

Strafford School Board Packet

September 23, 2026 School Board Meeting

Strafford School Library

Nonpublic Meeting – 6:00 PM

Public Meeting – 7:00 PM

Strafford School Board Meeting

September 23, 2026 – Nonpublic Meeting 6:00 PM, Public Meeting 7:00 PM
Strafford School Library

Strafford School Board Members:

- Katrina Labrecque – Chair
- Jessica Grant – Vice Chair
- Eric Almanzan – Member
- Jeffrey Hamilton – Member
- Michelle Wangerin – Member

Call to Order by Board Chair

I. Nonpublic Session: (RSA 91-A:3 II) (b, i, k)

II. Pledge of Allegiance

III. Agenda Review – Agenda+Signup Sheet+Intro

(Pages 2-3)

IV. Public Comment

V. Approval of Minutes

(Pages 8-14)

- A. Approval of Non-Public and Public Meeting
Minutes from September 9, 2026

(Pages 4-7)

VI. Topics and Reports

- A. Superintendent's Report:
 - 1. Manifest review
 - 2. Action Items
 - a. Personnel Action - Maintenance+Grounds
 - b. Facility Use Requests - REC x2 and PTO
 - 3. Informational Items
 - a. Ongoing and Completed Board Task Items
 - b. High School Transportation Options
- B. Playground Discussion

(Pages 15-26)

VII. Correspondence

VIII. Community Calendar

IX. Committee Updates:

- Policy Committee
- Transportation Committee
- Facilities Committee
- Athletic Committee
- Food Service Committee (Committee Update; FSMC RFP 2027-32 Proposal)

(Pages 27-32)

- NHSBA Delegate (Review Proposed Resolutions - Separate Handout)
- Education Committee
- Dam Committee
- Wellness Committee
- Negotiations Committee (MOU Dental)

X. Set Future Board Meetings:

- | | | |
|-------------------------------------|--------------------------------------|--------------|
| • 10/14/2026 | • 10/28/2026 | • 11/18/2026 |
| • 12/9/2026 | • 1/13/2027 | • 1/20/2027 |
| • 1/27/2027 - Annual Budget Hearing | • 1/27/2027 - Board Meeting | • 2/10/2027 |
| • 3/3/2027 | • 3/6/2027 - Annual District Meeting | • 3/24/2027 |
| • 4/7/2027 | • 4/21/2027 | • 5/12/2027 |
| • 5/26/2027 | • 6/9/2027 | |

XI. Other

XII. Public Comment

XIII. Meeting Adjournment:

Respectfully Submitted,
Katrina Labrecque
Strafford School Board Chair

- UNAPPROVED -

STRAFFORD SCHOOL BOARD

Non-public Session Minutes - Part 1 - UNAPPROVED

DATE: 09/09/26

Members Present:

Mr. Eric Almanzan: Yes Ms. Jessica Grant: Yes Mr. Jeffrey Hamilton: Yes
 Ms. Katrina Labrecque: Yes Ms. Michelle Wangerin: Yes

Motion to Enter Non-public Session made by: Mr. Eric Almanzan, Seconded by Ms. Michelle Wangerin

Specific Statutory Reason cited as foundation for the non-public session:

 X **RSA 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 meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

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

 X **RSA 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 the public body itself, unless such person requests an open meeting. This exemption shall extend to 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.

 RSA 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 adverse to those of the general community.

 RSA 91-A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant of law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

 RSA 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.

 RSA 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 adverse 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.

 RSA 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.

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Roll Call Vote to Enter Non-Public: (Yes/No/NA)

Mr. Eric Almanzan: Yes Ms. Jessica Grant: Yes Mr. Jeffrey Hamilton: Yes
Ms. Katrina Labrecque: Yes Ms. Michelle Wangerin: Yes

Time Entered Non-Public Meeting: 6:01 PM

Others Present:

Robert Seaward, Superintendent of Schools

Public meeting recording stopped, non-public meeting recording started (if applicable).

Description of Matters Discussed and Board Actions Taken While in Non-Public Meeting:

- A** Discussed Student Request to Attend CBNA
- B** Discussed Employee Termination
- C** Discussed Superintendent Evaluation and Audit Findings
- D**
- E**

Motion to Leave Non-Public Session made by: Mr. Eric Almanzan, Seconded by Ms. Michelle Wangerin

Mr. Eric Almanzan: Yes Ms. Jessica Grant: Yes Mr. Jeffrey Hamilton: Yes
Ms. Katrina Labrecque: Yes Ms. Michelle Wangerin: Yes

Motion:

Non-public meeting recording stopped, public meeting recording started (if applicable).

Time Public Session Reconvened: 6:43 PM

Roll Call Vote to Seal Minutes: (Yes/No/NA)

Mr. Eric Almanzan: N/A Ms. Jessica Grant: N/A Mr. Jeffrey Hamilton: N/A
Ms. Katrina Labrecque: N/A Ms. Michelle Wangerin: N/A

Motion: No motion to seal was made.

Non-Public Minutes Recorded By: Robert Seaward, Superintendent of Schools

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STRAFFORD SCHOOL BOARD

Non-public Session Minutes - Part 2 - UNAPPROVED

DATE: 09/09/26

Members Present:

Mr. Eric Almanzan: Yes Ms. Jessica Grant: Yes Mr. Jeffrey Hamilton: Yes
 Ms. Katrina Labrecque: Yes Ms. Michelle Wangerin: Yes

Motion to Enter Non-public Session made by: Mr. Eric Almanzan, Seconded by Ms. Michelle Wangerin

Specific Statutory Reason cited as foundation for the non-public session:

 X **RSA 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 meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

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

 RSA 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 the public body itself, unless such person requests an open meeting. This exemption shall extend to 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.

 RSA 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 adverse to those of the general community.

 RSA 91-A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant of law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

 RSA 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.

 RSA 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 adverse 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.

 RSA 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.

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Roll Call Vote to Enter Non-Public: (Yes/No/NA)

Mr. Eric Almanzan: Yes Ms. Jessica Grant: Yes Mr. Jeffrey Hamilton: Yes
Ms. Katrina Labrecque: Yes Ms. Michelle Wangerin: Yes

Time Entered Non-Public Meeting: 8:51 PM

Others Present:

Robert Seaward, Superintendent of Schools

Public meeting recording stopped, non-public meeting recording started (if applicable).

Description of Matters Discussed and Board Actions Taken While in Non-Public Meeting:

- A** Discussed an employment matter
- B** Discussed a potential MOU with union
- C**
- D**
- E**

Motion to Leave Non-Public Session made by: Mr. Eric Almanzan, Seconded by Ms. Michelle Wangerin

Mr. Eric Almanzan: Yes Ms. Jessica Grant: Yes Mr. Jeffrey Hamilton: Yes
Ms. Katrina Labrecque: Yes Ms. Michelle Wangerin: Yes

Motion:

Non-public meeting recording stopped, public meeting recording started (if applicable).

Time Public Session Reconvened: 9:10 PM

Non-Public Minutes Recorded By: Robert Seaward, Superintendent of Schools

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Strafford School Board Meeting Minutes

September 9, 2026

Strafford School Library

UNAPPROVED

1 School Board Members:

- 2 • Ms. Katrina Labrecque, Chair
- 3 • Ms. Jessica Grant, Vice Chair
- 4 • Mr. Eric Almanzan
- 5 • Ms. Michelle Wangerin
- 6 • Mr. Jeffrey Hamilton

8 Staff and Invited Guests Present:

- 9 • Robert Seaward, Superintendent of Schools
- 10 • April Brown, Board Secretary
- 11 • Natalie Blackington, Principal
- 12 • Jennifer Mone

14 Call to Order:

- 15 • The board meeting was called to order at 6:01 PM by Ms. Labrecque. A roll call vote was taken with 5 of 5 members present.

