

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 15, 2025 at 5:30pm

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

2. AGENDA REVIEW

3. PRESENTATIONS, PUBLIC HEARINGS

Public Hearing- Withdraw Funds from Classroom Renovation Trust Fund

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

5. REPORTS

a. Finance

6. CONSENT AGENDA

- a. AP Manifest- Batch #46376, \$5,173.12; Batch #46381, \$1,783.44; Batch #46379; Voucher #1001, \$10,063.77
- b. Payroll Manifest- Batch #4639, \$106,711.48; Batch #46398, \$3,252.55; Batch #46399, \$6,391.00; Voucher #1, \$6,027.47; Voucher #1003, \$80,453.27; Voucher #1002, \$25,169.76

7. MEETING MINUTES

- a. WSB Non Public Minutes 7.1.25
- b. WSB Public Minutes 7.1.25

8. OLD BUSINESS

- a. ConVal Lawsuit

9. NEW BUSINESS

- a. Approval of Superintendent to Suspend Students
- b. Foreign Language Teacher
- c. Kindergarten Projection
- d. Student and Family Handbook

10. POLICIES

- a. GBEA- Staff Ethics- 1st Reading
- b. GBEBB- Employee- Student Relations- 1st Reading
- c. BEDB- Agenda Preparation and Dissemination- 1st Reading
- d. JICDAA- Employee Staff Relations- withdraw

11. NOMINATIONS/HIRES/RESIGNATIONS

Brandon Balser- resignation
Nichole Lazarz- FYI

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 Tuesday, August 5, 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.

**PUBLIC HEARING
WAKEFIELD SCHOOL DISTRICT - SAU 101
SANBORNVILLE, NH**

**The Wakefield School Board will hold a Public Hearing
Pursuant to 198:20-c**

Date: Tuesday, July 15, 2025

Time: 5:30pm

Location: Wakefield School District SAU 101
Conference Room
76 Taylor Way
Sanbornville, NH 03872

Purpose: To withdraw funds from the following expendable trust fund account

Classroom Renovation Trust Fund



SALES • COMMERCIAL & RESIDENTIAL • INSTALLATION

PORTSMOUTH
QUALITY FLOORINGPortsmouth
2040 Lafayette Rd
Portsmouth, NH
603-436-3422Lawrence
223 Winthrop Ave
Lawrence, MA
978-923-5667Questions? Email us at: info@poqfl.com

CLIENT

SAU 101

Job Site

Paul School 2025 RenovationsSAU 1011
Paul School 2025 Renovations
60 Taylor Way,
Sanbornville, NH
03872**Estimate**

Date	Estimate #
06-18-2025	Q-13672
Paul School 2025 RenovationsSAU 1011	

PAYMENT TERMS: Due on receipt
(DOR)

Rep Salvatore Sala Jr.

Room 401

Item	Description	Qty	Rate	Tax	Total
T- LVT/LVP	TARKETT ID LATITUDE WOOD 6" X 48", 7530 Geneva (36sf/bx) 28 bxs	1,008	\$3.11	0.00	\$3,134.88
Comm. Instal LVP/LVT	Installation of LVT/LVP flooring	1,008	\$2.50	0.00	\$2,520.00
Adhesive	Mapei ECO 399 HD Pressure Sensitive Adhesive 4gal	2	\$109.46	0.00	\$218.92
T- 4" Cove Base	Johnsonite 4", Black Vinyl Cove Base	130	\$0.90	0.00	\$117.00
Comm. Instal 4" Base	Base installation: 4" Cove Base (per Inft)	130	\$1.25	0.00	\$162.50
Comm. Double Skim	Floor Prep: Use Mapei Plani Prep PSC to prep floor for installation: Double Skim Coat	915	\$1.11	0.00	\$1,015.65
*STOCK Floor Patch/Skim	Stocked Mapei Planiprep PSC Moisture-Resistant Skimcoating (10lb)	8	\$17.07	0.00	\$136.56
Labor	Rip up and Removal of existing carpet	915	\$1.30	0.00	\$1,189.50
T- Material	Door Transitions CTA-XX-N Black	1	\$32.50	0.00	\$32.50
Freight	Shipping to PQF warehouse	1	\$99.00	0.00	\$99.00

Total

\$0.00 | \$8,626.51

Room 400

Item	Description	Qty	Rate	Tax	Total
T- LVT/LVP	TARKETT ID LATITUDE WOOD 6" X 48", 7530 Geneva (36sf/bx) 29 bxs	1,044	\$3.11	0.00	\$3,246.84
Comm. Instal LVP/LVT	Installation of LVT/LVP flooring	1,044	\$2.50	0.00	\$2,610.00
Adhesive	Mapei ECO 399 HD Pressure Sensitive Adhesive 4gal	2	\$109.46	0.00	\$218.92
T- 4" Cove Base	Johnsonite 4", Black Vinyl Cove Base	130	\$0.90	0.00	\$117.00
Comm. Instal 4" Base	Base installation: 4" Cove Base (per Inft)	130	\$1.25	0.00	\$162.50
Comm. Double Skim	Floor Prep: Use Mapei Plani Prep PSC to prep floor for Installation: Double Skim Coat	923	\$1.11	0.00	\$1,024.53
*STOCK Floor Patch/Skim	Stocked Mapei Planiprep PSC Moisture-Resistant Skimcoating (10lb)	8	\$17.07	0.00	\$136.56
Labor	Rip up and Removal of existing carpet	923	\$1.25	0.00	\$1,153.75
T- Material	Door Transitions CTA-XX-N Black	1	\$32.50	0.00	\$32.50
Freight	Shipping to PQF warehouse	1	\$99.00	0.00	\$99.00

Total

\$0.00	\$8,801.60
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Room 402

Item	Description	Qty	Rate	Tax	Total
T- LVT/LVP	TARKETT ID LATITUDE WOOD 6" X 48", 7530 Geneva (36sf/bx) 28 bxs	1,008	\$3.11	0.00	\$3,134.88
Comm. Instal LVP/LVT	Installation of LVT/LVP flooring	1,008	\$2.50	0.00	\$2,520.00
Adhesive	Mapei ECO 399 HD Pressure Sensitive Adhesive 4gal	2	\$109.46	0.00	\$218.92
T- 4" Cove Base	Johnsonite 4", Black Vinyl Cove Base	130	\$0.90	0.00	\$117.00
Comm. Instal 4" Base	Base installation: 4" Cove Base (per Inft)	130	\$1.25	0.00	\$162.50
Comm. Double Skim	Floor Prep: Use Mapei Plani Prep PSC to prep floor for installation: Double Skim Coat	909	\$1.11	0.00	\$1,008.99
*STOCK Floor Patch/Skim	Stocked Mapei Planiprep PSC Moisture-Resistant Skimcoating (10lb)	8	\$17.07	0.00	\$136.56
Labor	Rip up and Removal of existing carpet	909	\$1.25	0.00	\$1,136.25
T- Material	Door Transitions CTA-XX-N Black	1	\$32.50	0.00	\$32.50
Freight	Shipping to PQF warehouse	1	\$99.00	0.00	\$99.00

Total

Item	Description	Qty	Rate	Tax	Total
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\$0.00	\$8,566.60
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Grand Total: \$25,994.71

Thank you for considering us for your flooring needs!

Signature *Morgan*

THIS PROPOSAL IS SUBJECT TO THE FOLLOWING CONDITIONS & EXCLUSIONS:

- Removals, patch & match, underlayment, backerboard, non-minor prep, protection, final cleaning, floor finishing, and floor sealing, unless listed as a line item.
- Installations must comply with the manufacturer's specified requirements.
- Responsibility for moisture or other site conditions is not included in the scope of this proposal, unless listed as a line item.
- All work will be completed in a single mobilization during standard business hours, unless otherwise discussed and approved
- Moving of furniture, fixtures and equipment is excluded, unless listed as a line item.
- This price based on non-union, non-prevailing wages, unless otherwise specified within the contract.

Draft

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
100 GENERAL FUND						
1100 REGULAR EDUCATION						
1. 100-1100-51120-1-00-00000 ELEMENTARY TEACHER SALARIES	1,838,539	1,838,539	305,371	1,761,252	0	77,287
2. 100-1100-51140-1-01-00000 SUPPORT SALARIES	226,844	226,844	19,500	131,961	0	94,883
3. 100-1100-51220-1-00-00000 SUBSTITUTES SALARIES	10,000	10,000	3,060	31,950	0	(21,950)
4. 100-1100-51235-1-00-00000 STUDENT TUTORING SERV - SALAR	7,000	7,000	0	0	0	7,000
5. 100-1100-51250-1-00-00000 STAFF STIPENDS/OTHER	35,000	35,000	0	27,899	0	7,101
6. 100-1100-52110-1-00-00000 TEACHERS HEALTH INSURANCE	504,137	504,137	68,854	444,574	0	59,563
7. 100-1100-52110-1-01-00000 SUPPORT STAFF HEALTH INS	10,901	10,901	3,843	31,217	0	(20,316)
8. 100-1100-52120-1-00-00000 TEACHERS DENTAL INSURANCE	17,809	17,809	1,726	18,094	0	(285)
9. 100-1100-52120-1-01-00000 SUPPORT DENTAL INSURANCE	621	621	539	4,310	0	(3,689)
10. 100-1100-52200-1-00-00000 TEACHERS FICA	125,969	125,969	21,995	125,332	0	637
11. 100-1100-52200-1-01-00000 SUPPORT FICA	6,633	6,633	1,419	9,988	0	(3,355)
12. 100-1100-52310-1-00-00000 SUPPORT RETIREMENT	0	0	0	1,056	0	(1,056)
13. 100-1100-52310-1-01-00000 SUPPORT RETIREMENT	11,731	11,731	6,479	42,468	0	(30,737)
14. 100-1100-52320-1-00-00000 TEACHERS RETIREMENT	340,649	340,649	54,135	312,947	0	27,702
15. 100-1100-53210-1-00-00000 REGULAR ED - CONTRACTED SERV	39,712	39,712	0	1,960	0	37,752
16. 100-1100-55610-1-00-00000 TUITION-PUBLIC	3,008,746	3,008,746	1,008,251	2,856,003	0	152,743
17. 100-1100-56100-1-00-00000 SUPPLIES	44,510	44,510	1,043	32,319	0	12,191
18. 100-1100-56410-1-00-00000 CURRICULUM/TEXTBOOKS	13,780	13,780	52	6,875	0	6,905
19. 100-1100-56500-1-00-00000 REG ED SOFTWARE	32,915	28,071	0	24,237	0	3,834
20. 100-1100-57330-1-00-00000 REG ED NEW FURNITURE&FIXTUR	3,000	0	0	0	0	0
21. 100-1100-57340-0-00-00000 REGULAR ED NEW COMPUTER	1	1	0	0	0	1
22. 100-1100-57390-1-00-00000 REG ED REPLACE EQUIPMENT	0	7,844	2,049	2,049	0	5,795
23. 100-1100-58100-1-00-00000 REG ED DUES	2,521	2,521	0	1,041	0	1,480
TOTAL 1100 REGULAR EDUCATION	\$6,281,018	\$6,281,018	\$1,498,316	\$5,867,532	\$0	\$413,486

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
1200 SPECIAL EDUCATION						
24. 100-1200-51000-1-02-00000 STUDENT SERV DIRECTOR - SALAF	0	0	0	0	0	0
25. 100-1200-51120-1-00-00000 SPECIAL ED TEACHER SALARIES	371,401	371,401	77,173	388,651	0	(17,250)
26. 100-1200-51140-1-01-00000 SPECIAL ED SUPPORT SALARIES	348,422	348,422	60,535	379,769	0	(31,347)
27. 100-1200-51200-1-00-00000 SUMMER SCHOOL SALARIES	15,000	15,000	0	14,640	0	360
28. 100-1200-51220-1-00-00000 SPECIAL ED - SUBSTITUTES	1	1	0	0	0	1
29. 100-1200-51230-1-01-00000 SPECIAL ED ABA TUTORS - SALARI	266,784	266,784	44,666	269,098	0	(2,314)
30. 100-1200-51235-1-00-00000 TUTORING SERVICES - SALARIES	5,000	5,000	165	1,023	0	3,977
31. 100-1200-51240-1-00-00000 SPED - SUBSTITUTES - SUPPORT ST	15,000	15,000	0	0	0	15,000
32. 100-1200-52110-1-00-00000 SPECIAL ED HEALTH INSURANCE	87,647	87,647	8,808	82,965	0	4,682
33. 100-1200-52110-1-01-00000 SPECIAL ED SUPPORT HEALTH INS	67,084	67,084	10,223	99,482	0	(32,398)
34. 100-1200-52110-1-02-00000 STUDENT SERV DIRECTOR- HEALT	0	0	0	0	0	0
35. 100-1200-52120-1-00-00000 SPECIAL ED DENTAL INSURANCE	3,051	3,051	363	3,515	0	(464)
36. 100-1200-52120-1-01-00000 SPECIAL ED SUPPORT DENTAL	6,938	6,938	723	7,763	0	(825)
37. 100-1200-52120-1-02-00000 STUDENT SERV DIRECTOR - DENT	0	0	0	0	0	0
38. 100-1200-52200-1-00-00000 SPECIAL ED TEACHERS FICA	26,030	26,030	5,554	27,919	0	(1,889)
39. 100-1200-52200-1-01-00000 SPECIAL ED SUPPORT FICA	33,391	33,391	7,759	46,943	0	(13,552)
40. 100-1200-52201-1-00-00000 STUDENT SERV DIRECTOR - FICA	0	0	0	0	0	0
41. 100-1200-52270-0-00-00000 OTHER - FICA	0	0	0	(59)	0	59
42. 100-1200-52310-1-00-00000 SPECIAL ED SUPPORT RETIREMEN	0	0	778	2,334	0	(2,334)
43. 100-1200-52310-1-01-00000 SPECIAL ED SUPPORT RETIREMEN	85,065	85,065	9,246	61,822	0	23,243
44. 100-1200-52320-1-00-00000 SPECIAL ED TEACHERS RETIREME	66,828	66,828	14,028	74,771	0	(7,943)
45. 100-1200-52320-1-02-00000 STUDENT SERV DIRECTOR - RETIRI	0	0	0	0	0	0
46. 100-1200-53210-1-00-00000 SPECIAL ED CONTRACT SRVS	359,715	359,715	(103,183)	441,028	0	(81,313)
47. 100-1200-53210-3-00-00000 CONTRACTED SERVICES - HIGH SC	1	1	0	0	0	1
48. 100-1200-53220-1-00-00000 TESTING	1,500	1,500	0	0	0	1,500
49. 100-1200-53230-1-00-00000 SLC MEMBERSHIP	4,867	4,867	0	4,096	0	771
50. 100-1200-53240-1-00-00000 CONTRACTED SERV- PARTNER PRC	145,861	145,861	15,317	292,553	0	(146,692)
51. 100-1200-53290-1-00-00000 MEDICAID FEES	2,250	2,250	585	602	0	1,648
52. 100-1200-55610-1-00-00000 SPECIAL ED TUITION-PUBLIC - ELE	1	1	0	0	0	1

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
53. 100-1200-55610-3-00-00000 SPECIAL ED TUITION-PUBLIC - HIG	120,000	120,000	64,767	217,562	0	(97,562)
54. 100-1200-55640-1-00-00000 TUITION - PRIVATE - ELEMENTARY	117,000	117,000	0	4,069	0	112,931
55. 100-1200-55640-2-00-00000 TUITION- PRIVATE- MIDDLE SCHO	108,000	108,000	36,849	260,553	0	(152,553)
56. 100-1200-55640-3-00-00000 TUITION- PRIVATE - HIGH SCHOOL	190,000	190,000	12,352	231,628	0	(41,628)
57. 100-1200-55800-1-00-00000 SPECIAL ED TRAVEL	500	500	0	498	0	2
58. 100-1200-56100-0-88-00000 PRESCHOOL - SUPPLIES	0	0	0	0	0	0
59. 100-1200-56100-1-00-00000 SPECIAL ED SUPPLIES	6,000	6,000	(30)	5,254	0	746
60. 100-1200-56410-1-00-00000 SPECIAL ED BOOKS	1	1	0	0	0	1
61. 100-1200-56500-1-00-00000 SPED SOFTWARE	1,850	1,850	0	0	0	1,850
62. 100-1200-57330-1-00-00000 SPED NEW EQUIPMENT	1	1	0	3,070	0	(3,069)
63. 100-1200-57340-0-00-00000 SPECIAL ED NEW COMPUTER	1	1	0	0	0	1
64. 100-1200-57390-1-00-00000 SPED - OTHER EQUIPMENT	1,000	1,000	0	640	0	360
65. 100-1200-58100-1-00-00000 SPECIAL ED DUES	1,005	1,005	0	400	0	605
TOTAL 1200 SPECIAL EDUCATION	\$2,457,195	\$2,457,195	\$266,678	\$2,922,589	\$0	\$ (465,394)

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WAKEFIELD SCHOOL DISTRICT

WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
1410 CO-CURRICULAR ACTIVITIES						
66. 100-1410-51120-1-00-00000 SALARIES	18,000	18,000	(545)	1,476	0	16,524
67. 100-1410-51120-1-01-00000 ELEMENTARY TEACHER SALARIES	0	0	0	0	0	0
68. 100-1410-51120-2-01-00000 MORNING PROGRAM SALARIES	1	1	0	0	0	1
69. 100-1410-52200-1-00-00000 CO-CURRICULAR - FICA	1,377	1,377	126	1,575	0	(198)
70. 100-1410-52200-1-01-00000 MORNING PROGRAM - FICA	1	1	0	0	0	1
71. 100-1410-52310-1-00-00000 RETIREMENT - SUPPORT STAFF	0	0	0	0	0	0
72. 100-1410-52320-1-00-00000 RETIREMENT - TEACHER	3,535	3,535	88	1,602	0	1,933
73. 100-1410-52320-1-01-00000 MORNING PROGRAM - RETIREMEN	1	1	0	0	0	1
74. 100-1410-53230-1-00-00000 CONTRACTED SERV - SPECIAL EVE	28,000	28,000	0	500	0	27,500
75. 100-1410-56100-1-00-00000 CO-CURRICULAR - SUPPLIES	1,500	1,500	0	224	0	1,276
TOTAL 1410 CO-CURRICULAR ACTIVITIES	\$52,415	\$52,415	\$(331)	\$5,377	\$0	\$47,038

