

CANDIA SCHOOL BOARD MEETING

Thursday, November 2, 2017– 6:00 p.m.

LOCATION OF MEETING Henry W. Moore School – Media Center

AGENDA

- I. CALL TO ORDER**
 - A. Pledge of Allegiance
- II. PROOF OF POSTING** – Dr. Charles P. Littlefield
- III. PINKERTON ACADEMY LIAISON** – Elizabeth Nerney
- IV. GUEST- Pinkerton Academy Headmaster, Griffin Morse**
- V. APPROVAL OF MINUTES**
 - A. Minutes of the Candia School Board Meeting on October 5, 2017*
- VI. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**
- VII. Updates from Dr. Charles P. Littlefield, Superintendent of SAU 15**
- VIII. REPORTS**
 - A. Reports of Administrators*
- IX. OLD BUSINESS**
 - A. Goals*
 - B. Turner Group
- X. NEW BUSINESS**
 - A. Meeting with Budget Committee Date
- XI. POLICY REVIEW**
 - A. Second Reading/Adoption*
 - B. First Reading/Review*
- X. FINANCE/OPERATIONS**
 - A. Expenditure Manifest and Action Relating Thereto* - Karen Lessard
 - B. Budget Adjustments* (if necessary) - Karen Lessard
 - C. Revenue Report*

- XI. PERSONNEL (if necessary)**
- XII. NON-PUBLIC SESSION RSA 91-A 3 Sections II**
- XIII. INFORMATIONAL ITEMS AND CORRESPONDENCE**
-Enrollment Reports
- XIV. ITEMS FOR NEXT/FUTURE AGENDA**
-Science Standards
- XV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- XVI. ADJOURNMENT**

The next regularly scheduled Candia School Board Meeting will be held on Thursday, December 7, 2017, 6:00 p.m. at the Henry W. Moore School Media Center.

There will be an SAU Board Meeting on Wednesday, November 15, 2017 at 6:30 p.m. at the Auburn Village School in Auburn, NH.

**Materials enclosed for Board review prior to meeting*

**GUIDELINES FOR PUBLIC COMMENT
AT CANDIA SCHOOL BOARD MEETINGS**

Guidelines when addressing the Candia School Board under OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD section of the Candia School Board meeting agenda:

1. Appropriate time will be set aside for citizens to address the Board.
2. Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
3. The presentation should be as brief as possible. Written remarks are encouraged.
4. Speakers may offer comments on such school operations and programs as concern them. In public session, however, the Board will not hear personal complaints of school personnel nor complaints against any person connected with the school system. Other channels are provided for Board consideration and disposition of legitimate complaints involving individuals, which should be referred to the Superintendent for appropriate action.

**CANDIA SCHOOL BOARD MEETING
THURSDAY, OCTOBER 5, 2017 AT 6:00 P.M.
HENRY W. MOORE SCHOOL MEDIA CENTER**

These minutes have not been approved.

Matt Woodrow, Chair, called the meeting to order at 6:04 p.m. Those in attendance were Board members Becky Cronk, Dana Buckley, Kim Royer, and Stephanie Helmig; Principal, Dr. Robert St. Cyr; Assistant Principal, Michelle Lavalley; Director of Student Services, Kathryn Duncan; Technology Director, Dan Roma; Superintendent, Charles P. (Phil) Littlefield; Assistant Superintendent, Marge Polak, and Business Administrator, Karen Lessard.

Minds in Motion teacher, Judi Lindsey introduced 2nd grader, Alicia Stafford, who led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Dr. Littlefield provided proof of posting.

APPROVAL OF MINUTES

The Board reviewed the minutes.

Motion by Becky Cronk, seconded by Dana Buckley, to accept the minutes of the Candia School Board Meeting on September 7, 2017, after editing the date from September 8 to September 7, and the motion carried unanimously.

Matt Woodrow asked that the agenda be amended to allow for the Pinkerton Liaison, Elizabeth Nerney, to address the Board.

Elizabeth, a Junior at Pinkerton, updated the Board on current and upcoming events that included Spirit Week, Homecoming Day and Dance, Headmaster Griffin Morse's intent to resign, and that the PSATS are next week. Elizabeth added that Pinkerton offers a prep class for PSATS and that Candia is well represented in sports as well as in academic clubs.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

UPDATES FROM DR. CHARLES P. LITTLEFIELD, SUPERINTENDENT OF SAU #15

No new updates.

REPORTS

Reports of Administrators

Administrator Reports were reviewed.

Dan Roma stated that he will participate in the PowerSchool User Group on Analytics in November.

OLD BUSINESS

Goals

Dr. Littlefield stated that all progress on Goals is embedded in the Administrative Reports. He will continue to put them in the packet to show activity.

HL Turner Group Renovation Project-Nurse's/Science Areas

Matt Woodrow gave a history of the previous scope of projects - exterior, traffic patterns, and fields - and stated that some things were put on hold due to possible town-wide changes. Discussion ensued. Dana Buckley said he would rather wait to see what happens with the village project, and Becky Cronk said it was important to address the science lab and nurse's area now. Kim Royer said that HL Turner was first hired to address possible grounds renovations. She said everything is a 'couple of years out and nothing is a quick turn-around', so she would rather address that in a year or so.