17 I. Non-Public Session

19 Mr. Almanzan moved to enter into a non-public session at 5:03 AM under authority RSA 91-A:3 II (a, c). Seconded by Ms. Wangerin. A roll call vote was taken, and the motion passed 5-0.

22 Mr. Almanzan moved to return to public session at 6:43 PM. Seconded by Ms. Wangerin. A roll call vote was taken, and the motion passed 5-0.

- 24 • While in Non-Public, the board discussed a student request to attend CBNA, an employee termination, the Superintendent's evaluation and audit findings. No votes were taken.

26 II. Public Comment

- 28 • Public comment was opened for 30 minutes starting at 7:00pm.

30 III. Pledge of Allegiance

- 32 • The Pledge of Allegiance was recited.

34 IV. Agenda Review – Agenda+Signup Sheet+Intro

- 36 • Several items were adjusted to the Other portion of the meeting including the current status on the audits, open maintenance position and the principal's report.

38 V. Prior Meeting Minutes Review

40 A. Approval of Non-Public and Public Meeting Minutes from August 26, 2026

- 41 The board discussed having the non-public minutes state "superintendent evaluation" versus "personnel matters." There were no changes to the public minutes.

43 Mr. Almanzan moved to approved the non-public and public board meeting minutes for the August 26, 2026

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board meeting as amended. Seconded by Ms. Wangerin.

45 A roll call vote was taken, and the motion passed 5-0.

47 B. Director of Student Services Report

48 Administration continues to actively recruit for our direct hire paraeducator positions.

50 1. Staff Handbook Amendment -- Section 504 Procedures

51 The superintendent reiterated the Director's request that the 504 section needs to be added to the faculty handbook. Board members agreed.

53 Mr. Almanzan moved to approve the addition of the 504 section to the faculty handbook as described in the Director's report for employee matters. Seconded by Ms. Wangerin.

55 A roll call vote was taken, and the motion passed 5-0.

57 C. Superintendent's Report:

59 1. Manifest(s)

60 The manifest is currently in circulation. No issues were identified.

62 2. Capital Fund Statements

63 The fund statements for August 2026 were reviewed - No discussion.

65 3. Action Items

67 a. New Hires/Resignations

68 The Superintendent nominated Dianne Reardon for the Title I tutor position at a rate of \$30 per hour, funded by Title I grants. The Principal stated that Ms. Reardon comes highly recommended with years of special education experience and loves working with middle school students. Ms. Reardon will support MTSS interventions in the middle school. The position is part-time, up to 29.5 hours per week, 180 days prorated.

70 Mr. Almanzan moved to approve the CBNA Assignment student request as discussed in non-public. Seconded by Ms. Wangerin.

72 A roll call vote was taken, and the motion passed 5-0.

74 b. Facility Use Forms - PTO Meetings; Heart Screening; Rec Basketball

75 Mr. Seaward presented facility use forms from the Strafford School PTO for PTO meetings, the school nurse, Jamie Clark for Heart Screening event, and Strafford Sports Recreation Center for Youth Basketball games.

77 Mr. Almanzan moved to approve all three facility use request forms as presented by the Strafford School PTO, the school nurse and Strafford Sports Recreation. Seconded by Ms. Wangerin.

79 A roll call vote was taken, and the motion passed 5-0.

81 c. Stipend Nominations

82 Mr. Seaward presented the nominations for several stipends. Art Studio x2 - Heidi Jordan and Mindy Grant for \$1,050 each (Grant Funded); 8th Grade Advisor x2 - Kendra DeCota and Rich Redmond for \$1,000 each; National Junior Honor Society Advisor - Jess Clark for \$800 (Grant Funded); Yearbook Advisor - Jess Clark for \$1,100; Camp Invention x4 - Sarah Pelletier, Audrey Dolan, Maria Jorgensen, and Darci Wilder for \$500 each; ESY Teachers x2 - Jennifer MacNeil for \$902.40 and Cynthia Hunn for \$560; Substitute Coordinator - Jess Clark for \$1,288.

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84 **Mr. Almanzan moved to approve the stipends as presented. Seconded by Ms. Wangerin.**

86 List of Nominations can be found on page 35 of the board packet.

88 **A roll call vote was taken, and the motion passed 5-0.**

90 4. Informational/Discussion Items

92 a. Ongoing and Completed Board Meeting Task Items

93 Several tasks have been completed, forester proposal, auditors contacted, food service committee meeting rescheduled, and additional items have been added to the list. The board requested additional items.

95 b. Student Enrollment Projection Report for End of August

96 The Superintendent presented enrollment projections comparing June to August data. Current high school enrollment is 164 versus a budgeted 156, representing an overage of 8 students. The board discussed that homeschooling has increased in recent years and many homeschool families return to public school at the high school level. The board directed the Superintendent to conduct community outreach through Alma Blast, library postings, and social media to identify families planning to enroll students at Coe-Brown to improve budget forecasting. Kindergarten enrollment showed a significant increase, creating a large cohort. Minor discrepancies between the Principal's enrollment numbers and official counts were attributed to ongoing Pre-K enrollment changes.

98 c. Dental Plan Change + Options

99 Mr. Seaward presented the need to reopen negotiations or develop a MOU regarding the dental plan changes. The dental plan 2A is ending effective June 30, 2027 and the district will be required to select another available plan. Available plans are listed in the board packet.

101 d. Food Service Menu

102 Mr. Seaward explained there had been a number of community complaints about the food service menu at the start of the school year and that after some investigation, it was determined that the current menu was limited in its ability to properly reflect what the district serves for food. Mr. Seaward created an app to replace the limited menu with a more robust version allowing for images of the district's own food to be displayed, helping the community see the high quality products the kitchen is serving to students daily. The board discussed the concern about peanut butter vs. sunbutter and the superintendent explained the district uses Jif Natural peanut butter as option C daily. This product is a middle ground between pure natural peanut butter and the more sugary regular brand of Jif.

104 e. Fire Alarm Communicator Repair Update

105 Mr. Seaward presented the update of the fire alarm communication system. While the district is still awaiting parts to arrive, the current communication system is limping along. The district anticipates installation of the new system as soon as all the parts arrive.

107 D. Principal's Report

109 1. Enrollment Report

110 Ms. Blackington stated that her enrollment report does not contain out of district students and noted that Pre-K enrollment is increasing regularly.

112 2. Cell Phone Enforcement Update

113 Ms. Blackington presented the cell phone enforcement update. From now on, Bell to Bell ban on cell phones will mean from the very first bell around 8:30 am until the very last bell at 3:25 PM. In essence

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this means no cell phones will be out from when a student enters the building until after they depart the building. They must be off and away between those two bells. Bell to bell aligns with the current law and handbook requirements so no board action is required.

3. Consultant - Sarah Shirilla

The Principal presented Sarah Shirilla as a literacy consultant funded through Title II grants at \$2,000 per visit. Ms. Shirilla was referred by a parent who is an instructional strategist in another district. She will support teachers in implementing high quality literacy practices using the district's adopted curricula including Wit & Wisdom. Ms. Shirilla provides pre-built resources and materials accessible through a Google website that teachers may use regardless of whether the consulting relationship continues. The board engaged in extended discussion about technology use in classrooms, with concerns raised about overreliance on Chromebooks versus hands-on learning. The Superintendent and Principal emphasized the importance of balancing technology with traditional methods and noted efforts to implement kiosk mode on Chromebooks to restrict student access to only teacher-approved resources. The Principal confirmed students have silent reading time at the start of each middle school class and emphasized that high quality instruction is the ultimate goal, with data showing current students are making gains in upper grades.