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WAKEFIELD SCHOOL DISTRICT
WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
1420 ATHLETICS						
76. 100-1420-51120-1-00-00000 ATHLETIC - SALARIES	13,000	13,000	1,000	11,500	0	1,500
77. 100-1420-52200-1-00-00000 ATHLETIC - FICA	995	995	77	877	0	118
78. 100-1420-52320-1-00-00000 RETIREMENT - TEACHER	2,553	2,553	0	1,571	0	982
79. 100-1420-53300-1-00-00000 ATHLETICS - UMPIRES & REFEREE	4,950	4,950	1,230	4,725	0	225
80. 100-1420-56100-1-00-00000 ATHLETIC - SUPPLIES	3,000	3,000	42	2,433	0	567
81. 100-1420-57301-0-00-00000 NEW EQUIPMENT	1	1	0	0	0	1
TOTAL 1420 ATHLETICS	\$24,499	\$24,499	\$2,349	\$21,106	\$0	\$3,393

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining	
	7/1/2024 - 6/30/2025		7/1/2024 - 6/30/2025		6/1/2025 - 6/30/2025		7/1/2024 - 6/30/2025		7/1/2024 - 6/30/2025		7/1/2024 - 6/30/2025	
1430 SUMMER SCHOOL												
82. 100-1430-51120-1-00-00000 SUMMER SCHOOL - SALARIES	1		1		0		0		0		1	
83. 100-1430-52200-1-00-00000 SUMMER SCHOOL - FICA	1		1		0		0		0		1	
84. 100-1430-52320-1-00-00000 SUMMER SCHOOL - RETIREMENT	1		1		0		0		0		1	
85. 100-1430-53000-0-00-00000 TRANSPORTATION - CONTRACTED	1		1		0		0		0		1	
86. 100-1430-56100-1-00-00000 SUMMER SCHOOL - SUPPLIES	1		1		0		0		0		1	
TOTAL 1430 SUMMER SCHOOL	\$5		\$5		\$0		\$0		\$0		\$5	

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WAKEFIELD SCHOOL DISTRICT
WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
2110 TRUANT OFFICER						
87. 100-2110-51140-1-00-00000 TRUANT OFFICER SALARY	1	1	0	0	0	1
88. 100-2110-52200-1-00-00000 TRUANT OFFICER FICA	1	1	0	0	0	1
89. 100-2110-53210-1-00-00000 CONTRACTED SERVICES - SRO	1	1	0	0	0	1
TOTAL 2110 TRUANT OFFICER	\$3	\$3	\$0	\$0	\$0	\$3

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget	Revised Budget	Current Period	Reported Period	Encumbrances	Amount
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	6/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025
2120 GUIDANCE/SOCIAL WORKER						
90. 100-2120-51120-1-00-00000 GUIDANCE/SOCIAL WORKER SALA	138,168	138,168	32,260	167,269	0	(29,101)
91. 100-2120-51150-1-01-00000 SUPPORT STAFF - SALARY	13,507	13,507	0	0	0	13,507
92. 100-2120-52110-1-00-00000 GUIDANCE/SOCIAL WORKER HEAL	41,653	41,653	2,952	29,522	0	12,131
93. 100-2120-52110-1-01-00000 TEACHERS HEALTH INSURANCE	1	1	0	0	0	1
94. 100-2120-52120-1-00-00000 GUIDANCE/SOCIAL WORKER DENI	1,287	1,287	126	1,256	0	31
95. 100-2120-52120-1-01-00000 TEACHERS DENTAL INSURANCE	1	1	0	0	0	1
96. 100-2120-52200-1-00-00000 GUIDANCE/SOCIAL WORKER FICA	6,171	6,171	2,387	12,296	0	(6,125)
97. 100-2120-52200-1-01-00000 SUPPORT STAFF - FICA	1	1	0	0	0	1
98. 100-2120-52310-1-01-00000 SUPPORT RETIREMENT	1	1	0	0	0	1
99. 100-2120-52320-1-00-00000 GUIDANCE/SOCIAL WORKER RETI	27,137	27,137	6,336	32,510	0	(5,373)
100. 100-2120-53000-0-00-00000 CONTRACTED SERVICES	0	0	0	0	0	0
101. 100-2120-53220-1-00-00000 GUIDANCE ASSESSMENT TEST	12,000	12,000	0	11,877	0	123
102. 100-2120-55800-1-00-00000 GUIDANCE/SOCIAL WORKER TRA	400	400	0	289	0	111
103. 100-2120-56100-1-00-00000 GUIDANCE/SOCIAL WORKER SUP	500	500	0	326	0	174
104. 100-2120-56410-0-00-00000 TEXT BOOKS	1	1	0	0	0	1
105. 100-2120-57510-1-00-00000 GUIDANCE/SOCIAL WORKER NEW	0	0	0	0	0	0
106. 100-2120-58100-1-00-00000 GUIDANCE/SOCIAL WORKER DUE	458	458	0	0	0	458
TOTAL 2120 GUIDANCE/SOCIAL WORKER	\$241,286	\$241,286	\$44,061	\$255,345	\$0	\$ (14,059)

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining	
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	6/1/2025 - 6/30/2025	6/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025
2130 NURSE												
107. 100-2130-51130-1-00-00000 NURSE SALARY	55,531	55,531	55,531	55,531	13,437	13,437	69,872	0	0	0	(14,341)	
108. 100-2130-51140-1-01-00000 NURSE - SUPPORT STAFF SALARY	43,073	43,073	43,073	43,073	2,718	2,718	30,103	0	0	0	12,970	
109. 100-2130-51150-1-00-00000 NURSE SUB SALARY	4,000	4,000	4,000	4,000	0	0	0	0	0	0	4,000	
110. 100-2130-52110-1-00-00000 NURSE HEALTH INSURANCE	21,908	21,908	21,908	21,908	1,014	1,014	12,139	0	0	0	9,769	
111. 100-2130-52140-1-00-00000 NURSE SUPPORT STAFF - DENTAL	681	681	681	681	65	65	650	0	0	0	31	
112. 100-2130-52200-1-00-00000 NURSE FICA	4,063	4,063	4,063	4,063	1,028	1,028	5,498	0	0	0	(1,435)	
113. 100-2130-52204-1-00-00000 NURSE SUPPORT STAFF - FICA	1,176	1,176	1,176	1,176	191	191	2,118	0	0	0	(942)	
114. 100-2130-52310-1-00-00000 NURSE SUPPORT STAFF RETIREME	3,746	3,746	3,746	3,746	0	0	0	0	0	0	3,746	
115. 100-2130-52310-1-01-00000 NURSE RETIREMENT SUPPORT	2,081	2,081	2,081	2,081	368	368	3,943	0	0	0	(1,862)	
116. 100-2130-52320-1-00-00000 NURSE RETIREMENT	10,906	10,906	10,906	10,906	2,639	2,639	13,723	0	0	0	(2,817)	
117. 100-2130-53210-1-00-00000 NURSE - CONTRACTED SERVICES	1	1	1	1	0	0	0	0	0	0	1	
118. 100-2130-56100-1-00-00000 NURSE SUPPLIES	5,000	5,000	5,000	5,000	0	0	2,350	0	0	0	2,650	
119. 100-2130-56500-1-00-00000 NURSE SOFTWARE	2,000	2,000	2,000	2,000	0	0	1,650	0	0	0	350	
120. 100-2130-57300-1-00-00000 NURSE NEW EQUIPMENT	150	150	150	150	0	0	0	0	0	0	150	
121. 100-2130-57370-1-00-00000 NURSE FURNITURE	1	1	1	1	0	0	0	0	0	0	1	
TOTAL 2130 NURSE	\$154,317	\$154,317	\$154,317	\$154,317	\$21,460	\$21,460	\$142,046	\$0	\$0	\$0	\$12,271	

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
2210 PROFESSIONAL DEVELOPMENT						
122. 100-2210-52110-1-00-00000 PROFESSIONAL DEV HEALTH INS	0	0	0	0	0	0
123. 100-2210-52120-1-00-00000 TEACHERS DENTAL INSURANCE	0	0	0	0	0	0
124. 100-2210-52310-1-00-00000 PROF DEV SUPPORT RETIREMENT	0	0	0	0	0	0
125. 100-2210-52320-1-00-00000 PROF. DEV. WORKSHOPS RETIRE. (0	0	0	0	0	0
126. 100-2210-52400-1-00-00000 PROF.DEV. TUITION	40,000	40,000	0	8,218	0	31,782
127. 100-2210-53220-1-00-00000 PROF.DEV. WORKSHOPS	15,000	15,000	0	11,017	0	3,983
TOTAL 2210 PROFESSIONAL DEVELOPMENT	\$55,000	\$55,000	\$0	\$19,235	\$0	\$35,765

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget	Revised Budget	Current Period	Reported Period	Encumbrances	Amount Remaining
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	6/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025
2220 LIBRARY						
128. 100-2220-51130-1-00-00000 MEDIA SPECIALIST SALARY	43,006	43,006	8,961	46,596	0	(3,590)
129. 100-2220-51140-1-00-00000 LIBRARY SUPPORT SALARIES	12,780	12,780	1,043	13,149	0	(369)
130. 100-2220-52110-1-00-00000 MEDIA SPECIALIST HEALTH INSUF	9,836	9,836	0	4,100	0	5,736
131. 100-2220-52120-1-00-00000 MEDIA SPECIALIST DENTAL INSUF	517	517	62	620	0	(103)
132. 100-2220-52200-1-00-00000 MEDIA SPECIALIST FICA	3,290	3,290	686	3,498	0	(208)
133. 100-2220-52200-1-01-00000 LIBRARY SUPPORT FICA	978	978	80	1,006	0	(28)
134. 100-2220-52310-1-00-00000 LIBRARY SUPPORT RETIREMENT	0	0	0	0	0	0
135. 100-2220-52320-1-00-00000 MEDIA SPECIALIST RETIREMENT	8,447	8,447	1,760	9,151	0	(704)
136. 100-2220-53210-1-00-00000 CONTRACT SERVICES	0	0	0	0	0	0
137. 100-2220-54300-1-00-00000 LIBRARY REPAIRS	1	1	0	0	0	1
138. 100-2220-56100-1-00-00000 LIBRARY SUPPLIES	2,000	2,000	0	1,006	0	994
139. 100-2220-56410-1-00-00000 LIBRARY BOOKS & OTHER PRINTI	15,000	15,000	0	11,350	0	3,650
140. 100-2220-56500-1-00-00000 LIBRARY SOFTWARE	4,100	4,100	0	1,890	0	2,210
141. 100-2220-57300-1-00-00000 LIBRARY EQUIPMENT	1	1	0	0	0	1
142. 100-2220-57330-1-00-00000 LIBRARY FURNITURE/FIXTURES	1,500	1,500	0	443	0	1,057
143. 100-2220-57370-1-00-00000 LIBRARY REPLACE FURN/FIXT	1	1	0	0	0	1
144. 100-2220-58100-1-00-00000 DUES & FEES	240	240	0	0	0	240
TOTAL 2220 LIBRARY	\$101,697	\$101,697	\$12,592	\$92,809	\$0	\$8,888

WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget	Revised Budget	Current Period	Reported Period	Encumbrances	Amount
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	6/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	Remaining 7/1/2024 - 6/30/2025
2310 SCHOOL BOARD						
145. 100-2310-51110-1-00-00000 SCHOOL BOARD SALARIES	5,500	5,500	0	5,500	0	0
146. 100-2310-51120-1-00-00000 SCHOOL BOARD MODERATOR	125	125	0	125	0	0
147. 100-2310-51130-1-00-00000 SCHOOL BOARD TREASURER	3,000	3,000	750	3,000	0	0
148. 100-2310-51150-1-00-00000 SCHOOL BOARD DISTRICT CLERK	200	200	0	200	0	0
149. 100-2310-51160-1-00-00000 SCHOOL BOARD SECRETARY	5,000	5,000	506	4,159	0	841
150. 100-2310-52200-1-00-00000 SCHOOL BOARD FICA	1,057	1,057	96	993	0	64
151. 100-2310-53220-1-00-00000 SCHOOL BOARD PROF.DEV.	600	600	0	0	0	600
152. 100-2310-53800-1-00-00000 SCHOOL BOARD LEGAL SERVICES	15,000	15,000	9,475	45,572	0	(30,572)
153. 100-2310-53820-1-00-00000 SCHOOL BOARD AUDITOR	18,000	18,000	0	23,734	0	(5,734)
154. 100-2310-55400-1-00-00000 SCHOOL BOARD ADS/NOTICES	5,000	5,000	0	2,429	0	2,571
155. 100-2310-55410-1-00-00000 SCHOOL BOARD - BACKGROUND	6,000	6,000	0	2,048	0	3,952
156. 100-2310-55450-1-00-00000 SCHOOL BOARD BALLOT PRINTIN	3,549	3,549	0	1,307	0	2,242
157. 100-2310-55500-1-00-00000 SCHOOL BOARD DISTRICT REPOR	1,000	1,000	0	1,093	0	(93)
158. 100-2310-56100-1-00-00000 SCHOOL BOARD - SUPPLIES	500	500	0	209	0	291
159. 100-2310-57340-1-00-00000 NEW COMPUTERS/TABLET	0	0	0	0	0	0
160. 100-2310-58100-1-00-00000 SCHOOL BOARD DUES	4,200	4,200	0	3,798	0	402
161. 100-2310-58200-1-00-00000 SCHOOL BOARD - SCHOLARSHIP	500	500	0	500	0	0
162. 100-2310-58900-1-00-00000 SCHOOL BOARD MISC	500	500	0	8,469	0	(7,969)
TOTAL 2310 SCHOOL BOARD	\$69,731	\$69,731	\$10,827	\$103,136	\$0	\$(-33,405)

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
2320 SAU ADMINISTRATION EXPENSE						
163. 100-2320-51100-1-00-00000 SUPERINTENDENT SALARY	90,000	90,000	12,450	106,561	0	(16,561)
164. 100-2320-51110-1-00-00000 STUDENT SERVICES DIRECTOR	84,000	84,000	6,923	90,000	0	(6,000)
165. 100-2320-51150-1-00-00000 SUPPORT STAFF SALARY	60,243	60,243	5,409	66,318	0	(6,075)
166. 100-2320-52110-1-00-00000 HEALTH INSURANCE	51,174	51,174	984	33,458	0	17,716
167. 100-2320-52120-1-00-00000 DENTAL INS	2,072	2,072	126	2,092	0	(20)
168. 100-2320-52140-1-00-00000 DISABILITY INSURANCE	414	414	0	0	0	414
169. 100-2320-52200-1-00-00000 FICA	16,160	16,160	1,843	18,781	0	(2,621)
170. 100-2320-52310-1-00-00000 RETIREMENT - SAU	31,355	31,355	1,564	20,328	0	11,027
171. 100-2320-52320-1-00-00000 RETIREMENT	0	0	0	0	0	0
172. 100-2320-52350-1-00-00000 RETIREMENT	0	0	0	0	0	0
173. 100-2320-53200-1-00-00000 CONFERENCES/COURSES	1,000	1,000	0	1,873	0	(873)
174. 100-2320-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000	1,000	0	2,258	0	(1,258)
175. 100-2320-54300-1-00-00000 MAINTENANCE AGREEMENTS	2,500	2,500	0	0	0	2,500
176. 100-2320-54420-1-00-00000 COPIER/LEASE	3,000	3,000	4,063	14,117	0	(11,117)
177. 100-2320-55400-1-00-00000 ADVERTISING	3,000	3,000	126	486	0	2,514
178. 100-2320-55610-1-00-00000 TUITION OTHER	3,000	3,000	3,000	3,000	0	0
179. 100-2320-55800-1-00-00000 TRAVEL	0	0	0	0	0	0
180. 100-2320-56100-1-00-00000 SUPPLIES & FORMS	4,000	4,000	0	3,630	0	370
181. 100-2320-56400-1-00-00000 SOFTWARE	500	500	0	124	0	376
182. 100-2320-57340-1-00-00000 COMPUTER HARDWARE & NETWC	200	200	0	0	0	200
183. 100-2320-58100-1-00-00000 DUES/FEES	2,000	2,000	0	1,290	0	710
TOTAL 2320 SAU ADMINISTRATION EXPENSE	\$355,618	\$355,618	\$36,488	\$364,316	\$0	\$(8,698)

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
2410 PRINCIPAL						
184. 100-2410-51110-1-00-00000 PRINCIPAL SALARY	96,600	96,600	9,660	98,829	0	(2,229)
185. 100-2410-51120-1-00-00000 ASST.PRINCIPAL SALARY	88,463	88,463	11,058	92,716	0	(4,253)
186. 100-2410-51130-1-01-00000 PRINC.SUPPORT SALARY	69,449	69,449	4,622	77,379	0	(7,930)
187. 100-2410-52110-1-00-00000 PRINCIPAL HEALTH INSURANCE	3,000	3,000	2,657	31,886	0	(28,886)
188. 100-2410-52110-1-01-00000 PRINCIPAL SUPPORT HEALTH INS	10,872	10,872	0	3,468	0	7,404
189. 100-2410-52120-1-00-00000 PRINCIPAL DENTAL INSURANCE	1,286	1,286	130	1,932	0	(646)
190. 100-2410-52120-1-01-00000 PRINCIPAL SUPPORT DENTAL INS	1,226	1,226	61	424	0	802
191. 100-2410-52200-1-00-00000 PRINCIPAL FICA	21,935	21,935	1,905	19,980	0	1,955
192. 100-2410-52310-1-01-00000 SUPPORT RETIREMENT	9,396	9,396	528	10,566	0	(1,170)
193. 100-2410-52320-1-00-00000 PRINCIPAL RETIREMENT	34,972	34,972	2,796	36,346	0	(1,374)
194. 100-2410-52400-1-00-00000 PRINCIPAL TUITION	7,000	7,000	0	0	0	7,000
195. 100-2410-53220-1-00-00000 PRINCIPAL PROF.DEV.	1,300	1,300	0	0	0	1,300
196. 100-2410-54300-1-00-00000 PRINCIPAL REPAIRS/MAINTENANC	4,500	2,500	0	0	0	2,500
197. 100-2410-54420-1-00-00000 PRINCIPAL-COPIER/LEASE	10,000	10,000	0	12,040	0	(2,040)
198. 100-2410-55340-1-00-00000 PRINCIPAL POSTAGE	4,400	4,900	0	4,813	0	87
199. 100-2410-55500-1-00-00000 PRINCIPAL PRINTING	300	300	0	0	0	300
200. 100-2410-55800-1-00-00000 PRINCIPAL TRAVEL	500	500	286	286	0	214
201. 100-2410-56100-1-00-00000 PRINCIPAL SUPPLIES	7,000	8,500	0	8,276	0	224
202. 100-2410-56500-1-00-00000 PRINCIPAL SOFTWARE	13,250	13,250	0	11,738	0	1,512
203. 100-2410-57330-1-00-00000 PRINCIPAL NEW FURNITURE	1	1	0	0	0	1
204. 100-2410-58100-1-00-00000 PRINCIPAL DUES	1,170	1,170	0	600	0	570
205. 100-2410-58900-1-00-00000 PRINCIPAL GRADUATION EXPENSI	3,400	3,400	0	1,122	0	2,278
TOTAL 2410 PRINCIPAL	\$390,020	\$390,020	\$33,703	\$412,401	\$0	\$(22,381)