Dr. Littlefield stated that the Turner Group looked at the science and nurse's area to come up with a conceptual plan. That plan was estimated at between \$250,000 - \$300,000. However, a more firm figure came in at \$389,000. Considering that increase, along with declining enrollments, Dr. Littlefield suggested postponing the science and nurse's area renovations as well as the grounds renovations. He suggested

that the Board fund an updated demographic study as well as hire the Turner Group to do a facilities assessment. After this information is gathered, the Board can then concentrate on a long range plan for the Moore School. This should be a priority for all community committees, not just a school district decision. Dr. Littlefield also suggested the next warrant should include adding to the Capital Reserve Fund. He said if possible, the same conceptual plan could be used at a later date. Matt Woodrow said the Board will discuss this further when doing the budget.

Stephanie Helmig asked if the playground was safe, to which Dr. Littlefield said that if he or Karen Lessard were aware of any safety issues, they would be addressed immediately.

NEW BUSINESS

K-5 Grade Level Competencies and Report Cards (M. Polak)

Marge Polak and Cheryl St. Pierre gave a PowerPoint Presentation on K-5 Grade Level Competencies and Report Cards. Marge said the steering committee was made up of Auburn, Candia, and Hooksett teachers. The goal is to provide more information and the emphasis is on student learning. She said they are not doing away with numeric grades and that the presentation will be posted on the website. Dana Buckley said the goal should be to make sure kids are leaving prepared. Marge said the goal is to have less deficiency and the intention is to provide more information to students and families of what skills are being worked on at each grade level. Mr. Buckley would like to see data on the benefits of this type of reporting. Becky Cronk asked why there is no science and social studies grades in K-3, to which Marge said the descriptors will provide that function. Becky asked why the switch to trimesters, to which Marge stated that is to allow for the amount of information to be captured. Kim Royer asked where they are at for grades 6-8, to which Marge stated the committee will begin discussions next year, for implementation, most likely, the following year.

High School Bus Routes (Discussion)

Becky Cronk stated that she, Karen Lessard, and the Director of Goffstown Trucking Co. met to review high school bus stops. Because of the low number of Central riders, they reduced the Central bus to a single morning run and added a Pinkerton bus. They decided not to add Pinkerton stops as it would impact the arrival time at Pinkerton, adding to traffic issues. They will reevaluate high school bus routes again next year.

NHSBA Right-to-Know Presentation (Discussion)

Matt Woodrow stated that the previously scheduled meeting with an NHSBA attorney regarding a presentation on Right-to-Know Laws was cancelled. The Board will revisit rescheduling at a later date.

Budget Binder Additional Pages (Discussion)

Discussion ensued relative to a request by the Budget Committee for a page for every line items. Karen Lessard said there are currently 180 pages and to do what is being requested would add an additional 120 pages. After discussion, Stephanie Helmig will sent the Budget Committee Chair the information electronically, and the Budget Committee can amend their minutes to include that email.

POLICY REVIEW

2nd Reading/Approval

Dana Buckley summarized the policies before the Board.

Motion by Dana Buckley, seconded by Stephanie Helmig, to approve Policies BEAA, BEDD, and BEDH as presented for a second reading, and the motion carried unanimously.

1st Reading/Review

Motion by Dana Buckley, seconded by Becky Cronk, to approve the first reading of Policy DID, and the motion carried unanimously.

FINANCE/OPERATIONS

Review of Expenditure Manifest and Action Relating Thereto

Motion by Kim Royer, seconded by Matt Woodrow, to move the October 5, 2017 manifest in the amount of \$1,247,924.04, and the motion carried unanimously.

Budget Adjustments

The budget adjustments were reviewed.

Motion by Kim Royer, seconded by Matt Woodrow, to approve the budget adjustments as presented, and the motion carried unanimously.

Revenue Report

The revenue report was in the packet for review.

PERSONNEL (if necessary)

Notification of Retirement

Motion by Becky Cronk, seconded by Matt Woodrow, to approve the notification of resignations of Judi Lindsey, Eileen Suckley, Kim White, and Katherine Lacaille, and the motion carried unanimously.

Co-Curricular Nominations

Motion by Stephanie Helmig, seconded by Matt Woodrow, to accept the co-curricular nominations as presented, and the motion carried unanimously.

NON-PUBLIC SESSION RSA 91-A: 3 Sections II (if needed)

INFORMATIONAL ITEMS AND CORRESPONDENCE

Enrollment Reports

SAU Board Meeting: October 11, 2017 (David R. Cawley Middle School)

Pinkerton Board Tour-October 23, 2017 7:30 a.m. – 8:30 a.m.

Candia School Board Budget Workshop: November 1, 2017 4:00 p.m. – 8:00 p.m.