Mr. Almanzan moved to approve Sarah Shirilla for Title II Consultant \$2000 per visit, paid through grant funds. Seconded by Ms. Wangerin.

A roll call vote was taken, and the motion passed 5-0.

VI. Correspondence

A. Thank you card from School's Main Office

A thank you card from the front office for the start-up breakfast provided by the school board.

B. CBNA November 10, 2026 Regional Board Meeting Invite - Not a normal board meeting day

The board discussed that CBNA has scheduled the Regional Board Meeting on Tuesday, November 10th to avoid conflicting with Veterans Day on November 11th. The board discussed and agreed to attend that meeting without holding the traditional board meeting afterward. Mr. Seaward will post the meeting, as all five members plan to attend.

VII. Community Calendar

- Budget season and a welcome to the fall coaches are to be added to the calendar.

VIII. Committee Updates:

A. Policy Committee (2nd Reading = JICK - Pupil Safety and Violence Prevention - Bullying - 2nd reading; 1st Reading = BBBC - Board Member or District Officer Resignation)

The board conducted second reading of policy JICK (Pupil Safety and Violence Prevention - Bullying) and first reading of policy BBBC (Board Member or District Officer Resignation). For BBBC, the board discussed amending language on page 42 to require simultaneous notification to the board chair when resignations are submitted, rather than just providing a copy. On page 48 of JICK, the board removed the word "reprisal" as it was undefined and had been removed elsewhere in the policy. The board clarified language on page 6 regarding public forums to ensure administration would be the presenters on bullying prevention strategies rather than board members.

Mr. Almanzan moved to approve second reading for JICK policy. Seconded by Ms. Wangerin.

A roll call vote was taken, and the motion passed 5-0.

Mr. Almanzan moved to approve the first reading for BBBC - Board Member or District Officer Resignation.

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Seconded by Ms. Wangerin.

145 A roll call vote was taken, and the motion passed 5-0.

147 B. Transportation Committee

148 The committee met and discussed potentially reducing Coe-Brown bus routes from three to two. Ridership data for the week of August 30th showed morning averages of 15.75, 19.25, and 23.75 students across the three routes, with afternoon ridership lower at 13.5, 17, and 17.5 students. The buses hold approximately 68-72 students at capacity. Eliminating one route would save approximately \$90 per day. The board discussed conducting community outreach through a questionnaire to assess impact on families before making changes. The committee will review bus contracts with other companies to ensure the district contract includes necessary provisions. The board discussed that two routes was typical until the early 2000s and considered reducing routes only in the afternoon when ridership is lower. The next committee meeting is scheduled for December, with budget numbers to be presented at the October 28th board meeting.

150 C. Facilities Committee (Tree Survey Quote)

151 The tree survey quote; the goal is to cut the least amount of trees as possible. Both Mr. Almanzan and Mr. Seaward reached out to the county forester with no response as of yet. Quotes range from \$1,000 to \$4,000 and can be found in the board packet on pages 57 through 60.

153 Mr. Almanzan moved to approve to accept the proposal bid from Chris Wood with Arboric Cultural Consultation at an estimated rate of \$1,057.50, based on his rate of \$235.00 an hour with a three hour minimum and travel costs at approximately \$352.20. Seconded by Ms. Wangerin.

155 Looking to schedule a meeting soon.

157 A roll call vote was taken, and the motion passed 5-0.

159 D. Athletic Committee (Committee Charter)

160 The committee reviewed the draft committee charter, which was reduced from seven pages to less than two. The board discussed clarifying the role of personnel matters in the charter, distinguishing between program evaluation and staff evaluation. A board member spoke with the Coe-Brown Athletic Director about transition support for students moving from middle school to high school athletics, including having high school coaches attend middle school practices or run camps. The board discussed declining female participation in sports, particularly soccer, with some surrounding towns unable to field girls teams. The board suggested exploring cooperative teams with other small towns to provide opportunities for female athletes. A board member reported visiting fall sports practices and noted a tremendous atmosphere across all teams. The committee is working with the Powder Mill Fish and Game Club to potentially host a home cross country meet, which would be a first for Strafford. The charter will return to the athletic committee for further refinement before coming back to the full board.

162 E. Food Service Committee

163 Meeting next Wednesday, September 16, 2026, at 3:30.

165 F. NHSBA Delegate (School Funding Tour)

166 The delegate reported that the school funding fairness project outreach circulated at the last meeting is too late for this year but could be considered for next year. New resolutions for the NHSBA annual meeting have been released and will be added to the next board meeting agenda as a separate item for the board to determine how the delegate should vote. A board member expressed that taking an official school board stance on school funding lobbying efforts is not appropriate, as it involves politically sensitive topics and the board should govern within existing law rather than engage in advocacy. The delegate will present recommendations for each resolution at the next meeting.

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G. Education Committee

The Dean's meeting is scheduled.

H. Dam Committee

I. Wellness Committee

A meeting is scheduled in October.

J. Negotiations Committee

A separate non-public meeting to follow this public meeting.

IX. Set Future Board Meetings:

- 9/23/2026
- 10/14/2026
- 10/28/2026
- 11/18/2026
- 12/9/2026
- 1/13/2027
- 1/20/2027
- 1/27/2027 - Annual Budget Hearing
- 1/27/2027 - Follow up to Board Meeting
- 2/10/2027
- 3/3/2027
- 3/6/2027 - Annual District Meeting
- 3/24/2027
- 4/7/2027
- 4/21/2027
- 5/12/2027
- 5/26/2027
- 6/9/2027

X. Other

- Mr. Almanzar reported speaking with the district's auditing firm. Mike Campo offered to present findings from both the 2024-2025 and 2025-2026 audits at a board meeting, likely in late October or early November. The auditor's recommendations align with the dashboard and reconciliation processes previously discussed by the board.
- The Superintendent presented the vacant full-time maintenance position. The current part-time maintenance worker has been filling the full-time role and has performed exceptionally well, with strong recommendations from the evening maintenance supervisor. The board discussed whether to post the full-time position or promote the current part-time employee directly. The board consensus was to proceed with promoting the current employee to the full-time position, with a formal hiring packet to be presented at the next meeting. The part-time position will then be posted. The overlap of two daytime staff is needed during the mid-morning to mid-afternoon window for lunch, recess, bathroom maintenance, and trash hauling.
- The Superintendent raised a concern that approximately two-thirds of the playground equipment has

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reached end of life, with significant rust, metal deterioration, and bending occurring on the two large structures. Primex will conduct a formal safety evaluation, but the Superintendent anticipates recommending removal of the structures by next summer if they cannot be replaced. As the only playground in town, this represents a significant loss of recreational space. The Superintendent indicated this may need to be addressed through a warrant article rather than the operating budget due to the cost.

206 XI. Non-Public Session

208 Mr. Almanzan moved to enter into a non-public session at 8:51PM under authority RSA 91-A:3 II (a). Seconded by Ms. Wangerin. A roll call vote was taken, and the motion passed 5-0.

211 Mr. Almanzan moved to return to public session at 9:10 PM. Seconded by Ms. Wangerin. A roll call vote was taken, and the motion passed 5-0.