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
2510 FISCAL SERVICES						
206. 100-2510-51100-1-00-00000 BUSINESS ADMINISTRATOR SALAI	100,000	100,000	0	52,138	0	47,862
207. 100-2510-51120-1-00-00000 SUPPORT STAFF SALARY	120,820	120,820	10,641	130,045	0	(9,225)
208. 100-2510-52110-1-00-00000 HEALTH INSURANCE	23,736	23,736	1,968	24,617	0	(881)
209. 100-2510-52120-1-00-00000 DENTAL INSURANCE	1,887	1,887	126	1,507	0	380
210. 100-2510-52200-1-00-00000 FICA	16,893	16,893	757	12,473	0	4,420
211. 100-2510-52300-1-00-00000 RETIREMENT	0	0	0	0	0	0
212. 100-2510-52310-1-00-00000 RETIREMENT - EMPLOYEES	0	0	0	0	0	0
213. 100-2510-52320-1-00-00000 RETIREMENT-EMPLOYEES	32,260	32,260	1,325	17,227	0	15,033
214. 100-2510-53200-1-00-00000 CONFERENCES/COURSES	1,300	1,300	200	200	0	1,100
215. 100-2510-53220-1-00-00000 PROFESSIONAL DEVELOPMENT	1,000	1,000	0	0	0	1,000
216. 100-2510-53900-1-00-00000 AUDITOR	0	0	0	0	0	0
217. 100-2510-54300-1-00-00000 MAINTENANCE AGREEMENTS	65,313	65,313	4,725	48,423	0	16,890
218. 100-2510-55800-1-00-00000 TRAVEL	100	100	0	1,171	0	(1,071)
219. 100-2510-56100-1-00-00000 SUPPLIES	3,370	3,370	0	2,769	0	601
220. 100-2510-57330-1-00-00000 NEW FURNITURE/FIXTURES	2,500	2,500	0	2,230	0	270
221. 100-2510-58100-1-00-00000 DUES/FEES	870	870	0	600	0	270
TOTAL 2510 FISCAL SERVICES	\$370,049	\$370,049	\$19,742	\$293,400	\$0	\$76,649

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
2610 OPERATIONS/MAINTENANCE						
222. 100-2610-51110-1-00-00000 OP/MAINT CUSTODIAN SALARY	180,030	180,030	11,024	154,410	0	25,620
223. 100-2610-51200-1-00-00000 FACILITIES MANAGER SALARY	68,250	68,250	5,250	68,250	0	0
224. 100-2610-52110-1-00-00000 OP/MAINT HEALTH INSURANCE	23,606	23,606	984	24,165	0	(559)
225. 100-2610-52120-1-00-00000 OP/MAINT - DENTAL INSURANCE	1,732	1,732	183	2,124	0	(392)
226. 100-2610-52200-1-00-00000 OP/MAINT FICA	16,789	16,789	1,226	16,804	0	(15)
227. 100-2610-52310-1-00-00000 OP/MAINT RETIREMENT	29,693	29,693	2,191	30,145	0	(452)
228. 100-2610-53200-1-00-00000 OP/MAINT CONTRACTED SERVICE	48,693	48,693	662	37,928	0	10,765
229. 100-2610-54110-1-00-00000 OP/MAINT WATER	11,550	11,550	0	7,906	0	3,644
230. 100-2610-54120-1-00-00000 OP/MAINT SEWAGE	9,500	9,500	0	6,027	0	3,473
231. 100-2610-54210-1-00-00000 OP/MAINT RUBBISH REMOVAL	10,947	13,577	0	12,747	0	830
232. 100-2610-54220-1-00-00000 OP/MAINT SNOW REMOVAL	32,875	30,245	0	16,500	0	13,745
233. 100-2610-54230-1-00-00000 OP/MAINT CARE OF BLDG & MAIN	7,300	7,300	0	16,320	0	(9,020)
234. 100-2610-54230-1-01-00000 SETTLEMENT GYM - FAULTY FLOC	0	0	0	0	0	0
235. 100-2610-54240-1-00-00000 OP/MAINT CARE OF GROUNDS	26,000	26,000	0	18,489	0	7,511
236. 100-2610-54300-1-00-00000 OP/MAINT REPAIR BUILDINGS	33,350	33,350	(1,982)	20,014	0	13,336
237. 100-2610-54300-1-06-00000 PAUL SCHOOL ROOF REPAIR	1	1	0	0	0	1
238. 100-2610-54320-1-00-00000 MAINTENANCE - SPECIAL PROJEC	1	1	0	0	0	1
239. 100-2610-54420-1-00-00000 OP/MAINT RENTAL OF EQUIPMEN	2,900	2,900	225	1,200	0	1,700
240. 100-2610-55200-1-00-00000 OP/MAINT PROPERTY & LIABILITY	35,856	35,856	0	35,856	0	0
241. 100-2610-55310-1-00-00000 OP/MAINT INTERNET/PHONES	23,040	23,040	1,775	8,395	0	14,645
242. 100-2610-55800-1-00-00000 OP/MAINT TRAVEL	480	480	0	30	0	450
243. 100-2610-56100-1-00-00000 OP/MAINT SUPPLIES	36,000	36,000	94	25,489	0	10,511
244. 100-2610-56220-1-00-00000 OP/MAINT ELECTRICITY	64,166	64,166	4,838	54,926	0	9,240
245. 100-2610-56230-1-00-00000 OP/MAINT LP GAS	54,750	54,750	2,237	34,858	0	19,892
246. 100-2610-56240-1-00-00000 OP/MAINT FUEL OIL	16,590	16,590	0	16,655	0	(65)
247. 100-2610-56500-1-00-00000 OP/MAINT SOFTWARE	0	0	0	0	0	0
248. 100-2610-57310-1-00-00000 OP/MAINT NEW EQUIPMENT	3,200	3,200	0	909	0	2,291
249. 100-2610-57330-1-00-00000 OP/MAINT NEW FURNITURE/FIXTU	3,500	3,500	0	3,480	0	20
250. 100-2610-58100-1-00-00000 OP/MAINT DUES/PROF DEVELOPM	650	650	0	0	0	650

WAKEFIELD SCHOOL DISTRICT
WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
TOTAL 2610 OPERATIONS/MAINTENANCE	\$741,449	\$741,449	\$28,707	\$613,627	\$0	\$127,822

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WAKEFIELD SCHOOL DISTRICT

WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
2721 REGULAR STUDENT TRANSPORTATION						
251. 100-2721-51110-1-00-00000 REG TRANS- MANAGER SALARY	48,300	48,300	0	0	0	48,300
252. 100-2721-51120-1-00-00000 REG TRANS - DRIVERS SALARY	200,513	200,513	2,131	7,836	0	192,677
253. 100-2721-51140-1-00-00000 REG TRANS - SUBSTITUTUE	6,584	6,584	0	0	0	6,584
254. 100-2721-52110-1-00-00000 REG TRANS - HEALTH INSURANCE	38,800	38,800	0	0	0	38,800
255. 100-2721-52200-1-00-00000 REG TRANS - FICA	15,515	15,515	0	41	0	15,474
256. 100-2721-52310-1-00-00000 REG TRANS - RETIREMENT	11,654	11,654	0	0	0	11,654
257. 100-2721-53210-1-00-00000 REG TRANS - CONTRACT SERVICE	5,500	5,500	(26,000)	481,842	0	(476,342)
258. 100-2721-53320-1-00-00000 REG TRANS - DRIVER TRAINING	5,000	5,000	0	0	0	5,000
259. 100-2721-53900-1-00-00000 REG TRANS - TESTING	3,500	3,500	0	0	0	3,500
260. 100-2721-54300-1-00-00000 REG TRANS - REPAIR & MAINT	90,000	90,000	0	8,071	0	81,929
261. 100-2721-54430-1-00-00000 REG TRANS - VEHICLE LEASES	0	0	0	0	0	0
262. 100-2721-55800-1-00-00000 REG TRANS - TRAVEL	250	250	0	0	0	250
263. 100-2721-56100-1-00-00000 REG TRANS - SUPPLIES	5,000	5,000	0	0	0	5,000
264. 100-2721-56260-1-00-00000 REG TRANS- FUEL	65,000	65,000	6,713	35,680	0	29,320
265. 100-2721-56500-1-00-00000 REG TRANS - SOFTWARE	4,700	4,700	0	0	0	4,700
266. 100-2721-57390-1-00-00000 REG TRANS - EQUIP. REPLACEMENT	1,500	1,500	0	0	0	1,500
267. 100-2721-58100-1-00-00000 REG TRANS - DUES & FEES	1,235	1,235	0	0	0	1,235
TOTAL 2721 REGULAR STUDENT TRANSPORTATION	\$503,051	\$503,051	\$ (17,156)	\$533,470	\$0	\$ (30,419)

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
2722 SPECIAL EDUCATION STUDENT TRANSPORTATION						
268. 100-2722-51100-1-00-00000 SPED TRANS - DRIVERS SALARY	94,145	94,145	0	0	0	94,145
269. 100-2722-51140-1-00-00000 SPED TRANS - SUBSTITUTE	4,950	4,950	0	0	0	4,950
270. 100-2722-52110-1-00-00000 SPED TRANS - HEALTH	2,000	2,000	0	0	0	2,000
271. 100-2722-52120-1-00-00000 SPED TRANS - DENTAL INSURANC	0	0	0	0	0	0
272. 100-2722-52200-1-00-00000 SPED TRANS - FICA	7,202	7,202	0	0	0	7,202
273. 100-2722-52310-1-00-00000 SPED TRANS - RETIREMENT	0	0	0	0	0	0
274. 100-2722-53200-1-00-00000 SPED TRANS - CONTRACTED SERV	15,232	15,232	25,524	290,353	0	(275,121)
275. 100-2722-57300-1-00-00000 EQUIPMENT	1	1	0	0	0	1
TOTAL 2722 SPECIAL EDUCATION STUDENT TRANSPORTATION	\$123,530	\$123,530	\$25,524	\$290,353	\$0	\$ (166,823)

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
2724 ATHLETICS STUDENT TRANSPORTATION						
276. 100-2724-51100-1-00-00000 ATHLETIC TRANS - SALARY	5,000	5,000	0	2,186	0	2,814
277. 100-2724-52200-1-00-00000 ATHLETIC TRANS - FICA	383	383	0	0	0	383
278. 100-2724-53000-0-00-00000 ATHLETIC TRANS - CONTRACTED	1	1	0	785	0	(784)
TOTAL 2724 ATHLETICS STUDENT TRANSPORTATION	\$5,384	\$5,384	\$0	\$2,971	\$0	\$2,413

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATIO						
279. 100-2725-511100-1-00-00000 FIELD TRIP/CO-CURR TRANS - SAL	4,300	4,300	0	220	0	4,080
280. 100-2725-52200-1-00-00000 FIELD TRIP/CO-CURR TRANS - FIC,	329	329	0	0	0	329
281. 100-2725-52310-1-00-00000 FIELD TRIP/CO-CURR. TRANS. - RE	582	582	0	0	0	582
282. 100-2725-53210-1-00-00000 FIELD TRIP/CO-CURR TRANS - COI	1	1	0	0	0	1
TOTAL 2725 FIELD TRIP/CO-CURR STUDENT TRANSPORTATIO	\$5,212	\$5,212	\$0	\$220	\$0	\$4,992

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining	
	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	6/1/2025 - 6/30/2025	6/30/2025	7/1/2024 - 6/30/2025	6/30/2025	7/1/2024 - 6/30/2025	6/30/2025	7/1/2024 - 6/30/2025	6/30/2025
2820 TECHNOLOGY												
283. 100-2820-51140-1-00-00000 SUPPORT SALARIES	0	0	0	0	0	0	0	0	0	0	0	0
284. 100-2820-51180-1-00-00000 TECHNOLOGY SALARIES	78,000	59,300	59,300	52,109	4,231	0	52,109	0	0	0	7,191	0
285. 100-2820-52110-0-00-00000 HEALTH INSURANCE	19,664	19,664	19,664	0	0	0	0	0	0	0	19,664	0
286. 100-2820-52110-1-00-00000 TEACHERS HEALTH INSURANCE	0	0	0	2,494	2,494	0	2,494	0	0	0	(2,494)	0
287. 100-2820-52120-1-00-00000 TEACHERS DENTAL INSURANCE	0	0	0	49	49	0	49	0	0	0	(49)	0
288. 100-2820-52121-0-00-00000 DENTAL INSURANCE	681	681	681	545	0	0	545	0	0	0	136	0
289. 100-2820-52200-1-00-00000 TECHNOLOGY - FICA	5,967	5,967	5,967	3,936	2,75	0	3,936	0	0	0	2,031	0
290. 100-2820-52310-1-00-00000 TECHNOLOGY - SUP RETIREMENT	10,553	10,553	10,553	6,737	572	0	6,737	0	0	0	3,816	0
291. 100-2820-52320-1-00-00000 TECHNOLOGY - TEACHER RETIRE	0	0	0	70	0	0	70	0	0	0	(70)	0
292. 100-2820-53200-1-00-00000 TECHNOLOGY CONTRACTED SER	23,300	42,000	42,000	48,138	3,500	0	48,138	0	0	0	(6,138)	0
293. 100-2820-54300-1-00-00000 TECHNOLOGY REPAIR & MAINT	11,100	11,100	11,100	1,994	0	0	1,994	0	0	0	9,106	0
294. 100-2820-54350-1-00-00000 TECHNOLOGY SOFTWARE MAINT	1	1	1	4,980	344	0	4,980	0	0	0	(4,979)	0
295. 100-2820-55310-1-00-00000 TECHNOLOGY INTERNET/PHONES	1	1	1	0	0	0	0	0	0	0	1	0
296. 100-2820-56100-1-00-00000 TECHNOLOGY SUPPLIES	13,500	13,500	13,500	150	0	0	150	0	0	0	13,350	0
297. 100-2820-57340-1-00-00000 TECHNOLOGY NEW COMPUTER &	1	1	1	(1,600)	0	0	(1,600)	0	0	0	1,601	0
298. 100-2820-57380-1-00-00000 TECHNOLOGY COMPUTER + EQUI	1	1	1	0	0	0	0	0	0	0	1	0
299. 100-2820-58100-1-00-00000 DUES/FEES	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL 2820 TECHNOLOGY	\$162,769	\$162,769	\$162,769	\$119,602	\$11,465	\$0	\$119,602	\$0	\$0	\$0	\$43,167	\$0

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget		Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining	
	7/1/2024 - 6/30/2025		7/1/2024 - 6/30/2025		6/1/2025 - 6/30/2025		7/1/2024 - 6/30/2025		7/1/2024 - 6/30/2025		7/1/2024 - 6/30/2025	
2900 OTHER BENEFITS												
300. 100-2900-52140-1-00-00000 DISABILITY INSURANCE	10,000		10,000		803		9,673		0		327	
301. 100-2900-52170-1-00-00000 LIFE INSURANCE	1		1		0		0		0		1	
302. 100-2900-52190-1-00-00000 UNEMPLOYMENT	6,309		6,309		0		5,361		0		948	
303. 100-2900-52201-0-00-00000 WELLNESS INCENTIVE FICA	1,000		1,000		0		473		0		527	
304. 100-2900-52600-1-00-00000 WORKER'S COMP	22,865		22,865		0		22,952		0		(87)	
TOTAL 2900 OTHER BENEFITS	\$40,175		\$40,175		\$803		\$38,459		\$0		\$1,716	

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WAKEFIELD SCHOOL DISTRICT WAKEFIELD MONTHLY EXPENDITURE REPORT

Account Number / Description	Adopted Budget 7/1/2024 - 6/30/2025	Revised Budget 7/1/2024 - 6/30/2025	Current Period 6/1/2025 - 6/30/2025	Reported Period 7/1/2024 - 6/30/2025	Encumbrances 7/1/2024 - 6/30/2025	Amount Remaining 7/1/2024 - 6/30/2025
5252 TRANSFERS TO/FROM TRUST FUNDS						
305. 100-5252-59300-1-02-00000 TRANS TO EXPEND TRUST- BOILEI	50,000	50,000	0	50,000	0	0
306. 100-5252-59300-1-04-00000 TRANS TO EXPEND TRUST- TRANS	110,000	110,000	0	110,000	0	0
307. 100-5252-59300-1-10-00000 TRANS TO EXPEND TRUST-SPED E	50,000	50,000	0	50,000	0	0
308. 100-5252-59300-1-12-00000 TRANS TO EXP. TRUST FUND-SECU	0	0	0	0	0	0
309. 100-5252-59300-1-17-00000 TRANS TO EXPEND TRUST-BUILD-	0	0	0	0	0	0
310. 100-5252-59300-1-54-00000 TRANS TO EXPEND TRUST-PARKIN	0	0	0	0	0	0
311. 100-5252-59300-1-55-00000 PAVING OF 76 TAYLOR WAY	0	0	0	0	0	0
312. 100-5252-59300-1-56-00000 TRANS TO EXPEND TRUST- GYM F	0	0	0	0	0	0
313. 100-5252-59300-1-57-00000 TRANS TO EXPEND TRUST- MAINT	0	0	0	0	0	0
314. 100-5252-59300-1-58-00000 WELL REPLACEMENT	15,000	15,000	0	15,000	0	0
315. 100-5252-59300-1-59-00000 REPLACE HVAC UNITS	75,000	75,000	0	75,000	0	0
316. 100-5252-59300-1-60-00000 CLASSROOM RENOVATIONS	25,000	25,000	0	25,000	0	0
TOTAL 5252 TRANSFERS TO/FROM TRUST FUNDS	\$325,000	\$325,000	\$0	\$325,000	\$0	\$0
TOTAL 100 GENERAL FUND	\$12,459,423	\$12,459,423	\$1,995,228	\$12,422,994	\$0	\$36,429
GRAND TOTAL	\$12,459,423	\$12,459,423	\$1,995,228	\$12,422,994	\$0	\$36,429