Candia School Board Budget Workshop: *(if needed)* – November 2, 2017 4:00 p.m. – 6:00p.m.
(preceding Board meeting)

NEXT / UPCOMING AGENDA ITEMS

November guest, Griffin Morse-Pinkerton Academy Headmaster
Science Standards Discussion

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Mary Pacheco said that a recent article in Time Magazine by Jo Boaler from Stanford was in line with the Grade Level Competencies presented earlier. She added that her children both attended Campbell High in Litchfield where competencies were the norm and the transition to competencies was seamless.

Todd Keating stated his kids have told him they do not run outdoors at the Moore School because of safety issues, to which Dr. Littlefield stated he should contact Dr. St. Cyr about this.

Jeremy Gill asked why other quotes weren't received for the renovation plans. He said the decline in enrollment is indicative of Candia itself. Upgrades to the school would be more attractive to new homebuyers. Safety issues should be dealt with.

ADJOURNMENT

Motion by Stephanie Helmig, seconded by Becky Cronk to adjourn the meeting at 8:15 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be held Thursday, November 2, 2017 at 6:00 p.m. at the Henry W. Moore School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary

VIII. A.

Candia School Board Meeting Assistant Superintendent Report 11/2/17

State Assessment Update

- On November 9th, I will attend a training at the DOE on the new NH Statewide Assessment System (SAS). The morning will be devoted to NH SAS for ELA/Writing and Math for grades 3-8. The assessments are unique to NH and can be adjusted to meet NH's needs. The afternoon session will be devoted to the new Science assessment for grades 5 and 8.

Brad Kidder Law Conference

- On October 4th, I attended the Brad Kidder Law Conference sponsored by the NH School Boards Association and the NH School Administrators Association. New Hampshire's top school attorneys highlighted new developments in school law on topics of new laws, collective bargaining, privacy, use of media, school finance, personnel, and special education.

Dyslexia Law

- The SAU15, Dyslexia Law Reading Team will be meeting again on October 26th to ensure compliance with the requirements of NH RSA 200:59 including parent communication regarding reading achievement, intervention plans and monitoring of student progress.
- Core reading instruction and intervention services in grades K-2 will be reviewed. Instructional changes will be made as appropriate.

Parent Information Night

- A parent information night will take place Thursday, October 27th to share and discuss the new K-5 report card format. Bob St. Cyr, Cheryl St. Pierre, and I will facilitate the discussion.

Competency Work

- Teachers in grades K-5 throughout the SAU will work together in an after-school session on November 2nd, to review and finalize science competencies and develop corresponding rubrics.
- Unified Arts teachers will also be completing their documents as well.

South Central Curriculum, Instruction, Assessment Group

- This regional meeting took place on October 20th. Discussion points included NH DOE updates related to transition to a new organizational structure for the department, school district data submissions, make-up of the legislative committee that will oversee the Public School Infrastructure Fund (Life and Safety Deficiencies, Improving Security, E-Rate Match to bring fiber connections to schools), professional code of ethics, and upcoming assessment trainings.

VIII. A.

Henry W. Moore School Administrator's Report for November 2017

Inspiring Excellence Together

SAU #15 Core Values

1. Schools are for students.
2. Students meet and exceed high academic standards.
3. We each have the responsibility to ensure the success of all students.
4. Twenty-first century instruction is necessary for twenty-first century learning.
5. We believe that it does, in fact, "take a village to raise a child."

Total Enrollments as of October 1, 2017

Students: 297

Principal's Report

- *School Board Goal: Comparison of 8th grade class trips - DC and NYC*
In accordance with the school board goal to review the 8th grade trip and determine the pros and cons of NYC vs. Washington, DC, Mrs. Lavallee and the team have completed the New York trip with the current 8th grade cohort of students. While the trip was a resounding success, analysis of the pros and cons of each trip have resulted in the recommendation to travel to Washington, DC for a stronger learning experience.
- *School Board Goal: Consider Options to Implement a Foreign Language Program.* I have included a proposal for the budget review process.
- *School Board Goals: Determining the benefits and detriments of the use of technology and conducting an evaluation including parent feedback and impact.* Met with Technology Integration Specialist, Dr. Andrea Ange on Saturday, October 21, to discuss the use and impact of technology as well as possible survey options.
- *School Board Goal: Candia Enrollment.* This is an ongoing process. Part of the process is to consider staffing and enrollment during the budget cycle. This was an integral part of this year's budget preparation as we reviewed the Demographic Analysis/Enrollment Projections from the New Hampshire School Administrators Association.
- *School Board Goal: Provide update on grade level competencies and the new report card.* Planned and facilitated a student report card presentation to Candia Parents for grade K-5.
- *School Board Goal: Identify multiple platforms of communication with families and communities.* Our new school sign continues to be a success for quality communication. We have had messages promoting events and announcements for both the school and the Candia Community. The new sign allows multiple messages to be repeated several times during the day. All announcements on our website are automatically included on the school Facebook page.