- 213** • While in Non-Public, the board discussed employee situation and negotiations.

216 XII. Adjournment

218 Mr. Almanzan moved to adjourn the meeting at 9:10 PM. Seconded by Ms. Wangerin.

220 A roll call vote was taken, and the motion passed 5-0.

222 Minutes Recorded By,

224 April Brown

Superintendent's Report

To: Strafford School Board
From: Rob Seaward, Superintendent of Schools
Date: September 18, 2026
Re: Superintendent's Report for September 23, 2026 School Board Meeting

1. Manifest review

2. Action Items

a. Personnel Action - Maintenance+Grounds

The Superintendent recommends hiring William White as a full-time Custodian, effective September 24, 2026. Mr. White will replace Greg Sullivan and will work 8 hours per day, 40 hours per week for 260 prorated days per year at an hourly rate of \$24.00. The position includes standard benefits and will be funded through the local budget.

RECOMMENDATION: That the Strafford School Board approve the appointment of William White as a full-time Custodian, effective September 24, 2026, at an hourly rate of \$24.00, as presented.

b. Facility Use Requests - REC x2 and PTO

Three facility use requests have been submitted and reviewed by administration. The PTO has requested use of the library and school grounds on October 24-25, 2026, for a Trunk or Treat event expecting 50-100 attendees. Strafford Recreational Sports has submitted two requests: a Youth Pickleball Clinic for 20 participants on Fridays from February 5 through March 5, 2027, and a Rec Sports Swap event on October 23-24, 2026, for approximately 100 attendees requesting use of the gymnasium, library, and school grounds. All requests include required liability insurance documentation and have received facility manager and building principal approval. Remember, we typically waive fees for the PTO and Rec.

RECOMMENDATION: That the Strafford School Board approve the facility use requests from the PTO for the Trunk or Treat event and from Strafford Recreational Sports for the Youth Pickleball Clinic and Rec Sports Swap as presented and to waive associated fees.

3. Informational Items

a. Ongoing and Completed Board Task Items

We currently have 12 open task items and have completed 7 items since the last meeting. Open items span various operational areas including facilities management, policy development, transportation planning, and curriculum updates. Recently completed tasks include adding Section 504 procedures to the faculty handbook, scheduling the joint CBNA board meeting for November 10, 2026, and developing transportation planning documents.

b. High School Transportation Options

The Board requested an analysis of potential savings from possibly reducing high school transportation services as part of our discussion during this year's budget cycle. Under NH RSA 189:6, the district must transport K-8 students but high school transportation is discretionary. The district currently operates three buses on combined Elementary-CBNA routes, serving approximately 59 AM and 48.5 PM high school riders daily. Seven options are presented ranging from modest PM reductions (~\$8,208 annual savings) to complete elimination of high school service (~\$49,248 annual savings), with a confirmed option to reduce to two buses both runs saving \$16,416 annually. Again, it is just a rough breakdown of costs so the discussion can occur. NOTHING has been decided or should be implied from this memo as it is just a thought exercise.

Respectfully submitted,

Rob Seaward, Superintendent of Schools

Strafford School District Personnel Action Form

Please complete form for all new hires and changes to employment.

EMPLOYEE NAME
William White

POSITION
Custodian - FT

HIRE DATE
09/24/2026

EMPLOYEE DETAILS

District Email: will.white@strafford.k12.nh.us

Replacing: Greg Sullivan

Needed Materials: ☒ Email ☒ Fob/Keys ☒ Computer ☐ Other

Please attach application, resume, references, transcripts, certification and any additional application material.

CHANGE OF STATUS

This Is A: ☐ Position Change ☒ Status Change

☐ Inactive ☐ Active ☒ Full Time ☐ Part Time

DETAILS & BENEFITS

START DATE
09/24/2026

HOURS/DAY
8

HOURS/WEEK
40

DAYS/YEAR
260 -
Prorated

TRACK

STEP

CERTIFICATION
N - N

EVALUATOR
Robert Seaward -
Facilities Manager

SICK/CUMULATIVE
12 / 60

PERSONAL DAYS
2

**PROFESSIONAL
DAYS**
1

**VACATION
DAYS**
10

HOLIDAYS
10

**EMERGENCY
DAYS**
1

Available Benefits: ☒ Health/HRA ☒ Dental ☐ Life Insurance ☐ Long Term Disability ☒ FSA ☒ 403B/457 ☒ NHRS

PAY & BUDGET

SCHOOL YEAR
2026-27

NUMBER OF PAYS
26

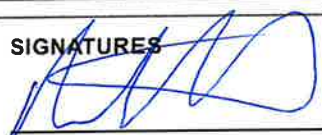
HOURLY RATE
\$24.00

YEARLY RATE

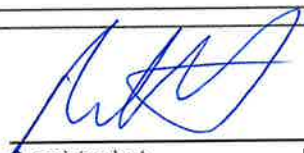
GL LINE
01-000-2620-100-0-
5112-1-00

☒ Local Budget ☐ Grant ☒ Reference Checks Completed

SIGNATURES

 9/10/26

Supervisor Date

 9/10/26

Superintendent Date

School Board

Date

Business Office

Date

STRAFFORD SCHOOL DISTRICT PROPERTY/FACILITY USE REQUEST

DIRECTIONS: The information requested is necessary for managing facility usage and to assure that your needs are met. Complete Parts A-F and submit the form to the school administrative office at least 15 business days prior to the proposed activity. For more information, please review School Board Policy [KF - Use of School Facilities](#)

PART A: Organization and Contact Information

DATE OF SUBMISSION: 9.15.26 # People Attending: approx 100
 ACTIVITY: Rec Sports Swap
 SPONSORING ORGANIZATION: Stratford Rec
 DATE(S) REQUESTED: 10.23.26 DAY(S) OF THE WEEK: 10.24.26 Fri Night
 TIME REQUESTED FROM: 5-8 pm. TIME REQUESTED TO: 9-2 pm. Sat morning
 Person Responsible for Request and All Provisions:
 NAME: Stratford Rec. Katrina Beaupre PHONE: 603 883 932
 ADDRESS: 11 Deer Ln. Stratford
 Email: katrina.beaupre@icloud.com
 Name of Person Attending Entire Event:
 NAME: Katrina Beaupre + Kristen Cimino PHONE: 603 818 3932
 ADDRESS: Same

PART B: Facility Requested

Cafeteria: _____ Library: _____ Gymnasium: ☒
 Kitchen: _____ School Grounds: ☒ Classrooms: _____
 IT Help Req: _____ Custodian Req: _____ Police/Fire Req: _____

Additional Info:

PART C: LIABILITY INSURANCE INFORMATION

The Licensee shall procure and maintain at its sole cost and expense, comprehensive general liability insurance with coverage limits of not less than \$1,000,000.00 per occurrence. If Licensee cannot provide such proof of insurance as described above, as an alternative, the Licensee may purchase a Special Events policy. In either case, the Stratford School District must be named as additional insureds.

THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE CERTIFICATE OF LIABILITY IS ATTACHED.

☒ YES - Have It and Attached ☐ NO - Not Available

Part D: Rental of Facilities: Costs listed below are as follows unless waived by the School Board.

CUSTODIAL SERVICES: When applicable, custodial services shall be charged at a rate of \$20.00 per hour.

USE OF KITCHEN: \$25.00 per hour for a FreshPicks Food Service Employee to supervise use of equipment and space.