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 69500

Check Batch: 46376
 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
46376	24289	06/30/2025	9009	ALLISON NEAL, NEW ENGLAND TUTORS, LLC	*** VOID ***	0.00
	24290	06/30/2025	310	AMAZON BUSINESS	*** VOID ***	0.00
	24291	06/30/2025	9734	BARTSCH, DAVID	*** VOID ***	0.00
	24292	06/30/2025	9810	Coffin, Kent	*** VOID ***	0.00
	24293	06/30/2025	9812	Colby-Sawyer College	*** VOID ***	0.00
	24294	06/30/2025	9709	Grand Slam Uniforms, Inc.	*** VOID ***	0.00
	24295	06/30/2025	8963	Hudson, Mark	*** VOID ***	0.00
	24296	06/30/2025	9802	JASAK, PHILLIP	*** VOID ***	0.00
	24297	06/30/2025	1005	LONGMEADOW FARM & HOME SUPPLY	*** VOID ***	0.00
	24298	06/30/2025	1748	SAINT ANSELM COLLEGE	*** VOID ***	0.00
	24299	06/30/2025	9811	Scheys, Charles	*** VOID ***	0.00
	24300	06/30/2025	9806	THERIAULT, ZACHARY	*** VOID ***	0.00
	24301	06/30/2025	9669	VOYA BENEFITS COMPANY	*** VOID ***	0.00
	24302	06/30/2025	9804	WILDE, GLENN	*** VOID ***	0.00
	24303	06/30/2025	9009	ALLISON NEAL, NEW ENGLAND TUTORS, LLC	*** VOID ***	0.00
	24304	06/30/2025	310	AMAZON BUSINESS	*** VOID ***	165.00
	24305	06/30/2025	9734	BARTSCH, DAVID	*** VOID ***	108.23
	24306	06/30/2025	9810	Coffin, Kent	*** VOID ***	224.00
	24307	06/30/2025	9812	Colby-Sawyer College	*** VOID ***	224.00
	24308	06/30/2025	9709	Grand Slam Uniforms, Inc.	*** VOID ***	3,000.00
	24309	06/30/2025	8963	Hudson, Mark	*** VOID ***	42.48
	24310	06/30/2025	9802	JASAK, PHILLIP	*** VOID ***	0.00
	24311	06/30/2025	1005	LONGMEADOW FARM & HOME SUPPLY	*** VOID ***	112.00
	24312	06/30/2025	1748	SAINT ANSELM COLLEGE	*** VOID ***	112.00
	24313	06/30/2025	9811	Scheys, Charles	*** VOID ***	93.91
	24314	06/30/2025	9806	THERIAULT, ZACHARY	*** VOID ***	500.00
	24315	06/30/2025	9669	VOYA BENEFITS COMPANY	*** VOID ***	110.00
	24316	06/30/2025	9804	WILDE, GLENN	*** VOID ***	112.00
						33.50
						336.00

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WAKEFIELD SCHOOL DISTRICT
AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
Totals:					0.00	\$5,173.12

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeCoffmacker
Robert DeCoffmacker, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Heather Wilcauskas
Heather Wilcauskas, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

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28 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 69512

Check Batch: 46381
 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
46381	24317	06/30/2025	9669	VOYA BENEFITS COMPANY	0.00	1,783.44
Totals:					0.00	\$1,783.44

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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColfman
 Robert DeColfman, School Board Chairman

Bob Ouellette
 Bob Ouellette, School Board Vice Chairman

Mary Collins
 Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Heather Wilcauskas
 Heather Wilcauskas, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 69509

Check Batch: 46379
 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
46379	90427	06/30/2025	9608	BMO HARRIS BANK N. A.	0.00	571.52
Totals:					0.00	\$571.52

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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

WAKEFIELD SCHOOL DISTRICT VOUCHER

Voucher No: 1001

Voucher Date: 07/02/2025

Prepared By:

Michele Lambert

Printed: 07/02/2025 09:23:00 AM

WAKEFIELD SCHOOL DISTRICT is hereby authorized to draw warrants against WAKEFIELD SCHOOL DISTRICT funds for the sum of \$10,063.77 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Michele Lambert

Robert DeColfmacker Chairman

Bob Ouellette

Bob Ouellette Vice Chairman

Mary Collins

Mary Collins Board Member

Sandrea Taliaferro

Sandrea Taliaferro Board Member

Heather Wilcauskas

Heather Wilcauskas Board Member

Carlene Stewart

Carlene Stewart Treasurer

WAKEFIELD SCHOOL DISTRICT

Fund	Amount
100 GENERAL FUND	\$10,063.77
	<u>\$10,063.77</u>

Wakefield School District

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1001

07/02/2025

Vendor Remit Name	Vendor #	Account	Description	Amount
BULTMAN, ALYSSA E				
		100.2210.53220.1.00.00000 Check #: 30000	PROF.DEV. WORKSHOPS	\$228.77
BURKE'S TREE SERVICE LLC	9712			Vendor Total: \$228.77
		100.2610.54240.1.00.00000 Check #: 30001	OP/MAINT CARE OF GROUNDS	\$1,350.00
COMPANION CORP.	907			Vendor Total: \$1,350.00
		100.2220.56500.1.00.00000 Check #: 30002	LIBRARY SOFTWARE	\$1,985.00
Dame Electric LLC				Vendor Total: \$1,985.00
NH ASSOCIATION OF SCHOOL PRINCIPALS	9244			
		100.2610.54300.1.00.00000 Check #: 30003	OP/MAINT REPAIR BUILDINGS	\$1,740.00
				Vendor Total: \$1,740.00
		100.2210.53220.1.00.00000 Check #: 30004	PROF.DEV. WORKSHOPS	\$3,060.00
PROFESSIONAL SOFTWARE FOR NURSES	9175			Vendor Total: \$3,060.00
		100.2130.56500.1.00.00000 Check #: 30005	NURSE SOFTWARE	\$1,700.00
				Vendor Total: \$1,700.00
				Grand Total: \$10,063.77

End of Report

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Wakefield School District

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1001

07/02/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BULTMAN, ALYSSA E					
Check Group:					
PROF.DEV. WORKSHODEVELOPING MATHMETICAL REASONINGPS	1	2600003	070225	100.2210.53220.1.00.00000	\$228.77
			7/2/2025		
			Check #: 30000		
				PO/InvoiceTotal:	\$228.77
				Vendor Total:	\$228.77
BURKE'S TREE SERVICE LLC					
		9712			
Check Group:					
Fertilizer/ weed control yearly application	1	2600008	42895	100.2610.54240.1.00.00000	\$1,350.00
			6/29/2025		
			Check #: 30001		
				PO/InvoiceTotal:	\$1,350.00
				Vendor Total:	\$1,350.00
COMPANION CORP.					
		907			
Check Group:					
LIBRARY SOFTWARE - ALEXANDRIA NO6 AND SIS V1 INTEGRATION	1	2600006	SA7806 / S8888	100.2220.56500.1.00.00000	\$1,985.00
			7/2/2025		
			Check #: 30002		
				PO/InvoiceTotal:	\$1,985.00
				Vendor Total:	\$1,985.00
Dame Electric LLC					
Check Group:					
Electric repair Street lights	1	2600000	814	100.2610.54300.1.00.00000	\$1,740.00
			5/20/2025		
			Check #: 30003		
				PO/InvoiceTotal:	\$1,740.00
				Vendor Total:	\$1,740.00
NH ASSOCIATION OF SCHOOL PRINCIPALS					
		9244			

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Wakefield School District

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name

Description

Voucher Batch Number: 1001

07/02/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
----------	-----	--------	-------------------------	---------	--------

Check Group:

SY25 PRINCIPAL

1	2600004	5215	100.2210.53220.1.00.000000	\$3,060.00
		6/7/2024		

Check #: 30004

PO/InvoiceTotal:	\$3,060.00
Vendor Total:	\$3,060.00

PROFESSIONAL SOFTWARE FOR NURSES

9175

Check Group:

CLOUD SNAP SUBSCRIPTION YRLY WENT UP TO
\$1700.00

1	2600002	11998	100.2130.56500.1.00.000000	\$1,700.00
		5/6/2025		

Check #: 30005

PO/InvoiceTotal:	\$1,700.00
Vendor Total:	\$1,700.00
Grand Total:	\$10,063.77

End of Report

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Wakefield School Board Public Minutes

Tuesday July 1, 2025

Held in the SAU Conference Room

Draft

BOARD MEMBERS		ADMINISTRATORS	
Robert DeColfmacker, Chair	✓	Donna Magoon, Superintendent Designee	✓
Bob Ouellette, Vice Chair	✓	Michele Lambert, Financial Manager	✓
Mary Collins	✓		
Sandrea Taliaferro	✓		
Heather Wilcauskas	✓		

Others Present: Marc Taliaferro, Meaghan DeColfmacker, Amelia DeColfmacker, Max Gehring of Clearview TV.

Mr. DeColfmacker led those present in the flag salute at 5:30.

Agenda Review

Mrs. Magoon added the NHSBA update under Follow Up. Mr. DeColfmacker said there will be attachments added to the public meeting minutes.

Public Hearings/Presentations

None

Public Comment

None

Presentations/Public Hearings

None

Public Comment

None at this time.

Reports

Enrollment

Mrs. Collins asked about projected numbers for kindergarten. They are not yet available.

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	0	415	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	162
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

Consent Agenda

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the Consent Agenda. (Vote 4-0)

Meeting Minutes

Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to approve the non public minutes of June 17, 2025. (Vote 4-0)

Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to approve the public minutes of June 17, 2025. (Vote 4-0)

New Business

School Board Meeting Calendar 2025/26

(Mrs. Taliaferro joined the meeting at 5:35)

Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to add a budget workshop to the calendar to take place on September 30th. (Vote 5-0)

Public Comment

Mrs. DeColfmacker presented legal documentation to the Board regarding her situation as the Behavior Interventionist. These may be viewed at the SAU during business hours.

Policies

(Second Reading)

JLCF – Wellness Policy

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve Policy JLCF – Wellness Policy (Vote 5-0)

IMAH – Daily Physical Activity

Mrs. Collins made a motion, seconded by Ms. Wilcauskas to approve Policy IMAH – Daily Physical Activity. (Vote 5-0)

BEA – Regular Board Meetings

Mrs. Collins made a motion, seconded by Ms. Wilcauskas to approve Policy BEA – Regular Board Meeting. (Vote 5-0)

JLF – Reporting Child Abuse or Neglect

Mrs. Collins made a motion, seconded by Ms. Wilcauskas to approve Policy JLF – Reporting Child Abuse or Neglect. (Vote 5-0)

GBEAB – Mandatory Code of Conduct Reporting all Employees

Mrs. Collins made a motion, seconded by Ms. Wilcauskas to approve Policy GBEAB – Mandatory Code of Conduct Reporting all Employees.

Ms. Wilcauskas said that on page 33 under covered individuals encouraged to make their reports in writing. It should be mandatory.

Mrs. Collins withdrew her motion and Ms. Wilcauskas withdrew her second.

Mrs. Collins made a motion, seconded by Ms. Wilcauskas to approve Policy GBEAB – Mandatory Code of Conduct Reporting all Employees with the reporting being mandatory. (Vote 5-0)

GBEB – Staff Conduct

Mrs. Collins made a motion, seconded by Ms. Wilcauskas to approve Policy GBEB – Staff Conduct. (Vote 5-0)

GBCE – Training and Information Relative to Child Sexual Abuse Prevention

Mrs. Collins made a motion, seconded by Ms. Wilcauskas to approve Policy GBCE – Training and Information Relative to Child Sexual Abuse Prevention. (Vote 5-0)

Nominations/Resignations

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve Doug Graves for eighth grade ELA teacher, Shelby Hartford for eighth grade math teacher, David Doering for middle school social studies teacher. (Vote 5-0)

FYI for Elaine Kopera as a new hire for paraprofessional. Mrs. Lambert said this is the last one of the two that was needed for next year.

Ms. Wilcauskas said she had sent Mrs. DeColfmacker a personal note expressing her regret that she was resigning. She read the note and asked that it be entered into the official record.

Dear Mrs. DeColfmacker,

Your remarks during the last School Board meeting were powerful, and I am grateful to you for sharing your experience. While this note is insufficient, I personally want to apologize directly to you for the role I played in your decision to leave the District. I trusted that I understood all the facts, however, I personally failed to pursue my own due diligence. I was uneducated

regarding the Behavior interventionist position, your qualifications and your contributions to student safety and school climate. I am sorry for supporting an action that undermined the BI position, and undervalued the contributions you made supporting staff and the community's most vulnerable, at risk students.

I regret the loss of your talents and dedication to Paul School students. Our self-inflicted loss will be another district's gain. I wish you the best of luck finding a district that will value your work as a BI.

With deep regret,
Heather

Mr. DeColfmacker, speaking as a private citizen and parent, expressed his dismay at the process. Mrs. Taliaferro felt that the negotiation was done correctly and fairly. Mr. Ouellette gave some background information about what transpired.

Ms. Wilcauskas made a motion, seconded by Mrs. Collins, to accept Meaghan DeColfmacker's resignation with regret. (Vote 3-1-1)

Mrs. Magoon said she is in the process for hiring for the Behavior Interventionist position. She is still in negotiating monies with the Union.

Follow Up

NHSBA Training

Mrs. Magoon said Will Phillips from the NHSBA will be coming on August 19th at 5:45 to do a training.

Year End Financials

Mrs. Lambert told the Board that they started out with a \$600,000+ deficit. She said we are now in the positive. The bottom line is in the positive. We did not have to withdraw \$214,800 from the Special Ed Trust Fund. We were able to lower that to \$104,475. We ran payroll early because we converted today to the new system. We then unencumbered payroll and then unencumbered all the PO's. We got back \$90,000 just from Spaulding tuition. \$2,992 from the Security Trust Fund.

She was also able to pay some lingering bills. She said there are a couple of legal bills that will be paid out of the new operating budget. We couldn't issue anymore PO's out of the old system because there was a cutoff. She said the new system will unencumber when a position is vacated. She said the manifests will look totally different and it will have more beefy information.

Mrs. Magoon said the ability for staff to print in color has been removed which will save thousands of dollars. We are still looking at ways to save money so we're not in this kind of predicament again

Mr. DeColfmacker praised the SAU staff for their hard work getting us to where we are. Mrs. Lambert praised Mrs. Hayward. This is the first year since she's been here that there have been no negatives on any of the grant reports.

Math Program

Mrs. Magoon explained that curriculum contains assessments, standards and programs. They are individual pieces that make the curriculum. A program is not a curriculum. She said the staff has been working on standards. They are looking at programs that may go along with the standards. She said we have about thirteen teachers that are working under Statements of Eligibility (SOE) that didn't go to college and take the courses some of the other teachers took. She said she talked with the staff about a math program that meets a lot of the power standards that they have been talking about developing. She told them about Open Up Math. She told them she'd like someone to pilot this program and she had a teacher in every grade that are very excited to do that. She said it looks like we will be piloting that program next year. Some of the members of the Curriculum Committee will be piloting this program. One of the members said that Open Up Math is exactly aligned with where we are going. It's a workbook and hands on program.

Mrs. Collins asked about a presentation to the Board prior to the pilot program. Mrs. Magoon said once it gets going she wants the teachers to do a presentation to the Board not a company trying to sell the program. Mrs. Collins asked what the cost would be and Mrs. Magoon said about \$16,000 and that includes all the workbooks, the online components, and all pieces to go with it for one teacher per grade. Mrs. Collins said what if by the end of the pilot program it's not voted on to be used? Mrs. Magoon answered that she didn't want to look at this negatively. The end decision can be made as a group. Mrs. Collins was concerned about the expense if this isn't implemented. Mrs. Magoon said this math program isn't very expensive and you get a lot for your money. Presently teachers are using their own money and buying programs that aren't scientifically based. We need to close the gaps so all children are taught what they need. This program focuses on differentiation. It will be more hands on individualized learning. There is also an online component a child can use if they are out sick so they don't fall behind.

Mr. DeColfmacker said we have to get math standardized. He said there is a big hurdle from Paul School to Spaulding. Mrs. Taliaferro asked if there will be only one program piloted and will the students in the pilot program stay together in following years or get mixed with other students? Mrs. Magoon replied yes, and that they are usually mixed. This will help the evaluation process. We are evaluating teachers on nothing concrete. The programs other than math have been used for a few years with training.

Mr. Ouellette asked if the Board and community will have a presentation before this is implemented because the Board has to approve this. He said before we spend \$16,000 the Board and community should have a presentation. Mrs. Lambert said you have a line item in the budget for this. Mr. Ouellette said we approve all curriculums. Mrs. Magoon agreed but said this is not a curriculum it's a program. Mrs. Collins will look at policy.

Public Comment

None

Non Public

Mrs. Collins made a motion, seconded by Mr. Ouellette, to enter non public under RSA 91-A;3 II (c) and (k) at 6:25. Roll Call Vote: DeColfmacker aye, Ouellette aye, Taliaferro aye, Collins aye, Wilcauskas aye.

The Board returned to public session at 6:50.

Adjournment

**Mr. Ouellette made a motion, seconded by Ms. Wilcauskas, to adjourn the meeting at 6:50.
(Vote 4-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath

School Board Secretary

DRAFT

SCHOOL ADMINISTRATIVE UNIT #101

Donna Magoon
Superintendent

Wakefield School District
76 Taylor Way

Michele Lambert
Finance Manager

Carol Keenan
Director of Student Services

Sanbornville, New Hampshire 03872
Telephone (603) 871-8502
Fax (603) 871-8608

Jen Hayward
Finance Assistant

Ashia Roy
Executive Administrative

Annette O'Neill
HR/Payroll/Accounts Payable

RE: Section 193:13 - Suspension and Expulsion of Pupils

The Wakefield School Board gives Superintendent Donna Magoon, authority following a hearing, to extend the suspension of a pupil up to 10 additional consecutive school days for an act that constitutes an act of theft, destruction, or violence as defined in RSA 193-D; bullying pursuant to school district policy when the pupil has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or possession of a firearm, BB gun, or paintball gun.

This permission will begin on July 1, 2025 and last until August 30, 2026.

Thank you,

Robert DeColfmacker, School Board Chair

Bob Ouellette, School Board Vice Chair

Mary Collins

Sandrea Taliaferro

Heather Wilcauskas

Paul School
Student and Family Handbook
2025-2026



Paul School

60 Taylor Way

Wakefield, NH 03872

PHONE: (603) 522-8891

FAX: (603) 522-6143

SAU #101

76 Taylor Way

Wakefield, NH 03872

PHONE: (603) 871-8502

FAX: (603) 871-8608

SAU101.org

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Welcome Statement

The Paul School staff welcomes you to the 2025-2026 school year. Whether you are new to the Paul School Community or a returning family, we are happy to have you with us.

The Student Handbook is designed to help familiarize each student and his/her family with the expectations, programs, and policies regarding Paul School and the Wakefield School District. Reading the handbook with your child is an important expectation to help everyone stay informed and aligned. We also ask that you keep it as a handy reference throughout the year. If you have any questions about the handbook, feel free to contact your child's teacher or administration.