- We held our first Stage 2, off site evacuation drill on October 13, at 9 am. Students walked to the CYAA and back. This was an opportunity to test our student accountability and reunification procedures. The exercise was successful and the students were exceptionally cooperative. I would like to extend my appreciation to the Candia Fire and Police Departments for their assist with traffic and constructive feedback.

Assistant Principal

- Completed comparison of the DC and NYC 8th grade trips with staff members that participated in both trips.
- NYC trip - parent information night was well attended. Prepared required paperwork and met with Mrs. Jawidzik to review medical information.
- Planned and facilitated staff collaborative meeting on 10/4 and professional development day on 9/29.
- Progress reports issued for grades 6 - 8 issued 10/3.
- Attended grade level data team and parent meetings.
- Teacher observations and walkthroughs.
- Substitute coverage for classroom teachers and paraprofessionals.
- Consults with Constellation's behavior specialists.
- Bi-monthly union meetings with Mr. St. Cyr, Mrs. Pacheco and Mrs. White
- SAU Admin meeting at Cawley Middle School on Monday, 10/23.

High School Coordinator

- 504 meetings at Pinkerton Academy
- Coordinate PA's guidance counselor's visit with our middle school team

Director of Student Services

- Communicated with parents and participated in IEP team meetings for high school, out of district school, charter school, and preschool students.
- Met regularly with the Henry W. Moore administrative team to review school needs and address specific concerns.
- Met weekly with the Student Service Team including special educators and related service providers.
- Met with Dr. Littlefield, Marge Polak, Bob St. Cyr, and Dan Roma for monthly review of 2017-18 Candia School Board Goals as well as review of the proposed 2018-19 budget.
- Continued teacher evaluation process including professional development goal setting.
- Continued review of Child Find procedures and scheduling of Child Find evaluations.
- Continued preparations for the upcoming Title 1 Onsite Review including review of the Title 1 master plan.
- Co-facilitated monthly South Central Directors meeting which focused on collaboration between regional directors and DOE compliance monitoring.

Maintenance Director

- A few projects have been scheduled for the next few weeks. The kitchen is having another electrical outlet installed in the ceiling to accommodate moving the serving line to a better location.
- A new exterior light is being installed to light up the flagpole at night.
- New pavement markings are being added as well as some touch ups to the playground area to include 2 more four square areas.

Director of Technology

- Met with Dr. Littlefield, Dr. St. Cyr and Kathryn Duncan to review the 2017-2018 School Board Goals. Met with members of the Technology Committee to review Technology Plan goals. Began planning trainings for in-school initiatives.
- Reconfigured district iPad 2's to consolidate and organize apps available on devices. iPad's will be redeployed from being housed in carts to classroom for better availability.
- Setup gymnasium presentation equipment for in school assemblies, PTO events and Candia Long Term Planning committee.
- Distributed bubble sheets for ImagineIt benchmarks. Scanned and uploaded sheets into assessment software.
- Resolved an issue that prevented Lightspeed Classroom Orchestrator from correctly synchronizing with PowerSchool database.
- Assisted Mrs. Lindsey with her Minds in Motion Level Up Village class. Students are collaborating with team members across the globe via pen pal recordings that are posted online. Students are designing solar boxes and other items within CAD software to be produced on the district's 3D printer.
- Setup and configured all accounts and equipment necessary for an incoming long-term sub teaching position.
- Assisted grade level teachers using Smart Notebook software with interactive Math in Focus lessons. Resolved issues with Adobe Flash and Smart Notebook version 2017.

Candia Food Service

- Our participation is averaging 50%
- We have seen an increase in our breakfast participation since September
- Our first grade families will join us on November 15th for our Annual Turkey Dinner.
- Annual Gingerbread Decorating event to be held on December 5th.
- Attended NH Buying Group Meeting

Athletic Director

- School sports teams are off to a great start. Both soccer teams have started their

- seasons 2-0, and the cross country team had their first meet.
- There were 18 boys who tried out for the soccer team, 26 girls who tried out for the soccer team and 18 were taken with the coaches, also creating a developmental practice team to help the girls work on their skills for next year. 23 boys and girls are participating on the cross country team.
 - New banners were purchased at the end of last year to display years of championships for certain teams. This was because we had run out of space to hang new banners. We are in the process of acquiring the use of a lift to hang them.