FULL DAY (4-8 HOURS):			PARTIAL DAY (Less Than 4 hrs):		
USE OF ROOMS:	Classroom	\$ 40.00	Classroom:	\$ 20.00	
	Gym	\$ 110.00	Gym:	\$ 60.00	
	Library	\$ 70.00	Library:	\$ 40.00	
	Cafeteria	\$ 75.00	Cafeteria:	\$ 75.00	

Payment for rental of facilities shall be given to the school/district office in the form of a check made out to the Stratford School District. Payment shall be rendered not later than five business days after the use of the facility.

**DRAFT - STRAFFORD SCHOOL DISTRICT - DRAFT
PROPERTY/FACILITY USE REQUEST**

PART E: Indemnification and Hold Harmless: The approved applicant (hereinafter "Licensee") hereby agrees to protect, indemnify, save, defend, and hold harmless the Strafford School District and Town of Strafford, including its officials, agents, employees, and volunteers ("Indemnified Parties") from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest, and expenses, including but not limited to attorney's fees, which the Indemnified parties may become obligated or suffer by reason of any accident, bodily injury, death of person, property damage and/or loss, and/or personal injury (libel, slander, etc.) arising out of the Licensee's acts or omissions in the use of the Strafford School Facilities licensed to the Licensee, whether or not such injury, death, and/or damage is caused in part by any action or failure to act, negligence, breach of contract, or other misconduct on the part of the Indemnified Parties.

PART F: Acknowledgement

Notice for facilities renters using any Strafford School District facility: Tobacco/Tobacco Products, Vape/Vape Products and Alcoholic Beverages **ARE PROHIBITED** on school/district premises - at **ALL** times, in or out of the buildings.

I certify that I have read and understand the regulations governing the use of the Strafford School District facilities as listed on this form (Parts A-F) and in the **Strafford School Board Policy KF**, and my organization does not engage in any activity prohibited by School District Policy. I agree to accept personal responsibility for ensuring the compliance with these regulations during use of school facilities under this request. I affirm that all statements made by me on this form are true, complete and accurate to the best of my knowledge and belief.

Printed Name and Title: *Katrina Beaupre SRS Community event Coordinator*
Signature and Date: *Katrina Beaupre 9-15-26*

PART G: Office Use Only

DATE:

EMPLOYEE ASSIGNED BY ADMINISTRATION:

	Mark All That Apply	Mark All That Don't Apply
Facility/Needed Resources Available:	YES	NO
Police Presence Necessary:	YES	NO
Kitchen Supervision	YES	NO
Fire Inspection Necessary	YES	NO
Custodian Needed	YES	NO
IT Assistance Needed	YES	NO
Cert. of Liability w/ SSD listed as Additional Insureds:	YES	NO

RENTAL FEES:

CUSTODIAL FEES:

KITCHEN FEES:

Total Fees Due:

Date Fees Collected:

Due Date:

Collected By:

Facility Manager Approval:

Signature:

Date: *9-17-26*

Building Principal Approval:

Signature:

Date: *9/17/26*

School Board Approval:

Signature:

Date:

Once the Facility Use Request has been approved by the School Board, the Superintendent will sign on behalf of the School Board and file the completed form in the SAU office for two years. The Facilities Manager will receive an electronic copy of the completed form and will be responsible for informing the responsible party of the status of their Facilities Request.

Please attach any supporting documentation that may be helpful to building administration and the Strafford School Board in their deliberations and determination.

**STRAFFORD SCHOOL DISTRICT
PROPERTY/FACILITY USE REQUEST**

DIRECTIONS: The information requested is necessary for managing facility usage and to assure that your needs are met. Complete Parts A-F and submit the form to the school administrative office at least 15 business days prior to the proposed activity. For more information, please review School Board Policy KF - Use of School Facilities

PART A: Organization and Contact Information

DATE OF SUBMISSION:	September 15, 2026	# People Attending:	20
ACTIVITY:	Youth Pickleball Clinic		
SPONSORING ORGANIZATION:	Strafford Recreational Sports		
DATE(S) REQUESTED:	Feb 5, 12, Mar 5, 12, 2027	DAY(S) OF THE WEEK:	Fridays
TIME REQUESTED FROM:	3:30 pm	TIME REQUESTED TO:	5 pm
Person Responsible for Request and All Provisions:			
NAME:	Claire Murdough	PHONE:	603.498.1387
ADDRESS:	PO Box 261, Strafford, NH 03884		
Email:	straftordrecsports@gmail.com		
Name of Person Attending Entire Event:			
NAME:	Brigid O'Brien	PHONE:	603.978.5372
ADDRESS:	PO Box 261, Strafford, NH 03884		

PART B: Facility Requested

Cafeteria: _____	Library: _____	Gymnasium: ☒
Kitchen: _____	School Grounds: _____	Classrooms: _____
IT Help Req: _____	Custodian Req: _____	Police/Fire Req: _____
Additional Info:		

PART C: LIABILITY INSURANCE INFORMATION

The Licensee shall procure and maintain at its sole cost and expense, comprehensive general liability insurance with coverage limits of not less than \$1,000,000.00 per occurrence. If Licensee cannot provide such proof of insurance as described above, as an alternative, the Licensee may purchase a Special Events policy. In either case, the Strafford School District must be named as additional insureds.

THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE CERTIFICATE OF LIABILITY IS ATTACHED.

☒ YES - Have It and Attached	☐ NO - Not Available
--	---

Part D: Rental of Facilities: Costs listed below are as follows unless waived by the School Board.

CUSTODIAL SERVICES: When applicable, custodial services shall be charged at a rate of \$20.00 per hour.

USE OF KITCHEN: \$25.00 per hour for a FreshPicks Food Service Employee to supervise use of equipment and space.

FULL DAY (4-8 HOURS):			PARTIAL DAY (Less Than 4 hrs):		
USE OF ROOMS:	Classroom	\$ 40.00	Classroom:	\$	20.00
	Gym	\$ 110.00	Gym:	\$	60.00
	Library	\$ 70.00	Library:	\$	40.00
	Cafeteria	\$ 75.00	Cafeteria:	\$	75.00

Payment for rental of facilities shall be given to the school/district office in the form of a check made out to the Strafford School District. Payment shall be rendered not later than five business days after the use of the facility.

**DRAFT - STRAFFORD SCHOOL DISTRICT - DRAFT
PROPERTY/FACILITY USE REQUEST**

PART E: Indemnification and Hold Harmless: The approved applicant (hereinafter "Licensee") hereby agrees to protect, indemnify, save, defend, and hold harmless the Strafford School District and Town of Strafford, including its officials, agents, employees, and volunteers ("Indemnified Parties") from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest, and expenses, including but not limited to attorney's fees, which the Indemnified parties may become obligated or suffer by reason of any accident, bodily injury, death of person, property damage and/or loss, and/or personal injury (libel, slander, etc.) arising out of the Licensee's acts or omissions in the use of the Strafford School Facilities licensed to the Licensee, whether or not such injury, death, and/or damage is caused in part by any action or failure to act, negligence, breach of contract, or other misconduct on the part of the Indemnified Parties.