The quality of the educational experience for each student is greatly enhanced when the school, families, and students have a mutually supportive and cooperative working relationship. We encourage all families to be active and well informed about our school through avenues such as, but not limited to, the Parent Teacher Association (PTA), "Open House" night, parent conferences, weekly newsletters, the school website, and our school facebook page.

We look forward to working with you to ensure a safe, responsible, kind and cooperative learning community for all!

Wakefield School District Mission Statement

"Every learner will be prepared with the confidence, skills, and knowledge to be a successful, contributing member of their community and society."

Core Values

Environment: A safe and respectful environment is essential for student growth and success.

We believe that through respect, flexibility, communication and accountability, each and every person in our school will follow, and expect others to follow high expectations and a safe, positive learning environment.

Relationships: Positive relationships help build the foundation for educational success.

We believe our school community can and will thrive when all stakeholders (staff, families, students, community members) have positive, meaningful interactions and are respectfully involved and engaged through active communication.

Successful Learning: Successful learning occurs when individual students' needs are met.

We believe that through effective problem solving, respect, a positive growth mindset and social emotional learning, all students will be able to advocate for themselves, manage their time wisely and challenge themselves to become successful life-long learners.

Academics: Academic success can be achieved through high expectations and an unwavering belief in all students' potential.

We believe that through modeling, high expectations and multiple modes of learning, students will be highly engaged and able to excel in their own individual success with a drive for life-long learning upon leaving the Paul School.

District Policies

A complete copy of all SAU 101 district policies can be found at: [School Board Policies](#). If you would like a copy of a specific policy, please contact the school.

SAU Personnel

Superintendent	Donna Magoon	donna.magoon@sau101.org
Executive Administrative Assistant	Ashia Roy	ashia.roy@sau101.org
Director of Student Services	Carol Keenan	carol.keenan@sau101.org
Financial Manager	Michele Lambert	michele.lambert@sau101.org
Financial Assistant	Jen Hayward	jen.hayward@sau101.org
HR/Payroll	Annette O'Neill	annette.oneill@sau101.org
Facilities Manager	Brad Davis	brad.davis@sau101.org
IT Support Technician	Jeff Condon	jeffrey.condon@sau101.org

Paul School Staff

Principal	Melissa Dorsey	melissa.dorsey@sau101.org
Assistant Principal	Aaron Nason	aaron.nason@sau101.org
Administrative Assistant	Vicki Burke	vicki.burke@sau101.org
Administrative Assistant	Michelle Farina	michelle.farina@sau101.org
Guidance Counselor	Alison Erricolo	alison.erricolo@sau101.org
Guidance Counselor	Brianna Valdepena	brianna.valdepena@sau101.org
Family Liaison	Nichole Lazarz	nichole.lazarz@sau101.org
Registered Nurse	Georgia Brunelle	georgia.brunelle@sau101.org
LNA	Jodie Dong	jodie.dong@sau101.org
Student Success Center/Behavior Interventionist	TBD	

<u>Classroom teachers</u>	
PK: Carrie Kropiwnicki - carrie.kropiwnicki@sau101.org	1st: Laura Courts - laura.courts@sau101.org 1st: Jackie Jakubec - jackie.jakubec@sau101.org
K: Meghan Kelly - meghan.kelly@sau101.org K: Meghan Libby - meghan.libby@sau101.org	
2nd: Lauree Royle - lauree.royle@sau101.org 2nd: Shane Krafton - shane.krafton@sau101.org	3rd: Sara Gillikin - sara.gillikin@sau101.org 3rd: Michele Maginnis - michele.maginnis@sau101.org 3rd: Lindsay Reynolds - lindsay.reynolds@sau101.org
4th: Andrea Levesque - andrea.levesque@sau101.org 4th: Michelle Osmer - michelle.osmer@sau101.org 4th: TBD	6th: Peter Boucher - pete.boucher@sau101.org 6th: Mark Perkins - mark.perkins@sau101.org 6th: Renee Stevens- renee.stevens@sau101.org
5th: Kim Hurley- kim.hurley@sau101.org 5th: TBD 5th: TBD	7/8th: Science: Michelle Condon- michelle.condon@sau101.org 7th ELA: Alex Gillikin - alex.gillikin@sau101.org 7th Math: Alyssa Bultman - alyssa.bultman@sau101.org
7/8th Social Studies: David Doering - david.doering@sau101.org 8th Douglas Graves- douglas.graves@sau101.org 8th Math: Shelby Hartford - shelby.hartford@sau101.org	

<u>Special Education</u>	<u>Integrated Arts</u>
Beth Capen - beth.capen@sau101.org Kathy Frothingham - kathy.frothingham@sau101.org Meghan Nason - meghan.nason@sau101.org Sandra Pollack - sandra.pollack@sau101.org PAWS ProgramCoordinator: Beth Corbett - beth.corbett@sau101.org	Art: Caroline Dexter - caroline.dexter@sau101.org PE: TBD Library Media: Aisilyn O'Rourke - aisilyn.orourke@sau101.org Library/Media Asst.: Michelle Naughton - michelle.naughton@sau101.org Music: Julie Sullivan - julie.sullivan@sau101.org Technology: Tarah Llewellyn - tarah.llewellyn@sau101.org Health: Dawn Alie - dawn.alie@sau101.org

<u>ABA Tutors</u>	<u>Interventionists</u>
Breeanne Arnold - breeanne.arnold@sau101.org John Baniewicz- john.baniewicz@sau101.org Amy Blackwood - amy.blackwood@sau101.org Donita Bourne - donita.bourne@sau101.org Aleigha Brault - aleigha.brault@sau101.org Max Gehring- max.gehring@sau101.org Kelly Pitard- kelly.pitard@sau101.org Alicia Wallingford- alicia.wallingford@sau101.org	Title One Coordinator: Elayne Ellis - elayne.ellis@sau101.org Title One Teacher: Penny Huckins - penny.huckins@sau101.org Title One Teacher: Diane O'Neil - diane.oneil@sau101.org Math Interventionist: Tracy Baussmann - tracy.baussmann@sau101.org

	Reading Interventionist: Lauri Soucy - laurianne.soucy@sau101.org
--	---

<u>Paraprofessionals</u>	
SLA: Tammy Canney - tammy.canney@sau101.org Michelle Castonguay - michelle.castonguay@sau101.org Kayla Lancot - kayla.lancot@sau101.org Ella Foster - ella.foster@sau101.org Stephanie Drinkard - stephanie.drinkard@sau101.org Amy Nason- amy.nason@sau101.org Sara Benard- sara.benard@sau101.org Valerie Gustavson - valerie.gustavson@sau101.org Maggie O'Blenes- maggie.oblenes@sau101.org Dave Sampson- dave.sampson@sau101.org	Amber Lamper - amber.lamper@sau101.org Linda Simmons - linda.simmons@sau101.org Cindy Trentsch - cindy.trentsch@sau101.org Jolene Welch - jolene.welch@sau101.org Karen Shepard - karen.shepard@sau101.org Dawn Stone - dawn.stone@sau101.org Nicolle Carr - nicolle.carr@sau101.org Theresa Drum- theresa.drum@sau101.org Elaine Kopera- elaine.kopera@sau101.org Yoselin Matos- yoselin.matos@sau101.org

<u>Transportation</u>	
General Transportation Paula Tibero 603-692-4406 ext. 2 Paula.Tibero@firstgroup.com	Specialized Transportation Rachel Bennett 603-692-4406 ext. 1 Rachel.Bettett@firstgroup.com

<u>Maintenance</u>	<u>Cafe Services</u>
Ron Burpee - ron.burpee@sau101.org Lucas Salisbury - lucas.salisbury@sau101.org Tyla Guy - tyla.guy@sau101.org	Chris Barnes - wakefield@freshpickscfe.com



Wakefield School District
2025 - 2026 School Year Calendar

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>
AUGUST/ SEPTEMBER	TW	TW	TW	TW	29
	1	2	3	4	5
(21 days)	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

OCTOBER			1	2	3
(21 days)	6	7	8	9	TW
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

NOVEMBER	3	4	5	6	7
(16 days)	10	11	12	13	14
	17	18	19	20	21
	ER/PC	ER/PC	26	27	28

DECEMBER	1	2	3	4	5
(17 days)	8	9	10	11	12
	15	16	17	18	19
	22	ER	24	25	26
	29	30	31		

JANUARY				1	2
(19 days)	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	25	27	28	29	30

August through January: 94 Days

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>
FEBRUARY	2	3	4	5	6
(15 days)	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27

MARCH	2	3	4	5	6
(21 days)	9	10	11	12	TW
	16	17	18	19	20
	23	24	25	26	27
	30	31			

APRIL			1	2	3
(18 days)	6	7	8	9	10
	13	14	ER/TW	16	17
	20	21	22	23	24
	27	28	29	30	

MAY					1
(19 days)	4	5	6	7	8
	11	12	ER/TW	14	15
	18	19	20	21	22
	25	26	27	28	29

JUNE	1	2	3	4	5
(13 days)	8	9	10	11	12
	15	16	17	SD	SD
	SD	SD	SD		

February through June: 86 Days

Student's 1st Day- September 2, 2025

Student Days Off

August 25-28	Teachers return-TW
Sept 1	Labor Day
Oct 13	Columbus Day
Nov 11	Veteran's Day
Nov 26-28	Holiday Break
Dec 24-Jan 2	Holiday Break

Jan 19	Civil Rights Day
Feb 23-27	Winter Recess
Apr 27- May 1	Spring Recess
May 25	Memorial Day

TW- Teacher's Workshop
ER- Early Release at 12:30pm
SD- Makeup snow day

****Red indicates end of quarter**

Approved by School Board 3.4.25

General Information

Attendance

[Policy JH- Attendance, Absenteeism and Truancy](#)

Wakefield School District requires regular school attendance. According to RSA 193.1, students are required by state law to attend school:

“Every child between 6 and 18 years of age shall attend the public schools all the time the public schools are in session, unless she/he has grounds that his/her physical or mental condition is such as to prevent her/his attendance or make it undesirable.”

Students are expected to have punctual and regular attendance. Absences, for any reason, result in lost educational experiences. Paul School students who have regular attendance will find more success in their educational experience. Student attendance at school is the responsibility of parents/guardians and students. In middle school, it is the student’s responsibility to ask teachers for work missed while absent.

If students are out of school, they are expected to make up the work they have missed. Teachers may send work home to be completed during the time students will be excused or have the missed assignments. Students will have one make-up day per every day absent to complete make up work when they return.

A message from Paul School gets sent home each time a student is absent from school (without parent/guardian notification) to ensure parent/guardians are aware of the absences. If a student has ten half-days of unexcused absence during a school year it constitutes habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instruction time. Any absence of more than three and one half hours of instructional time shall be considered a full-day absence. After five whole days (10 half days) of unexcused absence, an official truancy letter will be sent home.

For each subsequent unexcused absence, the school will contact the parent/guardian to determine the nature of the absence. If necessary, a parent meeting with the assistant principal, guidance counselor, classroom teacher and other pertinent school staff will be scheduled. The purpose of the meeting will be to establish an attendance plan with the collaboration of the parent/guardian, offer school assistance, and to notify parent/guardian that ongoing absences will constitute “habitual truancy”.

Excused Absences

- In order for an absence to be excused, it must first be called in by the parent/guardian.
- Parents/guardians should avoid, whenever possible, disruptions of the academic year by planning medical appointments and vacations at times that will not require students to be out of school.
- The district considers the following to be excused absences:
 - Illness (A parent/guardian may write a note to excuse absences or put in a notice on Pick Up Patrol, due to illness where the child was not seen by a physician for up to two consecutive days. Any absences three or more consecutive days require a physician’s note.)
 - Recovery from an accident
 - Required court attendance
 - Medical and dental appointments
 - Death in the immediate family
 - Observation or celebration of a bona fide religious holiday

- Such other good causes that may be acceptable to administration or permitted by law
- Work must be made up after a student returns to school.

Unexcused Absences

- Any absence that has not been excused for any of the above reasons will be considered an unexcused absence and will result in an unexcused absence mark on attendance. Work must be made up after a student returns to school. The state considers “habitual truancy” absences totaling 10 or more half-days of unexcused absences.

Tardiness

The school day starts at 8:30am and students are expected to be in school by that time. Students arriving after 8:45am will need to stop in the office for a tardy pass.

Truancy

An absence for any reason that does not meet the criteria for an excused absence is unexcused. A student who is absent from school or class with unexcused absences is truant. A student will be declared habitually truant when they have missed more than ten half-days of unexcused absences in one school year. For the purpose of this a “half-day” is defined as missing up to half the total minutes >203 minutes in a student’s scheduled school day. Missing more than half the total minutes in a student’s school day may constitute two half-day absences. Follow-up procedures will be instituted, pursuant to RSA 169-D - Child in Need of Services (CHINS)

CHINS

In order to execute a CHINS (child in need of services) petition, the district must demonstrate:

1. The district has followed its own protocols, including the full execution of an attendance plan.
2. The district has notified DCYF/Abuse Neglect Intake of attendance concerns for **unexcused absences that exceed 25% of instructional time**. This includes the cumulative effect of tardiness.
3. The district has executed a special education referral for non-identified students or a manifestation determination if a student has a qualifying disability to determine if the disability contributes to the truancy concern.
4. The district must involve the truancy officer with documentation to contact both the student and the parent/guardians.
5. The district must offer a voluntary CHINS to the family.
6. The district may offer diversion through Carroll County or another approved agency as part of an attendance plan.
7. The district may offer parent education/support as part of an attendance plan.
8. As part of the petition, the district must make a determination as to the level of cooperation that the parent/guardian is executing in support of the student's attendance.



Educational Neglect

"Educational Neglect" means that any parent/guardian who has a minor child, age 6 to 18, that is not meeting mandated educational requirements of NH RSA 193:1 Duty of Parent; Compulsory Attendance by student as a result of the behavior of the parent or guardian and not the truant behavior of the child. Educational neglect exists only after multiple and meaningful remediation attempts have been made and documented by school personnel, school resource officers, truant officers/school liaisons or designee, court and school social workers.

Additional Rules as to Non-Attendance

Absences, with parent/guardian consent and/or as a result of in-school or out-of-school suspension, that are excessive and interfere with a student's educational program may require the school to follow-up with appropriate interventions through the court system as provided by RSA 193:16 and RSA 193:18.

Vacations

We strongly discourage families taking vacation during the scheduled 180 days of school. Classroom discussions and interactions often provide the main focus for learning and cannot be replicated through paper and pencil make-up assignments.

If a family must take a student out of school for a trip, or vacation-like activity, approval for an excused absence must be requested as far in advance as possible, in writing, signed by the parent/guardian and submitted to the principal and approved by the superintendent. Instead of regular classwork, teachers may assign alternative projects for written work, which may relate to the student's travel/vacation plans. Upon the student's return, the teacher(s) will decide which of the missed daily assignments and classroom needs to be made up to help the student adjust to any changes and/or higher expectations in each class.

Call-In Procedures (Pick up Patrol)

We are concerned for the safety of all Wakefield students. In order to ensure that all students arrive at school safely or are home or at a location known to a parent or guardian, the following procedures are used.

Pick Up Patrol

Pick up patrol is an online app that allows families to make changes to their children's dismissal plans without the need for notes, forms, or phone calls. This system tracks each student's dismissal plan: pickups, bus riders, walkers, aftercare, clubs, sports, daycare. It is the responsibility of parents to keep the app up to date for ease of communication about dismissal plans and changes.

Early Dismissal

In all instances, parents/guardians must come to the school office to dismiss their child. Utilize the Pick Up Patrol application to share dismissal plans beforehand. Please try to schedule non-emergency doctor and dentist appointments for after school hours. When dismissals are planned, parents/guardians need to send a note to school with their child indicating the time and reason for dismissal. If you have a change in dismissal that your child is not aware of, please call the school office at 603-522-8891 prior to 2:30pm.

Unless specific arrangements have been made in advance, the child will be released only to his/her parent or guardian. If you would like someone to pick up your child that is not on your emergency contact list, we will need to be able to verify this by calling you on one of your contact numbers. If there is a court order or separation agreement concerning custody of the child, please ensure the office has the most current copy of the court order.

End of Day Dismissal

The school day ends at 3:00pm. Please make every effort to dismiss students prior to 2:45pm.

Park and Pickup: When picking up your child(ren), park in the parking lot, exit your car and collect your child(ren) from the flagpole area.
Kindergarten students will be picked up at a new location, you will receive this information from the kindergarten teacher.

Carline: Remain in your car and proceed through the carline to pick up your child by the front entrance of the building.

Walkers: Students who are walking home will be dismissed first.

Buses: The buses will pick up students from the 4th grade exit.

Early Arrival

Students are not authorized to be on school property prior to 8:15am, which is when supervision of students begins. Students are to remain on school property once they arrive at school. Students who leave school grounds after arriving will be subject to disciplinary action.

School Closings Or Delays

The Superintendent decides when school is to be canceled or delayed due to inclement weather or unforeseen emergencies. Decisions are usually made by 6:30 AM. Notice is provided through our automated system with a phone call, email, and text message to each registered parent/guardian. You must be registered to receive these messages. Notices are also posted on the District website and television stations around 6:45am. Announcements will be carried on the following television stations:

WMUR Channel 9

How does notification work - This school's system will contact parents/guardians at the phone number(s) provided at the beginning of the year. This system notifies parents/guardians of weather/emergency school closings and of unexpected early dismissals.

- Caller ID will display the school's main number
- The phone system will leave a message on any answering machine or voicemail provided
- The phone system cannot call an extension number

In the event that school is delayed, it will always be for two hours. Buses will pick-up students two hours later than usual, including buses for out-of-district placements. If there is a delayed opening, there will not be a morning classroom snack time due to the compressed instructional day and the short time between school start and lunch. Please plan accordingly.

In the event that The Paul School is canceled for the day, there will be no bus transportation from Wakefield to the high school, or to out-of-district locations. In addition, all school activities scheduled for that day will be canceled.

In the rare event that weather conditions or some emergency causes school to be dismissed early during the school day, we will follow a planned specific procedure and all parents/guardians will be contacted via the automated system.