November Dates to Remember

- 2- School Board Meeting
- 9- Book Fair Preview
- 10- No School/Veteran's Day Observed
- 13- 2017 Book Fair
- 13- PTO Meeting
- 14- No School/Parent/Teacher Conferences
- 15- Crowley Wood Subdivision Application (Town of Candia)
- 17- Middle School Dance
- 18- Girls On The Run 5K in Concord
- 20- Spelling Bee Practice
- 22-24- Thanksgiving Break

**Candia School District
School Board Goals 2017-2018
November 2, 2017**

IX. A.

In Process

Ongoing

Complete

Long Range Planning	Curriculum, Instruction, Assessment & Programming	Finance & Facilities	Communication & School Board Functions
Create a plan to help promote and increase Candia enrollment over the next 5 to 10 years	Improve student achievement at all grade levels as measured by assessment results and determine barriers to improvement	Create a 5-year rolling facilities plan	Improve communication with parents and the community on important and timely topics
Discuss plans for staffing during times of enrollment decline <ul style="list-style-type: none"> • Programs • Facilities 	Implement new science standards and update curriculum and materials Expand STEM opportunities in all grade levels	Consider bonus program to acknowledge participation in professional development	Identify multiple platforms of communication with families and community
Work with surrounding communities to address declining enrollment	Address academic groupings with emphasis on differentiated instruction	Consider incentives for retirement	Include presentations at board meetings on school events and initiatives
Technology	Review current academic standards and their value to educators	Review teacher salaries	Improve parental outreach <ul style="list-style-type: none"> • Surveys for feedback
Maintain updated technology plan to provide quality programming to students	Provide update on grade level competencies and new report card Reconfigure staff location in the building	Relocate the baseball field to address accessibility issues	Improve staff morale <ul style="list-style-type: none"> • Appreciation, supplies, recognition
Determine the benefits and detriments of the use of technology to a student's education	Consider options to implement a foreign language program <ul style="list-style-type: none"> • Online, school-based, after-school 	Special Education	Implement new board member training
Conduct a Technology Evaluation including parent feedback and impact on learning	Review the 8th grade trip once completed this fall and determine the pros and cons of New York City vs. Washington, DC	Increase participation in student Childfind Screening Program – Review notification procedures	
Create an accessible portal that gathers and aggregates various student data points		Investigate need for school based pre-school program – Visit other district programs	

**CANDIA SCHOOL DISTRICT
CAPITAL (FIXED) ASSETS**

The Candia School District has invested in a broad range of capital assets that are used in the school system's operations. The Superintendent will designate the person responsible for managing the District's capital assets and maintaining the fixed assets inventory. In accounting for capital assets, the District will implement the standards required by Statement 34 of the Government Accounting Standards Board.

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset.

Capital assets include:

- Land
- Land Improvements (not depreciable)
- Land Improvements (depreciable)
- Infrastructure
- Construction in Progress
- Vehicles
- Furniture, Equipment and Machinery

All assets, or at least a representative sampling, including those that are reported on a composite basis, must be evaluated once annually to reflect either an increase or decrease in total value.

CAPITALIZATION THRESHOLD

For financial reporting purposes, capitalization threshold is set at \$5,000 per item., ~~or for like-kind (aggregate) purchases.~~

ACQUISITION OF ASSETS

Capital assets may be acquired through donation, purchase, or may be constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost of the item/items. The asset value of constructed assets include all costs of construction.

DEPRECIATION OF ASSETS

For all assets that qualify as a depreciable asset, the straight-line, full-year depreciation method should be utilized to depreciate the capital asset, over the estimated useful life of the related asset.

DISPOSITION OF ASSETS

When capital assets are sold or otherwise disposed of, the inventory of capital assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

Adopted: May 9, 2002
Revised: October 2, 2008
Revised: June 6, 2013

CANDIA POLICIES **FIRST READING**

XI. B.

2nd Board Reading Date: 12/7/2017
 1st Board Reading Date: 11/2/2017
 Committee Meeting Date: 10/19/2017

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	PROPOSAL STATUS	STATUS	COMMITTEE RECOMMENDATIONS
Background Investigation and Criminal Records Check	GBCD		Priority/Required by Law		Significant changes to the laws. Superintendent and Human Resource Director reviewed and Policy Committee agreed to the changes presented. All three districts' Policy GBCD mirror one another.
Volunteers	IJOC		Priority/Required by Law		Changes made to allow for explanation of 'designated volunteer'. Changes made for more defined expectations.
Volunteer Involvement	ABA		Recommended		Committee felt redundant. No need for this policy.
Parental Objections to Specific Course Material	IGE		Priority/Required by Law		Review. No changes made by committee.
Agenda Preparation and Dissemination	BEDB		Recommended		Changes in law. Committee changed to reflect NHSBA suggested policy.
Minutes	BEDG		Recommended		Changes made to clarify statutory requirements.
Access to Minutes and Public Records	BEDG-R		Recommended		NHSBA changes provide for guidance on best practices.

**CANDIA SCHOOL DISTRICT
BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK**

Background Investigation

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, criminal background check, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of final employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations, which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of a crime that has not been expunged and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Criminal Records Check

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check.

Persons regularly in contact with students means a person or persons who in the performance of his/her duties (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g. once or twice a week, with students, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, (4) volunteers who serve on a regular basis and who have regular unsupervised contact with students, or who have duties involving one-to-one contact with students, or (5) any other person whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a criminal records check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI criminal records check.

Other than volunteers and classified personnel, any person from whom the Board requires a criminal records check shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal records checks, unless otherwise determined by the Board.

Conditional Employment

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI criminal records check.

No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent or his/her designee has initiated the formal state and FBI criminal records check process and has completed a background investigation.