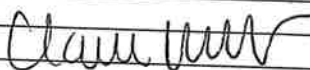
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Printed Name and Title: Claire Murdough, President

Signature and Date: September 14, 2026



PART G: Office Use Only

DATE:

EMPLOYEE ASSIGNED BY ADMINISTRATION:

Facility/Needed Resources Available:	Mark All That Apply		Mark All That Don't Apply	
	YES		NO	
Police Presence Necessary:	☒		☐	
Kitchen Supervision	☒		☐	
Fire Inspection Necessary	☒		☐	
Custodian Needed	☒		☐	
IT Assistance Needed	☒		☐	
Cert. of Liability w/ SSD listed as Additional Insureds:	☒		☐	

RENTAL FEES:

CUSTODIAL FEES:

KITCHEN FEES:

Total Fees Due:

Date Fees Collected:

Due Date:

Collected By:

Facility Manager Approval:

Signature:

Date:

Building Principal Approval:

Signature:

Date:

School Board Approval:

Signature:

Date:

Once the Facility Use Request has been approved by the School Board, the Superintendent will sign on behalf of the School Board and file the completed form in the SAU office for two years. The Facilities Manager will receive an electronic copy of the completed form and will be responsible for informing the responsible party of the status of their Facilities Request.

Please attach any supporting documentation that may be helpful to building administration and the Strafford School Board in their deliberations and determination.

**STRAFFORD SCHOOL DISTRICT
PROPERTY/FACILITY USE REQUEST**

DIRECTIONS: The information requested is necessary for managing facility usage and to assure that your needs are met. Complete Parts A-F and submit the form to the school administrative office at least 15 business days prior to the proposed activity. For more information, please review School Board Policy KF - Use of School Facilities

PART A: Organization and Contact Information

DATE OF SUBMISSION: 9.15.26 # People Attending: approx 50-100
 ACTIVITY: Trunk or TREAT P.T.O. & SRS event
 SPONSORING ORGANIZATION: P.T.O. & SRS rain date Rain Date
 DATE(S) REQUESTED: 10.24.26 / 10.25.26 DAY(S) OF THE WEEK: Sat. / Sun
 TIME REQUESTED FROM: 3-7 pm. TIME REQUESTED TO: 7pm.
3pm. same time 3-7
 Person Responsible for Request and All Provisions:
 NAME: Katrina Beaupre PHONE: 603 818 3932
 ADDRESS: 11 Deer Ln.
 Email: katrina.beaupre@icbd.com
 Name of Person Attending Entire Event:
 NAME: Katrina Beaupre PHONE:
 ADDRESS: same

PART B: Facility Requested

Cafeteria: _____ Library: ☒ _____ Gymnasium: _____
 Kitchen: _____ School Grounds: ☒ _____ Classrooms: _____
 IT Help Req: _____ Custodian Req: _____ Police/Fire Req: _____

Additional Info:

PART C: LIABILITY INSURANCE INFORMATION

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THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE CERTIFICATE OF LIABILITY IS ATTACHED.

on file YES - Have It and Attached NO - Not Available

Part D: Rental of Facilities: Costs listed below are as follows unless waived by the School Board.

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USE OF KITCHEN: \$25.00 per hour for a FreshPicks Food Service Employee to supervise use of equipment and space.

FULL DAY (4-8 HOURS):			PARTIAL DAY (Less Than 4 hrs):		
USE OF ROOMS:	Classroom	\$ 40.00	Classroom:	\$	20.00
	Gym	\$ 110.00	Gym:	\$	60.00
	Library	\$ 70.00	Library:	\$	40.00
	Cafeteria	\$ 75.00	Cafeteria:	\$	75.00

Payment for rental of facilities shall be given to the school/district office in the form of a check made out to the Strafford School District. Payment shall be rendered not later than five business days after the use of the facility.

**DRAFT - STRAFFORD SCHOOL DISTRICT - DRAFT
PROPERTY/FACILITY USE REQUEST**

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Printed Name and Title:

Kathrina Beaupre S.R.S. Com. Events Coordinator

Signature and Date:

Kathrina Beaupre 9/15/26

PART G: Office Use Only

DATE:

EMPLOYEE ASSIGNED BY ADMINISTRATION:

	Mark All That Apply	Mark All That Don't Apply
Facility/Needed Resources Available:	YES	NO
Police Presence Necessary:	YES	NO
Kitchen Supervision	YES	NO
Fire Inspection Necessary	YES	NO
Custodian Needed	YES	NO
IT Assistance Needed	YES	NO
Cert. of Liability w/ SSD listed as Additional Insureds:	YES	NO

RENTAL FEES:

CUSTODIAL FEES:

KITCHEN FEES:

Total Fees Due:

Date Fees Collected:

Due Date:

Collected By:

Facility Manager Approval:

Signature:

[Signature] 9-17-26

Date:

9-17-26

Building Principal Approval:

Signature:

Date:

9/17/26

School Board Approval:

Signature:

Date:

Once the Facility Use Request has been approved by the School Board, the Superintendent will sign on behalf of the School Board and file the completed form in the SAU office for two years. The Facilities Manager will receive an electronic copy of the completed form and will be responsible for informing the responsible party of the status of their Facilities Request.

Please attach any supporting documentation that may be helpful to building administration and the Strafford School Board in their deliberations and determination.

ONGOING AND COMPLETED BOARD MEETING TASK ITEMS

Generated: September 18, 2026

OPEN ITEMS (12)

Description	Assigned To	Meeting Date
Walk the property with a forester and update the board on progress.	Facilities Manager, Mr. Almanzan	05/07/26
Policy Committee - Filling a board vacancy policy - priority item	Superintendent, Policy Committee	04/05/26
Add a community component to the pulse and annual surveys - how to get the community more connected.	Superintendent	06/23/26
Complete the development of a business office compliance app to be used to help track and address various audit findings and allow for regular reporting on these findings to the school board.	Business Manager	08/26/26
Fire Alarm Update	Facilities Manager	08/26/26
Consider a community questionnaire regarding high school bus route changes + need to schedule another TC meeting. Board prefers earlier than December as the committee planned.	Transportation Committee	09/09/26
Schedule Primex to come out to do a playground evaluation	Facilities Manager	09/09/26
Develop a RFP for Propane for April, 2027	Business Manager, Facilities Committee	09/09/26
Develop a Transportation RFP for April 2027	Business Manager, Transportation Committee	09/09/26
Have Mr. Griffiths develop a plan for implementing the Chromebook control feature as soon as possible. Potentially a demonstration for the board.	Assistant Principal, IT Director, Principal	09/09/26
The board would like for Ms. Blackington to return to an upcoming meeting to present more information/updates on the WIN time, UA curriculum, and other curriculum updates as applicable. Guiding question: How is the school curriculum realignment and public access project going?	Principal	09/09/26
Develop a Food Service RFP.	Facilities Manager	09/16/26

COMPLETED SINCE LAST MEETING (7)

Description	Assigned To	Completed Date
Add Section 504 procedures to the faculty handbook	Director of Student Services, Superintendent	09/15/26
Put the new NHSBA resolutions on the next meeting's agenda as a separate document to accompany the board packet. Make sure its in the public folder as well.	Superintendent	09/11/26
Reach out to the community with questions regarding future CBNA student forecast, particularly centered around home school students intending to return to public school for high school	Superintendent	09/13/26

Have Mr. Griffiths install the screen in the library for use during board meetings. Priority item.	Facilities Manager, IT Director	09/17/26
Post the joint school board meeting at CBNA for November 10, 2026. The school board will attend the joint meeting only - not stay after for the traditional board meeting. That is scheduled for November 18 in the Strafford School library.	Superintendent	09/13/26
Develop a multi method bus ridership options sheet for the HS run for future years. ie. 3 bus am / 3 bus pm; 3 bus am / 2 bus pm; 1 bus am / 1 pm, etc...	Superintendent	09/15/26
Develop a proposed MOU to Address contract issue	Superintendent	09/15/26