Communication

Open and honest communication between home and school can support learning. Parents/guardians are strongly encouraged to ask questions and address concerns in a timely manner regarding any aspect of our class and school operation directly with the person involved. In return, parents/guardians and caregivers should expect such open and timely communications from school personnel. In the interest of effective communications and efficient resolution of classroom and school concerns, the following process has been established:

- Step 1: Individual Teacher
 - Make an appointment to discuss the concern with the teacher or other individual involved. Depending on the situation, it may be helpful to have the child participate in a conference. Please allow two (2) school days (school hours) for a response, this does not include weekends.
- Step 2: School Administrator
 - If the situation has not been resolved to your satisfaction at the individual level, make an appointment to discuss the concern with the principal or assistant principal. Please allow two (2) school days (school hours) for a response, this does not include weekends.
- Step 3: Superintendent of Schools
 - If the situation has not been resolved to your satisfaction at the school administrator level, make an appointment to discuss the concern with the superintendent of schools. Please allow two (2) school days (school hours) for a response, this does not include weekends.
- Step 4: School Board
 - If your efforts have not met with success, even after working with the superintendent, you may ask him/her to discuss the concern with the school board.

School Website

The district website can be accessed at sau101.org. The website contains useful information about activities and events that are going on at the school. School Board information, including district policies, can also be located on the website.

Email

Parents may wish to communicate with the main office or their child's teacher via email. It is important to know that, while this method of communication is welcomed, it is not a confidential means of communication. A confidential issue may be better served through a phone call or written communication. It is reasonable to expect a response to your email within one business day. If you have an emergency or urgent matter, please call the school directly. Email is not recommended for emergency or urgent matters.



Dress Code

The following dress requirements for Paul School students are designed to provide a standard of pride and personal care while allowing for choice dictated by individual taste and comfort. It is the right of each individual to dress according to his/her personal preference provided that the execution of his/her right does not interfere with the rights of others, cause disruption to the educational program, or is considered a health and safety hazard. Students who arrive at school in inappropriate clothing will be given the option of changing the objectionable garment or calling a parent/guardian for a change of clothing.

The following are not permitted:

- Bare and stocking feet;
- Clothing exhibiting vulgar, suggestive or obscene language or pictures referring to sexual activity, nakedness, drugs, alcohol, tobacco or violence; contains double/hidden meanings or is otherwise disruptive, as deemed by administration.
- Midriff exposed blouses or shirts;
- Shirts: Necklines/sleeve openings should provide thorough coverage of the chest and back areas. All shirts are allowed as long as they have straps and meet the other requirements.
- Shorts/Pants/Skirts: underwear should not be visible at any time. The stomach and waist area should also not be visible. The length of shorts and skirts should provide appropriate coverage when standing, walking or sitting. "Short shorts" and "miniskirts" are not appropriate and violate the dress code.
- Hats/hoods should not be worn indoors unless for a special event or occasion.
- Sunglasses should not be worn indoors unless prescribed by an optometrist.
- Any other mode of dress or article of clothing that is disruptive to the learning environment of the school.

Administration reserves the right to allow exceptions to the dress code for special occasions and circumstances.
JICA

Toys/Items/Electronic Devices

- Toys/Personal Electronic Devices (games, computers, tablets) should only be brought to school for show-and-tell or other special events. Items brought must be stored in student backpacks after they are presented. Students with an approved specific learning plan may access items as documented in their plan. The Wakefield School District is not responsible for lost or stolen items.
- All personal music/video players, electronic games, devices, video/sound recorders, and cameras must be off and out of sight during school hours (8:30am until exiting the building) other than for sanctioned educational activity i.e. field trips. The Wakefield School District is not responsible for lost or stolen items

Cell Phones

- The use of personal video/camera cell phones is prohibited on school property (including the school bus, school building and grounds). In most extreme cases, using video devices or inappropriate telephone calls may result in suspension from school or possible expulsion.
- All cell phones, smart watches, recording devices, and cameras must be off and out of sight during school hours (Upon entering the school property and exiting the school property).
- Text messaging/phone calls are prohibited. If parents need to get in touch with their child, please call the office at 603-522-8891. Students may use the office school phones to contact parents.

- Devices used during school hours will be confiscated by a teacher and returned to the student at the end of the day. Additional offenses, including refusal to comply with requests for the device, will result in the device being turned over to administration and will only be released to parent/guardian.
 - First offense will result in the phone being confiscated, notification from the students classroom teacher, and the phone will be returned at the end of the day.
 - Second offense will result in the phone being confiscated, parents/guardians notified, and the parent/guardians must pick up the phone from the school.
 - Progressive discipline will continue up to and including suspension from school.
- The use of cell phones on school buses is prohibited. Students may face disciplinary action for continued use of cell phones on the bus.
- The school and Wakefield School Board will assume no liability for lost, stolen or broken cell phones.

Reference: Policy JICAB

Food in the Classroom

Any classroom in the school may be designated as “nut free.” These classrooms will be clearly marked. Soda, coffee, and energy drinks are not allowed in the classroom or the cafeteria at any time. Clear water is recommended throughout the day; exceptions are made for juice, gatorade, caffeine free sports drinks etc. during snack time and lunch. Students are not permitted to access microwaves at school and should plan accordingly.

Reference: Policy JLCF

Food Services



Breakfast is available daily from 8:15am-8:30am. Students will be dismissed directly from the bus to the cafeteria to pick up their breakfast. Breakfast will cost \$2.30 and lunch will cost \$3.55 for the 2025-2026 school year. Milk, (both snack and lunch) is \$.60. Students with food allergies will be provided a table that is free of foods known to induce an allergic response from them. A complete breakfast and lunch menu is sent home to

parents/guardians at the beginning of each month and it is posted on the website.

Reference: Policy EFAA

Families may apply for Free and Reduced lunch at any time during the school year. Applications are available in the main office and the cafeteria.

Parents/guardians have two methods to fund their student's account:

1. Online Payments - You may set-up an online account (www.myschoolbucks.com) using a Credit/Debit card to make deposits into your child's account. In addition to providing you with a secure online payment option, the system will allow you instant access to details such as what your child is purchasing in the cafeteria, as well as other convenience features such as automatic low balance alerts. This automated system will help increase the speed of service and allow students additional time for a more relaxing dining experience. Instructions for setting up your online account are available in print from your Food Service Director and posted on the Fresh Picks Cafe website.
2. You may send a check with your child made payable to the Wakefield School Lunch Program. Please make sure to include the child's name in the memo line. We encourage parents to either utilize the online payment method or to send in a check, but cash can also be accepted.

Wakefield School District recognizes that these are difficult economic times, but we are still responsible for the financial stability of the breakfast and lunch program. 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. *Reference: Policy EFC, Policy EFAA*

School Pictures

Individual photographs of students are taken during the first few weeks of school. Parents/guardians have the opportunity to purchase these photographs in a variety of packages. A prepay order/information form will be sent home with the students containing dates for school pictures and prices of the picture packets. Pictures are used for student identification cards. Purchase of pictures is optional. We will only be offering pictures in the Fall, there will be no spring picture option.

Photo Waiver

Paul School's ability to portray its program accurately and vibrantly is, in part, dependent on parental support to communicate with the community at large. We may utilize photographs of your child when participating in school related activities (classroom and otherwise) and athletics. These photos may be published in our regular communication media such as our school newsletter, school Facebook page, and school website.

Your permission is assumed unless an opt out form is completed. This form is included in the registration packet.

Office Procedures

Enrollment Requirements:

The following items are required to be on file for all students:

- Birth Certificate
- Proof of Residency
- Copy of Parent/Guardian Identification
- Court Documents - updates should be submitted to the main office/social worker
- Current Physicals
- Immunization Records

Change of Contact-Emergency Information

In order for the school to quickly contact parents/guardians in the event of an emergency, it is necessary for the school to have the following information on file at the school:

- Name and phone number of parent/guardian
- Name and phone number of parent/guardian place of employment
- Name and phone number of a responsible person who may be contacted in case a parent/guardian cannot be located
- Home telephone number or the number of a neighbor who may relay a message

The school MUST have a phone number, even if unlisted, in order to make contact in the event of an emergency. The school will respect the privacy of all parents and students.

Parents/guardians must inform the school office of any changes in address or phone numbers throughout the school year. All parents/guardians must provide a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency. Please regularly check and empty your cell phone voicemails so that we can leave a message if we need to.

McKinney-Vento Homeless Assistance Act

If a family becomes homeless at any time during the school year, please notify the school's Family Liaison in order to receive services to help you during this transition. According to the McKinney-Vento Homeless Act, the criteria for being homeless is:

- lacking a regular, fixed and adequate nighttime residence (substandard housing)
- sharing housing due to economic struggles (double-up)
- living in a shelter, hotel or motel
- living in a public place not designed for sleeping (cars, parks)
- an unaccompanied youth
- a child or youth abandoned in a hospital
- a migrant child who qualifies under any of the above

The school district will assist families during this time, so please speak with Family Liaison at 603-522-8891. Matters of homelessness are confidential.

Reference: Policy JFAB

Nondiscrimination

The Wakefield School District will not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, genetic information, or disability in its educational programs, activities, or employment policies.

Inquiries, requests, or complaints about compliance with nondiscrimination may be directed to the superintendent of schools.

The Wakefield School District certifies that it has a Title IX, 504, and an ESOL Coordinator. Carol Keenan serves as the coordinator of each.

Parents Right to Know

Parents have the right to:

- Know if their child is being provided services by paraprofessionals and their qualifications
- Know the degree/major/certifications of their child's teacher(s)
- Receive information on their child's level of achievement on all state assessments

Student Records

Parents/guardians have the right to examine their child's records. This may be done by written request at any time while school is in session. An appointment for the parent to come in will be made promptly after the request is received. Administration will be present to interpret any items that the parent/guardian requests. The parent/guardian has the right to appeal any record or portion thereof. Any student may meet with administration for the same purpose.

Visitor Policy

Upon entering the school, please report immediately to the window at the main office. All visitors will be required to sign-in and receive a visitor pass that is good for the duration of your scheduled activity.

Reference: Policy KI, Policy KFA

- Classroom visits, including birthday parties, should be prearranged with your child's teacher.
- When visiting during school hours, you must sign in at the main office and present a valid state issued ID.
- Once you are signed in, you will receive a visitor badge.
- You must wear the badge during your entire visit. Upon leaving, please sign out at the main office and discard your badge.

Volunteers

We greatly value volunteer service provided by parents and other community members. The talent and support provided by school volunteers make our school a more dynamic and successful educational setting.

Before working with students in a classroom or in an unsupervised situation on or off school property, a school volunteer must undergo a background investigation, including a criminal history records check. The entire process, including fingerprinting, can take up to two months to complete. Directions for completing the background check are available at the SAU. Volunteers must sign in and out at the office each time they are in the building during school hours. Please consider completing the background investigation process if you plan to chaperone a field trip with us.

Reference: Policy IJOC

Safety and Emergency Procedures

Bicycles/Skateboards/Rollerblades

Students are welcome to bring bicycles, skateboards, scooters and rollerblades and must wear a helmet per State Law RSA 265:144. Bicycles must be secured in the bike racks, while rollerblades and skateboards are to be stored in the student's locker or classroom or other space as approved by administration. Bicycles, skateboards, scooters, and rollerblades are brought to school at the owner's risk. The school will not assume responsibility for loss or damage. Students are not to ride bicycles, scooters or skateboards on school grounds, especially on the walkways to and from the school doors. If students violate these rules, they will lose the privilege of riding these items to school.

Bus Regulations



The right of all students to ride the school buses operated by the Wakefield School District is conditional upon their good behavior and observance of the following rules and regulations. Students who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary or extended basis. Video Cameras may be used on school buses to monitor student behavior. Audio recording in conjunction with video recording may also be captured on school buses, in accordance with the provisions of RSA 570-A:2. The Superintendent or his/her designee will ensure that there is a sign

prominently displayed on the school buses informing the occupants of the school buses that such video and audio recording are occurring. If disciplinary action occurs as a result of audio or video recordings, the student's parent/guardian may request, in writing using the Access Request Form to the Superintendent within five (5) days, to review this information with the appropriate personnel. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

Reference: Policy ECAF

Bus students must ride the bus assigned to them unless a note has been provided by the parent/guardian indicating the reason for the bus change. Students must get a bus pass from the office in order to ride a different bus, this will update in Pickup Patrol once launched. Permission to ride a different bus is dependent on available space and must be requested at the beginning of the week.

Students in grades PK-2 must have a parent or older sibling present at the bus stop for afternoon drop off. Parents may opt out of this by writing a letter to school administration. This letter should be received 24 hours prior to the opt out.

Prescription and Non-Prescription Drugs

Student's prescription or non-prescription drugs must be kept in the nurse's or principal's office when brought to school for ingestion as prescribed by a physician. Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and selfadministration. Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian, - including all the same requirements as epinephrine auto-injector.

Taking, selling, distributing or giving away illegal, prescription or "look a like" non prescription drugs or giving away non prescription drugs under the premise of them being a drug, in any form, is not permitted at any time on school property, including the school bus, school building and school playgrounds or playing fields. Upon being caught, parents will be notified immediately and disciplinary action will be taken.

Reference: Policy [JLCD](#), [JICH](#), [Policy ADC](#)

Tobacco Free Schools



Smoking and use of other tobacco products or possession of any tobacco products is prohibited at all times within Paul School and on all school property. We consider e-cigarette and vaping devices to be in this category. Anyone found smoking, using other tobacco products, or in possession of any tobacco products on school grounds will be asked to cease immediately and subject to disciplinary consequences and will be referred to the local law enforcement agency if they are less than 21 years old. **Reference:** Policy

ADB, Policy ADC

Emergency Drills

The school will periodically run emergency drills to ensure the safety of everyone at Paul School. Any person in the building is expected to participate in all emergency drills being conducted while they are on campus.

Lockers and Inspections/Searches

Students in grades 5-8 will be provided with a locker and a combination lock for their locker. Students are expected to store coats and backpacks in their lockers as these items will no longer be permitted in the classroom. Students may go to their lockers only at assigned times or with permission from a staff member. Locks must be returned in June to avoid a \$5 charge. No personal locks will be allowed on the lockers at any time. Lockers are the property of the Wakefield School District and are subject to inspection by administration (with or without notification).

Specific inspections of individual lockers and students may be conducted by administration upon reasonable suspicion that illegal or prohibited items or substances are present.

Reference: Policy JIH

Recess

K-6 students will go outside daily for recess, unless excused by a doctor's note or an arrangement made through the school. Students are expected to come to school prepared for outside recess. Proper footwear and outer-wear is important for student safety. Indoor recess due to inclement weather is called in severe weather situations only. In the winter, indoor recess will occur when the 'real feel' is below 15°, Students are expected to have all appropriate outdoor weather gear for winter recess. If you have any trouble obtaining warm items, please contact the main office at 603-522-8891 and speak to our Family Liaison.

Weapons in School

The Wakefield Schools and the Wakefield Police Department, in an effort to ensure a safe environment for students and employees, prohibit persons bringing weapons, whether visible or concealed, into any school building, onto school property, school buses, or to school sponsored events regardless of where it is being held. The term weapon shall be defined as any of the following: a firearm, or any device, object, or artifact that has been determined by the superintendent of schools to be dangerous to any student or faculty member and also determined by him/her to have no legitimate purpose in school on the day in question. Toys or objects that are facsimile weapons are expressly not allowed at The Paul School and will result in consequences.

Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or harm and/or intimidate, coerce or harass another person, is prohibited. **Reference:** Policy JICI

Guidance Services

The school counselors offer a safe and confidential place to talk with students. Counselors are professionally bound to maintain confidentiality within legal guidelines.

School counseling and social work services are available to all students PK-8.

Services offered by our guidance counselors include: individual counseling (as needed); academic advising; classroom lessons; consultation with students, parents, and school staff; collaboration with community agencies; student placement; individually or in small groups, to support educational, emotional, and behavioral growth. Our counselors seek to establish caring, collaborative, and confidential relationships with students, parents, and teachers to facilitate student's personal development.

Student Success Center

The Student Success Center will provide a calm, nurturing, and safe environment for students when their emotions feel out of control. The goal is to give each student the techniques and tools to self-regulate as well as instill coping mechanisms for such emotions as they move about their day. When needed, teachers will send individuals to the room, usually for 15 minutes. The goal is to enable students to return to the classroom, ready to learn. When there, they:

- will enter a calm, non-threatening, nurturing environment
- may need a quiet space for a short break
- will be given time to "talk out" what is causing their distress.
- may be offered a sensory tool to help them self-regulate.
- may work through conflicts
- will be given a reflection sheet to fill out once a "cool down" period is over.

- will establish a positive plan to re-enter the classroom.

The Student Success Center is not a punishment or form of discipline. SSC staff will use their training and professional knowledge to help children when they need a little time away from the classroom. They will be in communication with teachers and families as needed regarding a child's "visit" with suggestions on how to reinforce and support strategies for success. If your child comes home and tells you they visited the Center, please do not think that they were in "trouble". Ask them, What did they do in the room? How long were they there? What did they learn? How did it help them?...etc.

At the Paul School, we are committed to supporting all of our students--whether for academics or for emotions. When stress interrupts one's ability to focus and learn, having a few moments to take a breath, find a quiet spot and talk things out, is just what is needed to head off outbursts of frustration or uneasiness.

Health Services

Health care at Paul School is provided by a full time registered nurse. The role of the nurse is to enhance student learning by modifying or removing health related barriers and by promoting an optimal level of wellness. Duties include taking care of ill/injured children, screenings, and compiling student health records.

Students should not go to the health office unless they have the permission of their classroom teacher. In addition, they are not to call parents or guardians directly to be picked up; that is the job of the school nurse, or in their absence, the front office.

Emergency forms are required for all students. The nurse must be able to contact parents when children are ill or injured so please keep your child's emergency information current. If there is an injury or illness that requires immediate emergency medical attention, the Wakefield Ambulance will be called to transport the child to the nearest medical facility. Every attempt will be made to contact the parents/guardians if an injury or illness of a serious nature occurs at school. Please regularly check and empty your cell phone voicemail box to ensure that we can reach you in an emergency. The alternative person listed in the emergency information provided will be contacted if parents/guardians cannot be reached.

Reference: Policy JLCE

Students are not permitted to self-administer internal medications without authorization from the nurse and/or administration. When possible, please give student medication at home. Medication needed during school hours must be brought to school by a parent/guardian or authorized adult, and be in the original prescription container. Written parent/guardian permission and a physician order are required. Inhalers may be kept in the health office to prevent loss. Older students may keep inhalers with them if written parent/guardian permission and physician orders are on file. The use of cough drops in school is discouraged; a note from a parent is required for use of cough drops.

Reference: Policy JLCD

When to Keep Your Sick Child Home From School*

It is important for children to attend school but there are times when an absence due to illness is necessary. Keeping your child home when they are sick gives their body time to rest and recover and protect other students and staff from potential illness. If your child has any of the following symptoms please keep him/her home.