~~Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a criminal records check which is satisfactory to the District.~~

~~All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease, and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.~~

Final Offer of Employment

~~A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a criminal records history check which is satisfactory to the Board.~~

~~No person with a conditional offer of employment shall be extended a final offer of employment if such person has been convicted of, or has charges pending as referenced in RSA 189:13-a, V, or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.~~

~~In addition to the felonies listed in pertinent and applicable law a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any felony, charges pending or has been convicted of any crime, either a misdemeanor or felony. Such determination will be made by the Superintendent, on a case-by-case basis.~~

~~When the District receives a criminal records check on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within 24 hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.~~

~~Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he or she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case by case basis.~~

Additional Criminal Records Checks

~~The Board may require a criminal check of any employee at any time. Said records checks will be at the District's expense.~~

The Superintendent, or his/her designee, will conduct a thorough investigation into the past employment history, criminal history records, and other appropriate background of any applicant as defined in this policy. This investigation shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the District.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done. For the purposes of this policy the term "applicant" shall include an applicant for employment by the District, an

individual with whom the District may contract to provide services directly to students, any person identified by a contractor with the District whom the contractor proposes to assign to provide services directly to students, student teachers who are proposed to be placed in a District school, and designated volunteers. All applicants will be subject to a criminal records history check meeting the minimum requirements of law. However, the Superintendent's protocol may specify additional background check steps for specific groups of employees, such as verifying the educational achievements and employment history of an applicant for a teaching position. The Superintendent's protocol shall include a list of felonies and misdemeanors, in addition to those specified in RSA 189:13-a, V, convictions of which shall be disqualifying. The protocol shall require that an analysis be conducted of any pending charges or convictions for crimes not on the statutory list of disqualifying offenses to determine whether the applicant should be disqualified. The protocol shall take into consideration the time which has passed since the conviction, the facts and circumstances of the charge or conviction, evidence of successful rehabilitation and an extended period of lawful behavior. For charges pending disposition for offenses not on the statutory list of disqualifying offenses, which the applicant discloses or which come to light during the background check, the Superintendent shall consider all reliable information in assessing the applicant's suitability. The Superintendent shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired. The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any applicant for employment for whom the Board requires a criminal history records check or their employer in the case of an employee of a contractor shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board. Fees or costs associated with a background check of a volunteer should be borne by the district.

Criminal History Records Check

Each applicant must submit to a background check and a criminal history records check with the State of New Hampshire, including FBI national records. Refusal to provide the required criminal history records release form and any other required releases to authorize a background check will result in immediate disqualification and no further consideration for the position.

Volunteers

Designated Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. "Designated Volunteers" are defined and so designated pursuant to Policy [IJOC](#). Volunteers not categorized as "Designated Volunteers" per Policy [IJOC](#) will not be subject to a background investigation or criminal records check.

Conditional Offer of Employment

Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the background check, the State and FBI criminal history records check, and a determination that there are no disqualifying pending charges or convictions.

No applicant selected for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI criminal history records check process and a background investigation.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her employment or approval to work within the District as a contractor or employee of a contractor is entirely conditioned upon the results of a criminal history records check and background check being satisfactory to the District.

Final Offer of Employment

A person who has been extended a conditional offer of employment or conditional approval to work within the District as a contractor or employee of a contractor may be extended a final offer of employment or final approval upon the completion of a criminal history records check and a background check which is satisfactory to the Superintendent.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of any crime listed in RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed as disqualifying in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the Superintendent in accordance with the established protocol and on a case-by-case basis. If the Superintendent chooses to nominate an applicant who has a history of conviction of a crime or with pending charges for a position that must be approved by the School Board, the School Board shall be informed that a criminal history exists, or that charges are pending.

The Superintendent, or designee, will transmit each applicant's Criminal Record Release Authorization Form and, where inked cards are used, the applicant's fingerprint cards to the State Police. The State Police will then conduct the criminal history records check and will provide the Superintendent with the applicant's criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III, only the Superintendent will review the criminal history record received from the State Police and shall destroy that document as required by law.

When the District receives a notification of an employee, contractor, contractor's employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the Superintendent's protocol, or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract to address the individual's ongoing relationship with the District.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

Additional Criminal Records Checks

The Board may require a criminal history records check of any employee, an individual with whom the District has contracted to provide services directly to students, any person identified by a contractor with the District who has been assigned to provide services directly to students, student teachers who are placed in a District school, and designated volunteers at any time.

Adopted: June 1, 2000

Revised: May 5, 2011

Revised: January 5, 2017

Legal Reference:

**RSA 189:13-a, School Employee and Volunteer Background Investigations Appendix
GBCD-R: Sample Background Check, Criminal History Records Check Protocol**

**CANDIA SCHOOL DISTRICT
VOLUNTEERS**

The Candia School District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, the appropriate staff member shall clearly explain the volunteer's responsibility.