High School (CBNA) Transportation Options — Summary for the Board

September 2026

The Board asked for an options sheet on high school transportation ahead of the upcoming budget cycle, to see what range of savings might be possible if the district reduced CBNA bus service. **This is a first-look budget exercise to gauge Board interest, not a finalized cost proposal nor a proposed action to be taken.**

What We Know For Certain

- Under NH RSA 189:6, the district is required to transport K-8 students, but transportation for grades 9-12 is discretionary.
- Per the signed contract with Dail Transportation/STA and the 2026-28 pricing addendum, the district contracts for 7 buses total: 4 run Elementary-only routes, and 3 run combined Elementary-and-CBNA routes.
- **2027-28 contract rates (per bus, per day, both AM and PM combined):**
 - Elementary only: \$448.77
 - Elementary + CBNA: \$539.97
 - Difference: \$91.20/day per bus
- The district can increase or decrease the number of CBNA-classified buses at any time during the contract term, not just at renewal. The contract requires two weeks' written notice to the carrier, with the price adjusting to the new bus count. There is no penalty for doing this, and no need to wait.
- Week of August 31, CBNA rider counts averaged approx.. 59 riders AM and 48.5 riders PM per day

Options and Rough Savings

The table below assumes the AM and PM portions of the \$91.20/day differential split evenly (\$45.60 each). This 50/50 split is our own assumption, not something Dail has confirmed. Options below other than the current 3 AM/3 PM setup or a full 2 AM/2 PM reduction would likely require a custom quote from Dail.

Option	Buses w/ CBNA (AM / PM)	Basis	Est. daily savings	Est. annual savings (180 days)
Status quo	3 / 3	Confirmed	\$0.00	\$0.00
Reduce PM by 1 bus	3 / 2	Estimate	~\$45.60	~\$8,208
Reduce PM by 2 buses	3 / 1	Estimate	~\$91.20	~\$16,416
Reduce to 2 buses, both runs	2 / 2	Confirmed	\$91.20	\$16,416
Reduce AM by 1, PM by 2	2 / 1	Estimate	~\$136.80	~\$24,624
Reduce to 1 bus, both runs	1 / 1	Estimate	~\$182.40	~\$32,832
Eliminate HS transportation	0 / 0	Estimate	~\$273.60	~\$49,248

Note: This is meant to help the Board see whether there's appetite to pursue any reduction in CBNA service, weighed against the tradeoff of savings to taxpayers versus disruption to families who currently rely on HS bus service. That tradeoff is a Board policy decision.

If the Board wants to seriously pursue any option other than the status quo or the fully-confirmed 2/2 reduction, the next step would be requesting a specific, definite quote from Dail Transportation before bringing a firm number back for a vote.

STRAFFORD SCHOOL DISTRICT

Request for Proposals

Food Service Management Company (FSMC) Services

DRAFT v1, For Board Review, Not Yet Released

Contingent upon Strafford School Board approval and New Hampshire Department of Education, Office of Nutrition Programs and Services (ONPS) approval prior to release.

Notice to Offerors

The Strafford School District ("District" or "SFA") is soliciting competitive sealed proposals from qualified Food Service Management Companies ("FSMC" or "Offeror") to manage and operate the District's nonprofit school food service program at Strafford School, located at 28 Roller Coaster Road, Strafford, NH 03884.

This solicitation is open to any qualified FSMC and is not limited to the District's current food service provider.

Proposals must be received no later than 4:00 PM Eastern Time on the date thirty (30) calendar days following the official public posting date of this Request for Proposals, as published on the Strafford School District website and in the District's public notice. The exact due date will be stated on the public notice accompanying this RFP at the time of posting.

Proposals shall be submitted in a sealed envelope clearly marked "FOOD SERVICE MANAGEMENT COMPANY PROPOSAL" and delivered to:

Strafford School District
Attn: Robert Seaward, Superintendent of Schools
28 Roller Coaster Road
Strafford, NH 03884

Questions regarding this RFP should be directed in writing to Robert Seaward, Superintendent, at robert.seaward@strafford.k12.nh.us.

Proposals will be publicly opened at 9:00 AM Eastern Time on the day following the proposal due date, at the Strafford School District Office, 28 Roller Coaster Road, Strafford, NH 03884. The bid opening is open to any offeror or member of the public who wishes to attend.

Section 1: Instructions to Offerors

1.1 Purpose

The District is seeking a qualified FSMC to manage, operate, and staff the school nutrition programs at Strafford School in accordance with all applicable federal and state regulations governing the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

1.2 Term of Contract

The initial contract term shall commence July 1, 2027, and continue through June 30, 2028. The contract is subject to up to four (4) additional one-year renewal periods upon the mutual written consent of both parties, potentially extending the agreement through June 30, 2032. Renewal in any given year is at the sole discretion of the District and is not guaranteed.

1.3 Scope of Meal Programs

The FSMC shall provide the following meal services:

- Breakfast (School Breakfast Program / SBP)
- Lunch (National School Lunch Program / NSLP)
- A La Carte Food (Smart Snacks)
- Vending (Smart Snacks)

This contract does not include the Summer Food Service Program, the Afterschool Snack Program, or CACFP. The District does not currently qualify for these programs. Should the District's eligibility change during the contract term, any addition of these programs would require a separate written amendment, subject to NH DOE approval.

1.4 State Agency Review

This RFP and any resulting contract must be reviewed and approved by the New Hampshire Department of Education, Office of Nutrition Programs and Services (ONPS), prior to release for bid and prior to execution, in accordance with 7 CFR 210.16(d) and NH DOE procedure. Any material amendment to the resulting contract likewise requires NH DOE approval.

1.5 Proposal Format

Proposals must be organized in the following order and must respond to each item. Failure to address a required item may result in disqualification.

- a. Cover letter and introduction of the FSMC
- b. Company qualifications and experience with comparable K-8 school districts
- c. Proposed management and staffing plan for Strafford School
- d. Proposed 21-day cycle menu, consistent with USDA meal pattern requirements
- e. Written response addressing each Food Quality and Nutrition Standard in Section 3.4
- f. Proposed financial structure (see Section 2)
- g. Evidence of State and/or Local Health Certification
- h. Written Code of Conduct
- i. Written Procurement Procedures
- j. Certificate of Insurance evidencing required coverage (see Section 4)
- k. Completed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- l. Completed Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF-LLL), if applicable
- m. Completed Certificate of Independent Price Determination
- n. Completed Non-Collusive Statement
- o. References from at least three (3) comparable school district clients, including contact information
- p. Any exceptions taken to the terms of this RFP, clearly identified

1.6 Evaluation Criteria

Proposals will be evaluated by the District on the following factors:

- Total cost to the District, including Administrative Fee and Management Fee (weighted most heavily)

- Demonstrated ability and specific plan to meet the Food Quality and Nutrition Standards in Section 3.4, including scratch-cooking approach, sourcing hierarchy, and salad bar offerings
- Quality, variety, and nutritional value of the proposed menu
- Demonstrated experience with school districts of comparable size and profile
- Staffing plan and proposed transition approach
- References and past performance
- Responsiveness and completeness of the proposal

The District reserves the right to reject any and all proposals, to waive minor informalities, and to negotiate final terms with the selected Offeror prior to contract execution, consistent with 2 CFR 200.320 and 7 CFR 210.16.

1.7 Award and Approval

Any award resulting from this RFP is contingent upon Strafford School Board approval and NH DOE ONPS approval of the final contract prior to execution. Acceptance of a proposal does not constitute award of a contract.