- Fever - temperature of 100 degrees or higher. Your child must be fever free for 24 hours

- without the use of fever-reducing medications before they may return to school
- Vomiting - your child may not return to school for 24 hours following the last episode of Vomiting
- Diarrhea - while a single occurrence of diarrhea may simply be the result of an aggravated belly, more than one episode may indicate illness. In this case, your child should not return to school for 24 hours following the last occurrence of diarrhea.
- Cold/Cough - if your child has heavy cold symptoms such as, severe sinus congestion, significant lack of energy, and/or, a deep or uncontrollable cough, they should remain at home to rest.
- Eye Infection - Redness, itching, and/or 'crusty' drainage from an eye. Your child may return to school after 24 hours of antibiotic eye drops or ointment if pink eye is suspected or diagnosed by a physician.
- Body rash with fever or itching - your child may return to school upon resolution of the rash. A rash that persists what is not accompanied with fever or itching may put other students or staff at risk.

Minimum Immunization

Any child being admitted to the District must present proof of meeting immunization requirements. Failure to comply with this provision may result in exclusion from school for the child. The school nurse, principal, or designee is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a.

The principal will notify parents/guardians of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to the child being admitted to school.

A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20c from his/her physician that immunization will be detrimental to his/her health. A child will be excused from immunization for religious reasons, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs. The New Hampshire Childcare/School Immunization Religious Exemption Form is available in the Health Office.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health and Human Services, if such students are considered to be at risk for the disease that they have not been immunized against.

New Hampshire School Immunization Requirements for 2023-24 from the DHHS:

- *Td/ Dtap/ TdaP:*
 - *6 years and under: 4 or 5 doses with the last dose on or after the student's 4th birthday. 7 years or older 3,4, or 5 doses given on or after the student's 4th birthday. Grades 7-12- 1 dose of TdaP is required for entry into the 7th grade.*
- *Polio:*
 - *Grades K-11: 3 or 4 doses with the last dose given on or after the 4th birthday and the last 2 doses separated by 6 months or more.*
- *Hepatitis B:*
 - *Grades K-12: 3 doses at accepted intervals*
- *Measles, Mumps, and Rubelia (MMR):*
 - *Grades K-12: 2 doses, with the first dose must be administered on or after the first birthday.*

- *Varicella (Chicken Pox):*
 - *Grades K-12: 2 doses, with the first dose administered on or after the 1st birthday OR laboratory confirmation of immunity. History of natural immunity without lab confirmation of immunity is NOT acceptable.*

Students for whom records do not indicate vaccination may be unable to attend school to prevent the spread of infectious disease. Students are also required to have a medical physical in their medical record prior to entering school. This is also a DHHS requirement. This pertains to preschoolers, kindergarteners and transfers.

Reference: Policy JLCB

Individual Health Plan (IHP)

An individual health plan (IHP) is a tool developed by the school nurse in collaboration with the student's guardian(s) and school staff to support student health, safety and success. These students may have chronic health issues or have an acute alteration in their health status that may temporarily require specialized nursing care. IHPs outline the relevant knowledge and actions needed by school personnel and guardian(s) to support the student's access to a free and appropriate education and prepare for prompt responses to medical emergencies.

Academics

Conduct

Teachers and students plan activities that are educationally beneficial for all students. They are scheduled in conjunction with the school curriculum and special interests for the students and teachers. Anything less may be cause for disciplinary action. In addition, dress must be appropriate for the activity. Parental permission is required for any away from school activity. Students who choose not to attend these activities are expected to attend school as usual.

Students are expected and encouraged to engage in their learning at high levels. This means students take ownership of learning activities, display high levels of energy, demonstrate a willingness to ask questions, pursue answers, consider alternatives, and take risks in pursuit of quality. They do not simply follow directions but actively work to improve the quality of their performance. With deep engagement, students retain what they learn and can transfer that learning to new contexts.

Extracurricular Activities

Athletics

The Paul School offers students in grades 6-8 a chance to play the following sports through the school:

Soccer

Baseball

Softball

Basketball

- Please reference the Student Athletic Handbook for additional information.
- The school works closely with the Wakefield Parks and Recreation Department to provide additional athletic activities for students of all ages. Contact the Parks and Recreation Department at 603-522-9977 for more information.
- Under an agreement with the Wakefield Parks & Recreation Department, students who have been assigned a detention or suspension must complete the detention or suspension prior to participating in any Parks & Recreation activities.

Dances

Dances are considered an extracurricular activity and are for Paul School students only. In order to attend dances, students must be in school the entire day and school rules and expectations apply. Wakefield homeschool students are permitted to attend.

Students attending the school dance must enter and exit the dance from the main entrance in front and are not permitted to leave the building, prior to the dance ending. Students who do leave will not be permitted back inside and parents/guardians will be notified.

Field Trips

Field trips are designed to stimulate student interest and inquiry. They provide opportunities for social growth and development and are an important extension of classroom learning. Field trips are planned in advance and require parents/guardians to sign a permission slip for their child to attend. Field trips may require families to pay basic costs. Student financial assistance is available by request.

All volunteers on field trips must register in the office prior to leaving. Before working with students in a classroom or in an unsupervised situation on or off school property, a school volunteer must undergo a background investigation, including a criminal history records check. Directions for completing the background check are available at the SAU. Volunteers must sign in and out at the office each time they are in the building during school hours. Parents/guardians who volunteer as chaperones may not bring any other children with them on the trip.

Field trips are an extension of learning. However, if students do not have permission to attend the trip, those students will be placed in another classroom for their instruction. Occasionally, a class will take a “walking” field trip where no bus transportation is involved. At the start of the year, a general permission slip for walking field trips will be sent home for signature. A notice will be sent home informing parents/guardians of the impending field trip, but no additional signed permission slip is required.

All field trips require appropriate school behavior and impose additional responsibilities on teachers. If a student has not demonstrated that he or she is able to behave appropriately in school, he or she may not be allowed to participate in field trips OR one or both parents may be required to accompany their child. If there is a concern about a particular student attending a field trip, it is the teacher's responsibility to bring the concern to the principal for review; the goal is to maintain the focus and purpose of the field trip.

In addition to following normal dismissal regulations, students will be dismissed to their parent, legal guardian or another adult specified by the parent/guardian. This must be put in writing, a phone call to the office, or documented on Pick up Patrol. Every effort should be made to communicate student's dismissal plans with the teacher and front office in advance. At the time of dismissal from the field trip, the parent / legal guardian must sign the student out with the supervising teacher. No parent / guardian may dismiss their child into the care of another person unless specified in written documentation.

Reference: *Policy IJOA*

Grading

Report cards can be viewed on Alma quarterly. If parents would like a paper report card, they can request one from the main office. Parents also have ongoing access to student grades throughout the year by utilizing Alma. Midway through each quarter, parents/ guardians will receive a reminder to check Alma in order to be aware of

any difficulties in time to meet with teachers and develop a plan to help the student. This reporting system is designed to inform both students and parents/guardians of the grade status of the students, to alert them to any potential problems and to provide time for students to remedy the situation if necessary.

Letter grades and percentage equivalents (for grades 3-8)

A+ 98-100	B+ 91-92	C+ 83-84	D+ 75-76	F 69 or below
A 95-97	B 88-90	C 80-82	D 72-74	
A- 93-94	B- 85-87	C- 77-79	D- 70-71	

Homework

Homework is assigned to supplement and reinforce classroom teaching and learning. It may be assigned for a variety of reasons: to strengthen new skills, to complete unfinished classroom assignments, or to work on projects or guided reading activities begun in class. The amount of daily homework is established by each grade level team based on their curriculum, and may vary depending on individual needs.

Students who do not complete and turn in homework by the time specified by the teacher, may be assigned an incomplete and/or a school consequence such as, but not limited to, classroom detention or loss of school privileges.

Students should be assigned homework on a consistent basis according to the following guidelines:

Kindergarten No regular homework normally expected

Grades 1-3 20 minutes

Grades 4-5 40 minutes

Grades 6-8 60 minutes

Reference: *Policy IKB*

Honor Roll

Students who attain an A average in every subject will be recognized for High Honors. Those students who maintain an average of B or better in all subjects will be recognized with Honors. All subjects are considered when determining honor roll status.

- ≥ 93 High Honors
- ≥ 85 Honors

Internet Use

The Wakefield School District offers students access to the Internet. Students will be able to access the Internet under the supervision of their teacher.



All information on Paul School computers belongs to the Wakefield School District. The teachers, administration, and the district technology coordinator periodically monitor the sites students are visiting. Any inappropriate activity or visiting of inappropriate sites will lead to disciplinary action to include possible forfeiture of all internet privileges for the remainder of the school year and/or legal action.

Reference: *Policy JJCL*

Parent-Teacher Conferences

At the end of the first quarter in November, a teacher/parent conference will be scheduled for all students. Although we have these parent-teacher conferences each fall, parents/guardians are encouraged to schedule meetings with their child's teacher at any time there is a concern. Ongoing communication is the key to continued success.

Placement

Class placement is a cooperative process that takes place in the spring, involving the classroom teacher(s), specialists, administration and parent input from a class placement survey. There are many factors involved in this process, including what is best for individual students academically, socially and behaviorally as well as for the class as a whole. *Reference: Policy JG*

Report Cards

K-2 report cards indicate the student's developmental understanding and mastery of the skills presented at each grade level. The report informs the parent(s) of how well the child is able to understand and apply the skill(s) being taught. Grade 3-8 report cards indicate numerical averages represented by a letter grade. Report cards available for review on Alma at the end of each quarter. Parents should contact teachers directly if they have questions about a student's grade(s).

Retention

Students in grades K-5 who are failing or are in danger of retention, will be identified by the beginning of the third quarter. The district refers to Light's Retention Scale as an aid when considering student retention. The scale considers several variables including but not limited to; size, age, sex, behavior, attendance, academic achievement, student attitude about retention, learning disabilities, intelligence and motivation. A team consisting of parents, teachers, and administrators and, when appropriate, the child, will meet to develop a written action plan to promote increased academic success. This plan will be reviewed, and if necessary, revised at the midpoint of the third quarter, the end of the third quarter, and the midpoint of the fourth quarter. A decision on whether to retain or promote a child will, whenever possible, be made by June 1st.

Home Education

Home education is an alternative to attendance at a public or private school and is an individualized form of instruction in accordance with Chapter 279:2, laws of 1990. A parent is eligible under the Administrative Rules, Ed 315 to establish a home education program for a child between 6 and 18 years of age including an "educationally disabled child" as defined under RSA 186-C:2,I, provided that the definition of "educationally disabled child" as defined under RSA 186-C:2,1, for the purposes of Ed 315, shall be applicable only to children between 6 and 18 years of age.

If enrolling your child in home education, you must also complete all necessary documentation - Notification of Enrolling Your Child in Home Education.

If the student is new to school or new to the Paul School, parents must notify the district that they intend to enroll their child in a home education program.

When students transition from homeschooling to public school, they are mandated to provide proof of their homeschool education. This requirement ensures that their previous educational experience is recognized and

evaluated appropriately. Additionally, upon their return, students may undergo assessments to determine the level of academic proficiency and the appropriate grade placement for enrollment. These measures aim to facilitate a smooth transition for students, ensuring they receive the necessary support and placement to continue their educational journey effectively within the public school system. You must also complete all necessary documentation -Notification of Termination of a Home Education Program.

Education Freedom Account (EFA) Program Information

Homeschooling using the Education Freedom Accounts (EFA) is not considered Home Education under RSA 193-A. However, NHED feels it is important to make families aware of this opportunity for their children.

The EFA program was created by the State of New Hampshire to help expand educational opportunities for New Hampshire children. Eligible New Hampshire families earning up to 350% of the poverty line can direct part of their child's state education funding to pay for tuition at the school of their choice, tutoring, online learning programs, educational supplies, and other educational expenses. A full listing of eligible EFA expenses can be found in RSA 194-F:2(a – o).

Students who have previously notified as Home Educating under RSA 193-A must terminate their Home Education program in accordance with NHED rule Ed 315.06 and RSA 193-A:5(III) prior to enrolling in the EFA program pursuant to the requirements of RSA 194-F:2, IX. Additionally, unlike students notified as Home Educating under RSA 193-A, EFA students do not have the same right to access their resident public school curricular and cocurricular programs as guaranteed by RSA 193:1-c.

For more information regarding home education or the Educational Freedom Account please visit the [NH Dept. of Education Home Education](#)

Special Education/Title I/504

Students needing additional assistance are afforded help through federally funded programs.

- Special Education
 - The Wakefield School District provides every child with an educational disability a free and appropriate public education. Children with disabilities are educated within the regular classroom setting to the maximum extent possible. The Director of Student Services is responsible for overseeing the implementation of Individualized Education Programs (IEPs).
 - Anyone who feels that a student may have an educational disability should refer them to the special education department.
- Title I
 - Title I is a federally funded program to help students achieve success while meeting high academic standards. Students are referred to the program by staff members and selected based on classroom performance and test results. Title I offers supplemental literacy and math instruction for students in grades K–3. Permission from parents/guardians is required for all Title I services provided. Parents/guardians also have the right to refuse Title I services.
- Section 504
 - Federal law defines a qualified handicapped individual under Section 504 as one that:
 - Has a physical or mental impairment that substantially limits one or more major life activities.
 - Has a record or history of such impairment.
 - Is regarded or treated as having such an impairment.

- A detailed copy of the Section 504 process can be made available by contacting our social worker and 504 coordinator. **Reference: Policy IHBA, Policy KB**

Student Rights

The rights and privileges of all students shall be guaranteed without regard to race, religion, sex, creed, marital status, national origin, sexual orientation, or genetic information.

Students have the right to peaceably and responsibly advocate the change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of these rights may not interfere with the rights of others or be disruptive to the day-to-day operation of the school. Freedom of expression does not extend to all expression, such as that which is obscene or slanderous; defamatory; bullying; advocates violation of federal, state and local laws or school policies, rules and regulations; or uses “fighting words.”

Students may present complaints to teachers or administration. Adequate opportunities shall be provided for students to exercise these rights through channels established for considering such complaints.

Paul School students have the right to have:

- Their ideas and feelings respected
- A quiet and orderly place in which to learn
- Personal safety
- Personal belongings protected
- Questions answered in a timely fashion
- Due process when accused of misconduct

Textbooks and Other School Property

Students are responsible for books and supplies furnished to them and for their use of the school building and other property. Parents/guardians shall be required to make restitution for damages. Students are encouraged to report any prior damages immediately to their teacher. All textbooks should remain covered throughout the school year.

Reference: Policy JQ

Behavior

Behavior Guidelines

1. School is a place for learning, working and cooperating with others.
2. All students have a right to learn in a safe environment, free from verbal or physical harassment.
3. Respect for others should be the basis for all relationships within the school.
4. Parents will be contacted when their child’s behavior is interfering with the learning environment.

Bullying

Bullying is defined as a single significant incident, or a pattern of incidents involving written, verbal or electronic communication, or physical or a physical act or gesture directed at another student which:

- Physically harms a pupil or damages the pupil's property
- Interferes with a pupils educational opportunities
- Causes emotional distress to a pupil
- Creates a hostile educational environment
- Substantially disrupts the orderly operation of the school

Bullying includes actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

Cyber-bullying is conduct defined as bullying (above) that is undertaken through the use of electronic devices including telephones, cell phones, computers, pagers, email, instant messaging, text messaging, and websites/social media sites.

If you become aware of bullying at Paul School or at a school activity, please speak directly with a staff member. A 'Potential Bullying Reporting Form' has been created and shared with staff. A 'Paul School Student Potential Bullying Form' is available in the office and with classroom teachers for students to fill out.

- Investigation

- The principal or designee must initiate an investigation within five (5) school days of the reported incident of bullying or cyberbullying. The investigation shall be completed within ten (10) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses, and reviewing other evidence available through reasonable good faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.
- The superintendent or designee may grant in writing an extension of the time period for the investigation and documentation of reports for up to an additional seven (7) school days, if necessary. *Reference: Policy JICK*

Detention

Any teacher may keep a student after school for up to one hour if the situation warrants. Students will be given a 24-hour notice and the parent/guardian will be notified so that transportation can be arranged, or the student may take the late bus, if available. Failure to attend a scheduled detention will result in additional school consequences including, but not limited to, additional detention, in school suspension, and/or loss of school privileges such as school dances or having lunch with peers in the cafeteria.

Dismissal From the Bus

[Policy JICC- Student Conduct on School Buses](#)

Students whose conduct on the bus is unacceptable may be denied the use of bus transportation by the principal, superintendent, or his or her designee as per NHRSA 189:9A. In this event, it is the responsibility of the parent/guardian to see that the child is transported to and from school, since dismissal from the bus should not be construed as dismissal from school.

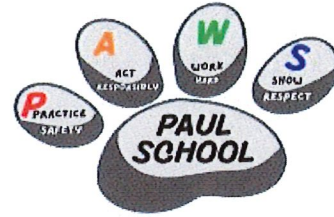
MTSS

The Paul School uses Multi-Tiered Systems of Support (MTSS), a framework that helps educators provide support to students with various academic and behavioral needs. MTSS wraps around the entire student body and uses data-driven problem-solving to address academic and non-academic (attendance/social-emotional) needs. It places an emphasis on proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive student environment. Introducing, modeling and reinforcing positive social behavior is an important part of a student's educational experience.

The Tier 1 MTSS Team has set school-wide behavior expectations and clearly defined behavior definitions with the goal of creating common expectations and vocabulary for all students, teachers, and parents. Through MTSS, staff regularly review student behavior data to identify behaviors that are school-wide issues which need to be addressed. Staff consistently teach, reteach, and reinforce behavioral expectations throughout the year. Staff and students set goals and establish a way to recognize and celebrate when goals have been achieved.



PAUL
SCHOOL
PANTHERS



Behavior Expectations	
PRACTICE SAFETY	
I will make safe and appropriate choices.	I will demonstrate behavior that is considerate of the community, the school and myself.
ACT RESPONSIBLY	
I will be on time to fulfill my daily commitments.	I will be where I am supposed to be at the just right time.
WORK HARD	
I will try my best and persevere with my learning.	I will be actively engaged in my learning by asking questions, collaborating and seeking solutions.
SHOW RESPECT	
I will be truthful and accountable for my choices.	I will be thoughtful with my words and actions, honoring the right for all to teach and learn.

Minor and Major Behavior Definitions:

Minor and major behavior definitions help to define which behaviors are considered major and minor violations of school rules and expectations. Typically the minor behaviors are considered classroom or staff managed behaviors, while major behaviors are often considered office managed behaviors. When staff observe either major or minor behaviors, they will speak with the student about the observed behavior and provide positive behavior interventions. Major behaviors will be referred to guidance and school administration as appropriate. It is the expectation of building administration that teachers inform parents/guardians of all concerns and coordinate efforts with them toward positive change.