~~The Superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of a district volunteer coordinator.~~

~~The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers.~~

- ~~A. The Principal or his/her designee will implement procedures to maximize the involvement of willing volunteers, matching skills and interests with the needs of the school district.~~
- ~~B. Volunteers who serve on an ongoing basis, who have regular unsupervised contact with students, and/or shall have unsupervised access to the building as a whole, shall be screened through the district's regular background checking process which is consistent with the Criminal History Records Check Law statute.~~
- ~~C. 1. Volunteers will typically serve in the role of helpers rather than instructors.
2. To the extent that professional services are provided, they will be planned under the certificate of the supervising teacher.~~
- ~~D. Volunteers shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, or Principal.~~
- ~~E. Volunteers shall refer any student problem which arises, whether of an instructional, medical, or behavioral nature, to a regular staff member as soon as possible.~~
- ~~F. Volunteers shall receive orientation including:
 - 1. General job responsibilities and limitations.
 - 2. Information about school facilities, routines, and procedures including safety and evacuation.
 - 3. Work schedule and place of work.
 - 4. Expected relationship to regular staff.~~
- ~~G. Volunteers shall be provided appropriate training, consistent with their tasks and existing district standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.~~

H. ~~Expectations for volunteers must be included in the teacher's lesson plans and may include:~~

- ~~1. Bulletin boards;~~
- ~~2. Preparation of materials for art, science, and math classes;~~
- ~~3. Clerical duties including typing of dittos, stencils, inventories, putting booklets together, newsletters and related activities, and student lunchroom counts;~~
- ~~4. Clean-up activities;~~
- ~~5. Library and audio-visual duties;~~
- ~~6. Assistance with physical education exercises;~~
- ~~7. Instructional support activities appropriate to the volunteer's training and classroom needs, such as monitoring math assignments, listening to oral reading, and others;~~
- ~~8. Assistance with vision and hearing tests and approved medical surveys;~~
- ~~9. School activities supervision and playground supervision with at least one staff member.~~

I. ~~Volunteers shall be evaluated and receive acknowledgement for their services.~~

~~Volunteers should only function under direct supervision of a school employee.~~

~~Registered offenders will not be allowed to be a school volunteer.~~

Volunteers assist the school in many roles, including, but not limited to, clerical assistance for teachers, field trip chaperones, presenters, assistant coaches, advisors to enrichment activities, and assisting in large group supervision. In whatever capacity, the Principal/designee will provide appropriate orientation to the volunteers. This orientation shall include a description of role expectations, information about safety, evacuation, confidentiality, and the expected relationship to staff and students. Whenever possible, volunteers should function under the supervision of a school employee.

Designated Volunteers – Designated volunteers will be required to undergo a background investigation and a criminal records check. Designated volunteer means any volunteer who:

- 1. Comes in direct contact with pupils on a daily basis;**
- 2. Meets regularly with students;**
- 3. Meets with students on a one-on-one basis;**
- 4. Has unsupervised access to the school building as a whole;**
- 5. Any other volunteer so designated by the School Board or Superintendent.**

Said Record Checks will be funded by the District and shall be required during the initial stages of volunteer service.

Registered sex offenders will not be allowed to be a school volunteer.

Adopted: January 4, 2001

Revised: June 5, 2008

Eliminate

CSD File: ABA

**CANDIA SCHOOL DISTRICT
VOLUNTEER INVOLVEMENT**

~~The Board shall encourage the involvement of citizens to fulfill the mission of the schools.~~

Adopted: October 7, 1999
Reviewed: March 9, 2017

CANDIA SCHOOL DISTRICT
PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIALS

The curriculum and course materials of the School District are designed to meet statutory requirements and include other areas of study deemed appropriate by the professional staff and the Board. The curriculum includes topics and materials that are age and ability appropriate to the students.

The Board acknowledges that from time to time individual students may be exposed to specific course materials which their parents/legal guardians find objectionable. In such cases, the parents/legal guardians may request an exception to the specific course materials in accordance with applicable law and the following procedure.

1. The parents/legal guardians must:
 - a. Notify the building principal in writing of the specific course material to which they object; and
 - b. Provide a detailed written description or actual copy of the course material which they propose as an alternative to the District's course material. That alternative material must meet applicable State requirements for education in the particular subject area.
 - c. Provide a detailed description of how and when the alternative course material will be delivered to the child at no cost to the District. The school district shall have no responsibility for delivery of the alternative course material.
2. The building principal shall review the proposed alternative course material and plan for delivery of the material; determine whether it is appropriate and meets State requirements and consult with the classroom teacher and other staff as appropriate.
3. The building principal shall notify the parents/legal guardians as soon as practicable whether or not he/she agrees to the alternative course material and plan for delivery of the material. Both the building principal and parents/legal guardians must agree in order for particular alternative course materials to be approved as a replacement for District course material.
4. If the building principal approves the alternative course materials and plan for delivery, the parents/legal guardians must provide appropriate documentation of the student's successful completion of the material. Absent such documentation, the student will not receive credit for the work.
5. If the building principal and parents/legal guardians cannot agree on alternative course materials and a plan for delivery, the Superintendent may be requested to assist in resolving the matter. In the event that there is no agreement, the District shall expect the child to continue to participate in the school's regular curriculum.
6. In the event that the parents/legal guardians are objecting to sex education or health programs on religious grounds, the student shall not be required to participate in the District's regular curriculum, but may participate in an alternative program.