Section 2: Financial Structure

2.1 Contract Type

This will be a Cost-Reimbursable Contract. The FSMC shall be paid on the basis of actual, allowable direct operating costs (food, labor, and supplies), plus a fixed Administrative Fee and a fixed Management Fee, in accordance with 7 CFR 210.16(c) and 2 CFR 200.

2.2 Fees Subject to Bid

Offerors shall propose, as part of their financial submission:

- A monthly Administrative Fee
- A monthly Management Fee
- An itemized breakdown of anticipated direct operating costs for the initial contract year

2.3 Break-Even Guarantee

Consistent with prior District practice, the FSMC shall guarantee that the food service program will operate on a financially break-even basis for the District, with the FSMC responsible for any operational losses exceeding the amount of its Administrative and Management Fees. This provision will be restated in full in the final contract's financial terms article.

2.4 Renewal Year Pricing

Offerors shall indicate, to the extent known, their anticipated fee structure for each potential renewal year (2028-29 through 2031-32), understanding that renewal-year pricing remains subject to negotiation and NH DOE approval at the time of each renewal.

Section 3: School Site and Program Details

3.1 Location

Strafford School
28 Roller Coaster Road
Strafford, NH 03884

Approximately 365 students, Grades K-8

3.2 Meal Pricing (Current, Subject to District Approval Each Year)

	Type A Lunch			Type A Breakfast		
	Full	Reduced	Adult	Full	Reduced	Adult
Elementary	\$3.55	\$0.40	\$4.00	\$2.00	\$0.00	\$2.50

3.3 Calendar

Meal service shall follow the Strafford School District school calendar, adopted annually by the Strafford School Board. The FSMC shall adhere to a 21-day cycle menu for the first twenty-one days of service in each contract year, with subsequent changes requiring District approval, in accordance with 7 CFR 210.16(b)(1).

3.4 Food Quality and Nutrition Standards

These standards reflect established District practice under the Strafford School District Wellness Policy (JLCF) and are required elements of the proposed menu and kitchen operation. Consistent with the Wellness Policy's directive to promote food choices low in refined and processed sugar, the following requirements apply:

- a. Scratch Cooking Requirement.** In each regular five-day school week, no fewer than three (3) breakfasts and three (3) lunches shall be prepared from scratch on site, meaning built from raw or minimally processed ingredients through on-site preparation (for example, a macaroni and cheese made by boiling pasta, melting cheese, and seasoning and baking from raw components; or a Friday pizza built on a pre-made dough with fresh toppings baked on site) rather than served as a pre-cooked, pre-packaged, or vendor-prepared entree. On weeks shortened by holidays, in-service days, or other school closures, this requirement scales proportionally to the number of service days.
- b. Commodity Utilization Days.** Up to two (2) days per regular five-day week may feature meals built primarily around USDA commodity foods provided to the District.
- c. Sourcing Hierarchy.** The FSMC shall source ingredients according to the following order of preference: fresh first, frozen second, and canned only when fresh or frozen options are not practicable.
- d. On-Site Daily Preparation.** Food shall be prepped and prepared fresh on site daily. The FSMC shall not serve pre-cooked or pre-packaged entrees sourced from outside food-service vendors in place of on-site preparation, except for the limited pizza-dough allowance described in (a).
- e. Daily Fresh Fruit, Vegetable, and Milk Service.** Every meal service, regardless of the entree, shall be accompanied by fresh fruit, fresh vegetables, and milk.
- f. Salad and Fruit Bar.** The FSMC shall maintain a fresh fruit and salad bar offering a wide variety of daily selections, with unlimited student visits to the bar per lunch meal.
- g. Milk Options.** The FSMC shall offer plain (unflavored) milk and low-fat chocolate milk as the District's two reimbursable milk choices.
- h. Peanut Butter Product.** The FSMC shall use a natural, no-added-sugar peanut butter product (e.g., Jif Naturals or equivalent). Sunflower seed butter ("sun butter") does not satisfy this requirement.
- i. Low-Sugar Ingredient Standard.** The FSMC shall favor whole, minimally processed ingredients over sugar-added or corn-syrup-based substitutes across the menu (for example, pure maple syrup rather than corn-syrup-based syrup with pancakes and French toast).

j. Proposal Response Required. Offerors shall describe in their proposal, item by item, how their kitchen staffing, menu planning, and food sourcing model will meet each requirement in this Section 3.4, including specific brand or product examples where applicable.

Section 4: Insurance and Certification Requirements

4.1 Comprehensive Insurance

The FSMC shall obtain and maintain, for the duration of the contract, Comprehensive General Bodily Injury and Property Damage Liability Insurance in a combined single limit of no less than \$1,000,000, naming the Strafford School District as an Additional Insured with respect to FSMC operations under the contract.

4.2 Required Federal Certifications

The FSMC shall complete and submit the following with its proposal, and again with each renewal as applicable:

- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- Certification Regarding Lobbying (if the contract value triggers 31 U.S.C. 1352 requirements)
- Certificate of Independent Price Determination
- Non-Collusive Statement

Section 5: General Terms and Conditions

The resulting contract shall incorporate all provisions required by New Hampshire Department of Education's approved FSMC contract template, including but not limited to provisions addressing: relationship of the parties, FSMC and SFA responsibilities, management and personnel, inventories and equipment, financial and payment terms, and general terms and conditions, substantially consistent with the format previously approved by NH DOE ONPS for this District. The final contract document will be provided to the selected Offeror for execution following award and remains subject to the state agency review described in Section 1.4.

Section 6: Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

To file a program discrimination complaint, a complainant should complete Form AD-3027, available online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter to USDA. The completed form or letter must be submitted to USDA by mail, fax, or email as specified in the form instructions.

This institution is an equal opportunity provider.

Advertising, Outreach, and Status

District and Board reference only. This page is not part of the RFP submitted to NH DOE ONPS and will not be included in the public posting.

Outstanding Items

Still needed before this goes out: Board review and approval of the RFP above; submission to NH DOE ONPS for required review and approval (contact Tammi Loiselle or Maddie Parker, Child Nutrition Operations Manager, 603-406-4305); confirmed current mailing and contact addresses for the direct-notice FSMCs listed below; and the final proposal due date filled in on the public notice once posted (30 calendar days from posting).

Appendices to attach at final packaging: current District calendar, blank certification forms (Debarment, Lobbying/SF-LLL, Certificate of Independent Price Determination, Non-Collusive Statement), and the schools-covered appendix.

FSMC Direct Outreach List

In addition to the public posting, the District plans to notify the following companies directly. Addresses and contacts below are drawn from public sources and will be confirmed as current before anything goes out under District letterhead.

Whitsons Culinary Group *(incumbent, having absorbed Fresh Picks Cafe/Abbey Group)*

125 Baylis Road, Melville, NY 11747

General inquiry through whitsons.com; route to their K-12 Northeast regional office.

Cafe Services, Inc. *(NH-based, active in NH school food service)*

749 E Industrial Park Drive, Manchester, NH 03109

(603) 437-0200 / (877) 375-3246

Chartwells K-12 *(Compass Group)*

2400 Yorkmont Road, Charlotte, NC 28217

General K-12 growth/business development inquiry through compass-usa.com/our-companies/education

Sodexo School Services

9801 Washingtonian Blvd, Gaithersburg, MD 20878

General inquiry through sodexo.com

Aramark K-12 Education

2400 Market Street, Philadelphia, PA 19103

growth@aramark.com (K-12 new business line)