the matter.

Additionally, if the Covered Individual is also a Credential Holder, he/she shall report the Superintendent's suspected violation/misconduct directly to the N.H. Department of Education. Likewise, if a Credential Holder has made a report to the Principal and/or the Superintendent, and believes that the District's reporting procedures as expressed in this Policy have not been followed, the Credential Holder shall so notify the New Hampshire

Mr. Robert DeColfinacker, Chairman
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Adopted by the Board:

Department of Education directly.

2. Covered Individuals are encouraged to make their reports in writing. Doing so will provide the Covered Individual with evidence that they have complied with the requirements of this Policy and the NH Code of Conduct (if applicable).

C. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in A.2 above, shall be made in the same manner as reports under B, above. Because the list of Section V Offences is subject to change by the N.H. Legislature, employees, etc. who are arrested for any reason should promptly review the then statute, which may be found online at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

D. Provisions Applicable to Principals.

Upon receiving a report of suspected violation of GBEB or the NH Code of Conduct, or otherwise has knowledge of a violation, the Principal or any other administrator shall immediately report the same to the Superintendent. If the Superintendent is the subject of report, then the Principal's report shall be made in the same manner as described in B.2, above.

E. Superintendent's Report to the Department Regarding Credential Holders.

The Superintendent shall report misconduct by Credential Holders to the N.H. Department of Education in accordance with section 510.05 (c) of the NH Code of Conduct.

F. Procedures.

The Superintendent may establish such administrative procedures, forms, etc. as he/she may deem necessary or appropriate to implement this policy.

G. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted consultant.

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
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Mrs. Mary Collins

Adopted by the Board:

Staff Conduct

A. General Provisions.

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversight of students and contribute to the education and development of the district's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the district will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference, and adopts as independent standards of conduct relative to employment in the district, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The district reserves the right to take employment action against any employee based upon the district's interpretation of the provisions of the NH Code of Conduct and the district's independent assessment of whether an employee has violated said provisions. The district's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

C. Dissemination.

NHSBA Sample Policy Manual NHSBA Policy Management Console The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

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

Adopted by the Board:

TRAINING AND INFORMATION RELATIVE TO CHILD SEXUAL ABUSE PREVENTION

The Superintendent shall require that every employee, designated volunteer or other person whose position requires a criminal history records check under RSA 189:13-a, and/or is a "covered employee" as defined in Board policy GBCE is provided with informational materials, training, or other education, either online or in person, concerning child sexual abuse prevention, sexual assault and harassment policy training, warning signs of child abuse, and reporting mandates. Such training shall be completed within 30 days of employment and renewed every 2 years for all such employees, designated volunteers and other persons.

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Mr. Bob Ouellette, Vice Chairman
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Mrs. Mary Collins

Adopted by the Board:

Certified Staff Nomination			
Name	Title	Effective Date	Salary
Doug Graves	8th Grade ELA Teacher	8/25/2025	\$42,174.00
Shelby Hartford	8th Grade Math Teacher	8/25/2025	\$42,174.00
David Doering	Middle School Social Studies	8/25/2025	\$45,321.00

Staff New Hire FYI			
Name	Title	Effective Date	Salary
Elaine Kopera	Paraprofessional	8/25/2025	\$20.22 per hour

Resignations			
Name	Title	Effective Date	Salary
Meaghan DeColfmacker	Behavior Interventionist	6/17/2025	\$25.09 per hour

Retirements			
Name	Title	Effective Date	Salary

Wakefield School District
School Administrative Unit #101

Intent to Hire - Teacher/Administrator

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Norma DiRocco
Date: (Submitting) 6/25/25

*Include Personal Action Form

Documents Required when submitting this form:

Completed Application

Resume

Transcripts

State of New Hampshire Educator Certificate

Three Letters of Recommendation

Reference Sheet

✓
✓
✓
✓
✓
✓

I wish to hire the following employee:

Employee's Name: Douglas Graves

Existing Employee (Yes or No): Yes

Start Date: August 2025

If existing, current position:

5th grade teacher

Position being hired for:

8th grade ELA

Replaces (Name):

Lindsey Hurley

Is this a NEW or EXISTING position?

Budget Line: 100-1100-51140-1-01-0000

Degree:

Year:

Baccalaureate Degree from:

Graduate Degree from:

Hiring Manager Comments:

Doug is excited to move to 8th grade as he continues to grow in the field of education. His strong ELA background will be excellent in our middle school.

Superintendent Comments:

To be filled in by the Business Administrator

Step: 2 Trac: BA Salary Amount: 4219400

B.A. Signature: Michele Lambert

Date: 6/26/25

Superintendent Signature: Donna R Magoon

Date: 2025-06-26

School Board Nomination Date:

Wakefield School District
School Administrative Unit #101

Intent to Hire - Teacher/Administrator

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Norma DiBacco
Date: (Submitting) 6/25/25
*Include Personal Action Form

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 type="checkbox"/>
Three Letters of Recommendation	<input type="checkbox"/>
Reference Sheet	<input checked="" type="checkbox"/>

I wish to hire the following employee:

Employee's Name: Shelby Hartford
Existing Employee (Yes or No): Yes
If existing, current position: para professional
Position being hired for: 8th grade Math
Replaces (Name): Erick Thomas
Is this a NEW or EXISTING position?
Budget Line: 100-1100-51120-1-00-0000

Start Date: August 2025

Baccalaureate Degree from: Bachelor of Science Degree: Bus. Studies Year: 2010
Graduate Degree from: _____

Hiring Manager Comments:

Shelby is eager to be part of the middle school team. She is going to be a great asset to our school community.