Minor Behavior:

- Behavior that does not require an administrator
- Behavior that is managed by the teacher, paraprofessional or other staff
- Behavior that does not violate other students' rights
- Behavior that is not chronic

Major Behavior:

- Behavior that requires an administrative consequence, could involve detention, in- or out-of-school suspension or expulsion
- Behavior that is chronic minor behavior
- Behavior that significantly violates the rights of others (e.g., bullying/ harassment)

- Behavior that is a violent act: physical aggression, loss of self-control, verbal or tempered aggression, endangering classmates and teachers.
- Behavior that requires an emergency response
- Behavior where a student is out of bounds without permission and unsupervised

Behavior	Minor	Major
Inappropriate Language	Unintentional profanity used as an exclamation and not directed toward an individual.	Swears, offensive gestures or sexually oriented comments determined to be directed at an individual.
Physical Contact/Aggression/Fighting	Physical behaviors (i.e. pushing, hitting, kicking, random throwing/taking of objects, etc.) that do not result in injury.	Physical behaviors that cause or has been determined to have intent to cause injury or health concern (i.e. hitting, biting, spitting, etc.).
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Any low intensity behavior that intentionally causes an interruption.	Any behavior that is determined to be persistent, purposeful, intended to draw attention and/or cause disruption (i.e. yelling, emotional outbursts, etc.).
Misuse/ Destruction of Property	Not using materials or items for intended purpose and/or causing damage to materials or items.	Repetitious misuse or purposeful destruction of materials or items/ misuse or purposeful destruction of items determined to have high monetary value that could result in impairment or injury of materials/items/individuals. <u>Policy ECAC</u>
Defiance/ Noncompliance	Intentional failure to follow directions or comply with general school rules within a reasonable amount of time, talking back, or ignoring adults.	Continued failure to comply with directions after appropriate interventions.
Threatening Behavior/ Words	NO MINOR OFFENSE LEVEL See Disrespect Teachable Behavior	Using or threatening to use body and/or objects intended for other purposes that have been determined to inflict bodily harm or to intimidate others.
Stealing/ Theft	NO MINOR OFFENSE LEVEL See Disrespect/Disruption Teachable Behavior	The deliberate or purposeful taking of another's high value property (monetary or emotional) without permission.
Lying/ Cheating	NO MINOR OFFENSE LEVEL See Disrespect/Disruption Teachable Behavior	Student delivers a message that has been determined to deliberately violate rules or disrupt the educational process.
Out of Area (Out of Bounds)	NO MINOR OFFENSE LEVEL See Defiance/Non-Compliance Teachable Behavior	Being anywhere inside the building other than your scheduled place that may result in a search or pursuit, or leaving the building or grounds without permission.

Other	Student engages in any other minor problem behaviors that do not fall within the above categories.	Student engages in problem behavior not listed.
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Student engages in inappropriate use of cell phone, music/video players, camera, computer, and/or gaming systems.
Administration Only		
Bullying	NO MINOR OFFENSE LEVEL	A single significant or pattern of incidents as determined by administration per <u>Policy JICK</u>
Harassment	NO MINOR OFFENSE LEVEL	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features or other protected class as determined by administration per <u>Policy EC</u> , <u>Policy ACE</u>
Inappropriate Display of Affection	NO MINOR OFFENSE LEVEL	Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Weapon	NO MINOR OFFENSE LEVEL	Possession of any weapon or weapon look alike per <u>Policy JICI</u>
Possession/Distribution of Tobacco/Illegal Substance(s)	NO MINOR OFFENSE LEVEL	Use/Possession of any illegal substance including tobacco per <u>Policy ADB</u> , <u>Policy ADC</u> , <u>Policy JICH</u>
Safety Violation	NO MINOR OFFENSE LEVEL	Use/possession of combustibles (Arson, Chemicals) Bomb Threat- <u>Policy EBCC</u> Fire Alarm

Positive Office Referrals

Students should be written up for positive behaviors as well as negative behaviors. Any staff member can fill out a positive referral form and submit it to the main office. Students should be written up for consistently following school expectations and when they're caught going above and beyond the expectations of Practice Safety, Act Responsibly, Work Hard, Show Respect (PAWS).

Sexual Harassment

[Policy ACAC- Prohibition of Sexual Harassment](#)

All students of the Wakefield School District are expected and instructed to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student, or by anyone a student or employee may interact with in order to fulfill their job or school responsibilities, is a violation of Wakefield School District policy and will not be tolerated.

Recognizing that some may not be comfortable filing a complaint without support, the Wakefield School encourages the alleged harassed individual to seek support from school staff, a parent, or other trusted individual. If the investigation indicates that harassment has occurred, it will be reported to the principal and appropriate law enforcement and/or state agencies.

Student Due Process

Students facing discipline will be afforded all due process rights given by law. The Superintendent or his/her written designee is authorized to suspend any student for ten days or less for violations of school rules or policies. Should the Superintendent desire to suspend a student for more than ten days, such student will be afforded a hearing before the school board. In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules. Student due process rights shall be printed in the Student and Family Handbook and will be made available in other languages or presented orally upon request.

Reference: Policy JLA

Suspension From School

The school administration is authorized by the superintendent of schools and state law to suspend students from school if the situation warrants. Parents will be notified of all suspensions.

- **Out of School Suspension**

The school administration is authorized by the superintendent of schools and state law to suspend students from school for major breaches of school rules or ongoing minor breaches of school rules. Parents/guardians will be notified in writing, and when possible by phone, when their student has been suspended. Students may not be on school property or at any school sponsored events on or off school property on the day(s) they are suspended. Parents/guardians will be informed in writing of the reason for the suspension and the length of the suspension. Parents/guardians may be required to attend a meeting with the student and the school administration prior to the student's readmission to school. Any student who commits an offense warranting suspension may be referred to the superintendent of schools for further action, which may include expulsion from school. Students suspended from school are required, by law, to have educational assignments made available to them during their suspension. Upon the student's return, they will be required to process with the Principal or Assistant Principal. **Reference:** Policy JICD

- **In-School Suspension**

In school suspension allows the student to remain in school but he or she does not participate in his/her normal academic day. Students who receive this consequence will report directly to the office upon arrival at school. **Reference:** Policy JICD

School Board Members	Term Expires
Robert DeColfmacker, Chairman robert.decolfmacker@sau101.org	2027
Robert Ouellette, Vice Chairman bob.ouellette@sau101.org	2027
Mary Collins	2026
Sandrea Taliaferro sandrea.taliaferro@sau101.org	2028
Heather Wilcauskas heather.wilcauskas@sau101.org	2028

Clerk	Moderator
Valerie Ward valerieward@roadrunner.com	Rick Dill rick@thedills.com

Meetings

Wakefield School Board meets twice monthly, on the first and third Tuesday, at the Paul School. Agendas for regular and special meetings are posted on the District website [SAU 101](#) and posted on the community bulletin board in the school lobby prior to the meeting. Meetings begin at 5:30pm and are open to the public. There is time set aside at the beginning of the meeting for public comment. The School Board formulates and adopts policies and budgets in support of the education of our students. Parent attendance and comments are welcomed and encouraged.

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						
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

March 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				

April 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		

May 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						

June 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				

* Budget Workshop September 30, 2025

Approved by the board 7.1.25

STAFF ETHICS

An employee speaking or writing as a citizen should be free from institutional censorship or discipline, but his/her special position in the community carries special obligations. The employee must remember that the public may judge the profession and institution by his/her utterances. Hence the employee should at all times, make every effort to indicate that he/she is not a school spokesperson and be accurate exercise appropriate restraint, show respect for others.

Mrs. Priscilla Colbath, Chairperson
Mrs. Janet Gagnon
Mrs. J. Lisbeth Olimpio
Mrs. Judith Nason
Mr. Peter Kasprzyk

Adopted by the Board: 4 April 2001
Revised by the Board: 3 November 2010
Reaffirmed by the Board: 7 September 2011

Page 1 of 1

Policy GBEA: Staff Ethics

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 07/01/2019 | Last Reviewed Date: 07/01/2019

Category: Recommended

ADOPTION/REVISION NOTES –

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

- a. This policy has been revised to (a) remove the discipline language that is more appropriate to Staff Conduct (see sample policy GBEB (Staff Conduct)), revised July 2019) (Ethics); and (b) incorporate as employment standards the newly enacted (11/18) Code of Ethics for NH Educators.
- b. 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.
- c. 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.
- d. {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- e. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised: July 2019, April 2011, July 1998, and November 1999

NHSBA note, July 2019: NHSBA revised policy GBEA, along with the related policies GBE, GBEB, and GBEBB, for better internal consistency relative to conduct, and to include provisions aligning with the New Hampshire Code of Ethics and Code of Conduct for Educators, passed in November 2018.

All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will adhere to the standards enunciated in this Policy in the decision-making process involving their interactions with students, the school community, colleagues, parents and the public.

A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators.

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the "NH Code of Ethics"), as the same may be amended by the State from time to time.

B. Additional Ethical Standards.

In addition to the ethical standards set forth in the New Hampshire Code of Ethics, and without limiting the application thereof to District employment, employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.

- Obey and implement the School Board's policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

C. Dissemination.

The content 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.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

STAFF ETHICS

All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will adhere to the standards enunciated in this Policy in the decision-making process involving their interactions with students, the school community, colleagues, parents and the public.

A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators.

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B. Additional Ethical Standards.

In addition to the ethical standards set forth in the New Hampshire Code of Ethics, and without limiting the application thereof to District employment, employees will:

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- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
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Mr. Robert DeColfmacker, Chairperson
Mr. Bob Ouellette
Mrs. Mary Collins
Mrs. Sandra Tailaferro
Ms. Heather Wilcauskas

Adopted by the Board: 4 April 2001
Revised by the Board: 3 November 2010
Reaffirmed by the Board: 7 September 2011

- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

C. Dissemination.

The content 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, Chairperson
Mr. Bob Ouellette
Mrs. Mary Collins
Mrs. Sandra Tailaferro
Ms. Heather Wilcauskas

Adopted by the Board: 4 April 2001
Revised by the Board: 3 November 2010
Reaffirmed by the Board: 7 September 2011

EMPLOYEE-STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

Unless necessary to serve an educational or health-related purpose:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive, involve the use of illegal substances.
3. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
4. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
5. Staff members shall not send students on personal errands.
6. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
7. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
8. Staff members shall not be alone with a student in a room with a closed, locked door, or with the lights off in an appropriate situation.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.

Revised: September 2009

Reviewed: June 2004

Revised: July 1998, August 2006

Mrs. Janet Gagnon, Chairperson
Mrs. Priscilla Colbath
Mrs. Bonnie Cyr
Mrs. J. Lisbeth Olimpio
Mr. Fred Elliott

Adopted by the Board: 5 May 2010
Revised by the Board: 21 July 2010

Policy GBEBB: Employee-Student Relations

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 09/01/2009 | Last Reviewed Date: 09/01/2009

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: Revised: September 2009

Reviewed: June 2004

Revised: July 1998, August 2006

Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

Unless necessary to serve an educational or health-related purpose:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students are discouraged.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
5. Dating between staff members and students is prohibited.
6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

12. Staff members shall not be alone in a room with a door closed, a locked door, or with the lights off.
13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBD.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.

District Policy Adoption & Revision History:

First reading: _____

Second reading/adopted: _____

District revision history:

See also: GBEBD

EMPLOYEE-STUDENT RELATIONS

All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will adhere to the standards enunciated in this Policy in the decision-making process involving their interactions with students, the school community, colleagues, parents and the public.

A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators.

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the "NH Code of Ethics"), as the same may be amended by the State from time to time.

B. Additional Ethical Standards.

In addition to the ethical standards set forth in the New Hampshire Code of Ethics, and without limiting the application thereof to District employment, employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.

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

Adopted by the Board: 5 May 2010
Revised by the Board: 21 July 2010

- Obey and implement the School Board's policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

C. Dissemination.

The content 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
Mrs. Mary Collins
Mrs. Sandra Taliaferro
Ms. Heather Wilcauskas

Adopted by the Board: 5 May 2010
Revised by the Board: 21 July 2010

AGENDA PREPARATION AND DISSEMINATION

The superintendent shall prepare all agendas for meetings for the Board.

Items to be placed on the agenda will be received by the superintendent by noon time on the Wednesday prior to the meeting. Every board member has the right to place items on the agenda by contacting the Chairman and/or Superintendent. Matters not included in the agenda may be presented during the meeting provided the board agrees to discuss the matter. The board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any board member, staff member, student, or citizen of the district may suggest items of business. The Chairman and/or Superintendent will put the item on the next available agenda. A summary of topic discussions must be included. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the board chairman and/or Superintendent. 15 minutes will be set aside for speaker to address the Board.

The board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business may be added and discussed and acted upon if a majority of the board agrees to consider item. The board, however, may not revise board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials will be distributed to board members on Friday prior to the board meeting. Board members are required to read the information provided to them and to contact the appropriate person to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

Legal References:

RSA 91-A:2, Meetings Open to the Public

Mrs. Mary Collins, Chairman
Mr. Robert DeColfmacker, Vice Chairman
Mr. Bob Ouellette
Mrs. Brennan Peaslee
Mrs. Sandra Taliaferro

Adopted by the Board: 2 January 2008
Revised by the Board: 19 September 2012
Reaffirmed by the Board: 2 January 2024

Policy BEDB: Agenda Preparation and Dissemination

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 09/01/2017 | Last Reviewed Date: 09/01/2017

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:

Revised: September 2017

Revised: May 2007

Revised: July 1998, November 1999, February 2004

NHSBA note, September 2017: This policy is revised to include the requirement imposed by House Bill 170, Laws of 2017, Chapter 234 that Districts either consistently post meeting notices on the District web site in a reasonably accessible location or maintain a notice on the web site advising where the meeting notices are posted. It also clarifies that agenda materials sent out in advance of a meeting are subject to disclosure under the Right-to-Know law. Generally, because these materials are readily available, they must be immediately disclosed and may be inspected by the public before the meeting at which the Board will consider the related agenda items. However, specific materials for specific agenda items may be exempt from disclosure under the Right-to-Know law. This revision also specifies that any such confidential/exempt from disclosure materials must be clearly marked as such and that School Board members must avoid disclosing those materials. This policy revision is in response to concerns raised when a Board had agenda item materials disclosed and publicly discussed before the Board's meeting and the Board's first consideration of the item.

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board.

Items to be placed on the agenda should be received by the Superintendent at least seven days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least seven days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the

AGENDA PREPARATION AND DISSEMINATION

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board.

Items to be placed on the agenda should be received by the Superintendent's Office no later than 12:00 noon on Thursday, prior to the meeting. ~~at least seven days prior to the meeting.~~ Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least seven days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know

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

Adopted by the Board:

law.

Notices of meeting shall be consistently posted on the District's web site in a reasonably accessible location.

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

Adopted by the Board:

EMPLOYEE – STAFF RELATIONS

Employees and students shall be expected to regard each other as individuals to be treated with courtesy and respect.

Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

Unless necessary to serve an educational or health-related purpose:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
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6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
12. Staff members shall not be alone in a room with a door closed, a locked door, or with the lights off.
13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBD.

Mrs. Priscilla Colbath, Chairperson
Mrs. Janet Gagnon
Mrs. J. Lisbeth Olimpio
Mrs. Judith Nason
Mr. Peter Kasprzyk

Adopted by the Board: 21 March 2001
Revised by the Board: 7 September 2011

EMPLOYEE – STAFF RELATIONS*(continued)*

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.

Mrs. Priscilla Colbath, Chairperson
Mrs. Janet Gagnon
Mrs. J. Lisbeth Olimpio
Mrs. Judith Nason
Mr. Peter Kasprzyk

Adopted by the Board: 21 March 2001
Revised by the Board: 7 September 2011

Certified Staff Nomination			
Name	Title	Effective Date	Salary

Staff New Hire FYI			
Name	Title	Effective Date	Salary
Nichole Lazarz	Family Liaison	8/25/2025	\$68,000.00

Resignations			
Name	Title	Effective Date	Salary
Brandon Balser	PE Teacher	7/8/2025	\$60,101.00

Retirements			
Name	Title	Effective Date	Salary

Brandon Balser
Physical Education Teacher & Athletic Director, Paul School

July 8, 2025

Dear Mrs. Dorsey & Mrs. Magoon,

I'm writing to formally resign from my position as physical education teacher and athletic director at The Paul School, effective immediately. I will be continuing my educational career as the physical education teacher at Crescent Lake and Carpenter School in Wolfeboro, NH. There are several factors that have contributed to this decision including an unsuitable teaching environment in the gym, difficulties simultaneously managing athletics and teaching responsibilities, and concerning decision-making from district leaders. I'm very thankful for the opportunity to work in my childhood hometown and make an impact on the very community that helped shape my youth. I appreciate the opportunity to serve as the athletic director, a role I was unfamiliar with and one that I worked tirelessly at. It is in my humble opinion that this role as AD should be given to someone who is not considered a full-time teacher, and if so, provide some flexibility within the schedule in order to provide adequate time to satisfy duties and responsibilities. I will be happy to help this transition by answering any questions and providing assistance throughout the summer. I wish The Paul School success moving forward and will always value my time here. Please let me know if I can help in any way during this transition.



Wakefield School District
School Administrative Unit #101

Intent to Hire - ~~Teacher/Administrator~~

Support Staff.

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Norma DiRocco
Date: (Submitting) 6/19/25

*Include Personal Action Form

Documents Required when submitting this form:

Completed Application	<u>X</u>
Resume	<u>X</u>
Transcripts	<u>X</u>
State of New Hampshire Educator Certificate	<u>N/A</u>
Three Letters of Recommendation	<u>X</u>
Reference Sheet	<u>X</u>

I wish to hire the following employee:

Employee's Name: Nichole Lazarz

Existing Employee (Yes or No): _____

If existing, current position: _____

Position being hired for: Family Liaison

Replaces (Name): Brianca Valdepeña

Is this a NEW or EXISTING position? _____

Budget Line: 10 0-1100-51120-1-00-0000

Start Date: August 2025

Baccalaureate Degree from: _____ Degree: BS: Behavioral Science Year: 2011
Graduate Degree from: _____

Hiring Manager Comments:

Nichole is going to add great value to our team. She is highly recommended to us and will be a wonderful addition.

Superintendent Comments:

To be filled in by the Business Administrator

Step: _____ Track: _____ Salary Amount: 68,000.00
B.A. Signature Michael Lambert Date: 7-2-2025
Superintendent Signature Dona R. Mayan Date: 7-2-2025
School Board Nomination Date: _____