Superintendent Comments:

To be filled in by the Business Administrator

Step: 1 Track: BA Salary Amount: 42,174.00
B.A. Signature: Michelle Lambert Date: 6/26/25
Superintendent Signature: Douaa R Magoon Date: 2025-06-27
School Board Nomination Date: _____

Wakefield School District
School Administrative Unit #101

Intent to Hire - Teacher/Administrator

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Norma DiBorio
Date: (Submitting) 6/25/25
*Include Personal Action Form

Documents Required when submitting this form:

Completed Application	<input checked="" type="checkbox"/>
Resume	<input checked="" type="checkbox"/>
Transcripts	<input type="checkbox"/>
State of New Hampshire Educator Certificate	<input 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: David Doering
Existing Employee (Yes or No): _____
If existing, current position: _____
Position being hired for: Social Studies (ms)
Replaces (Name): Samuel Fairfield
Is this a NEW or EXISTING position? _____
Budget Line: 100-1100-51120-1-00-0000

Start Date: August 2025

Baccalaureate Degree from: University of Maine Degree: BS: Secondary Ed Year: 2019
Graduate Degree from: @ Farmington _____

Hiring Manager Comments:

David is so excited to join the Paul School.
He is eager to become part of the team and
work closely with our middle school.

Superintendent Comments:

To be filled in by the Business Administrator

Step: 6 Track: BA Salary Amount: 45321
B.A. Signature Michele Lambert Date: 6/26/25
Superintendent Signature Donna R Magoon Date: 2025-06-27
School Board Nomination Date: _____

Wakefield School District
School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Carol Keenan
Date: (Submitting) 6-12-25
*Include Personal Action Form

Documents Required when submitting this form:	
Completed Application	<u>2</u>
Resume	<u>2</u>
Certs or Transcripts	<u>4</u>
Reference Sheet	<u>4</u>
Union Notification	<u>by Frank</u>

I wish to hire the following employee:

Employee's Name: Elaine Kapera
Existing Employee (Yes or No): No
If existing, current position: _____
Position being hired for: Sp Ed Para
Replaces (Name): _____
Is this a NEW or EXISTING position? EXISTING
Budget Line: 120051140

Start Date: Aug 2025
Hours Per Day: 7
Days Per Week: M-F
Days Per Year: 189

Non-Certified: _____ ID# _____ Expiration Date: _____
Certified: _____ ID# _____ Expiration Date: _____

Hiring Manager Comments:

Interviewed by Ivy Leavitt Carlson
Excellent Interview
Highly qualified - excellent experience

Superintendent Comments:

To be filled in by the Business Administrator

Step: 9 Rate: 20.22 Non-cert.
B.A. Signature: Michele Lambert Date: 6/2/2025
Superintendent Signature: Dona R. Magan Date: 6/13/25

Melanie Castagny
40

6/17/25

June 6, 2025

To:

Donna Magoon
Norma DiRocco
Ivy Leavitt-Carlson
Wakefield School District

To my Administrators,

I am writing to formally resign from my position as Behavior Interventionist, with my last day of service being, June 17th, 2025. I will work to continue finalizing the projects I have taken on, whether before or soon after this date, specifically the PAWS boards and the mural.

This decision comes after much reflection and with a deeply heavy heart. I entered this role in 2021 with a deep sense of hope and purpose. I believed then, as I still do now, that schools thrive when we invest in proactive, compassionate support for students navigating academic, behavioral and emotional challenges. From day one, I poured myself into the creation of the Student Success Center, establishing procedures and expectations and adjusted when necessary to better serve the students and staff. More importantly, I worked diligently for the past 4 years to develop strong relationships to uplift students in crisis by offering them a safe, supportive environment where their emotional and behavioral needs could be addressed with dignity, empathy, and evidence-based interventions. The goal was always to prevent escalation, foster resilience, and reconnect students to their learning and social communities through consistent, compassionate care.

However, as fast as the role took flight and proved to be an asset, so too did the resistance of a few people in the para-professional union. I have endured everything from unfounded union grievances to personal attacks and it became painfully clear that there were forces at work more interested in dismantling this position than understanding or supporting it, despite the strong data demonstrating the positive impact the position had and has on the school community. I've spent years under compensational scrutiny, not because the work lacked value or effectiveness, but because I occupied a role that a small group not only opposed, but also fundamentally did not understand and lacked the ability to fulfill themselves.

The things I have endured: persistent targeting, spreading of professional disinformation, being left in the dark with little to no communication, workplace hostility, and unethical bargaining tactics. This has been exhausting and, at times, unbearably disheartening. Despite continued support from administrators, community members, parents, taxpayers, team members and many other colleagues; I've had to fight to prove my worth at every turn, often while handling violent and emotionally intense student crises. That fight has finally taken its toll.

I have aspired to do everything that my role entails as well as things I felt were outside of the scope of my role because it best suited the needs of the building and provided relief to other staff members. I've collaborated across departments, supported classroom teachers and parents, all while continuing to nurture the many trusting relationships I have created with some of the most vulnerable students in our school. I have modeled, supported, guided, and assisted many para-educators in strengthening their own management skills of difficult behaviors. Ultimately, I did all of this because I believed in the mission of my role and because I know this role matters. All of that being said, the back door, in the dark, political maneuvering and personal agendas of union representatives and school board members continued.

There is not one ounce of satisfaction in my resignation; only deep sadness for what could have been if the profound energy spent by the few opposing this work had been redirected toward building something lasting and meaningful for students. At the end of the day, they failed them. I am stepping away not due to a failure of the work itself, but because I find it increasingly difficult to succeed in an environment created by the few that tolerate complacency, diminish initiative, expertise, and thriving skillsets.

I am more than happy provide further incite as to what let to my decision or to answer any questions you may have. My information is as seen below.

With my sincerest regrets,

Meaghan DeColfmacker

[REDACTED]