In accordance with State law, the names of the parents/legal guardians requesting exceptions to specific course materials and their reasons shall remain confidential.

Adopted: June 7, 2012

Legal Reference:

*RSA 186:11(IX-b) and (IX-c), State Board of Education; Duties. 20 U.S.C 1232h, (c)(1)(C),
Protection of Pupil Rights*

**CANDIA SCHOOL DISTRICT
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 Chairperson and appropriate members of the executive staff.~~

~~Items to be placed in the agenda should be in the hands of the Superintendent on or before the seventh day preceding the meeting. Every board member has the right to place items on the agenda. Items not included in the agenda may be brought before the meeting provided it is agreed to by the Board. However, the Board may choose not to deal with every agenda item.~~

~~Items of business may be suggested by any board member, staff member, student, or citizen of the District. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Superintendent and Chairperson. The agenda, however, shall always allow suitable time for the remarks of the members of the public who wish to speak briefly before the Board.~~

~~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.~~

~~The agenda, together with supporting materials, shall be distributed to board members in a reasonable timeframe prior to the board meeting, to permit them to give items of business careful consideration. 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. The agenda shall also be made available to the press and others upon request.~~

~~The agenda will be posted in the building where the meeting is held and at another public location, in accordance with RSA 91-A:2.~~

~~All actions will be preceded by a motion and a second to the motion followed by discussion.~~

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 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. 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.

Adopted: March 16, 1983
Revised: July 8, 1986
Adopted: October 7, 1999

Statutory Reference:
RSA 91-A:2, H. 3, **Access to Government Records and Meetings: Non-Public Sessions**

**CANDIA SCHOOL DISTRICT
MINUTES**

~~The Secretary will keep a record of the actions of Board meetings. The minutes of the Board will be kept in an official minutes book and will include resolutions and motions. Papers not a part of a formal motion may be included if they are referred to and identified by some method.~~

~~Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes shall be made at the meeting at which they are to be approved.~~

~~All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Minutes of all public meetings will be made available for public inspection no later than five (5) business days after the meeting. Minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.~~

The Board will keep a record of the actions taken at Board meetings in the form of minutes. Minutes shall include the names of members participating, persons appearing before the School Board, a brief description of each subject matter discussed, and a record of all final decisions. When a recorded roll call vote on a motion is required by law or called for by the Chair, the minutes will record how each board member voted on the motion.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Amendments to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Draft Minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, unless sealed by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion, will be made available for public inspection within seventy-two (72) hours after the non-public session.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely

the reputation of a person other than a member of the School Board, will remain sealed.

Adopted: October 12, 1999

Revised: May 7, 2009

Legal References:

*RSA 91-A:2 II-a, RSA 91-A:3 III Public Records and Meetings: Non-Public Sessions and
RSA 91-A:4 I Public Records and Meetings: Minutes and Records available for Public
Inspection*

**CANDIA SCHOOL DISTRICT
ACCESS TO MINUTES AND PUBLIC RECORDS**

1. These procedures will apply to all requests for access to public records and minutes received by the administrative offices of the school district.
2. The Board encourages members of the public to make their in writing and to include a specific description of the desired documents. No request will be denied if it is not in writing.
3. All requests for public records must be made through the SAU/Superintendent's office. If a board member receives a request for documents, the board member will forward the request to the Superintendent as soon as possible.
4. Public documents requested under the Right-to-Know Law must be made available immediately if such records are immediately available for inspection or copying. If such records are not immediately available, or if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure the Superintendent will, within five (5) business days, respond to the requestor, in writing, acknowledging receipt of the request and indicating when such records will be available or explaining why such documents are unavailable.
5. The school district will charge a fee of .50 per page for copying/printing of records. No fee will be charged for the inspection or delivery of records if such records, either paper or electronic, do not need to be printed. A fee of .50 per page will be charged for changing the form of the document (paper to electronic/electronic to paper).
6. Records must be reviewed in their entirety by either the Superintendent or building principal before they are released, in order to ensure that no confidential or exempted information is disclosed.
7. Records exempted from disclosure per RSA 91-A:5 will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5, the Superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.
8. Electronic records may be provided via e-mail, if the requestor so requests and if such records can be delivered electronically.
9. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

1. These procedures will apply to all requests to inspect or obtain copies of governmental records, including minutes of School Board meetings, received by the administrative offices of the school district.

2. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. The Board encourages members of the public to make their requests in writing and to include a specific description of the desired record(s). Requests for records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff

member receiving the request shall put the request in writing and shall provide the person with a copy.

3. All requests for public records must be made through the SAU/Superintendent's office.

If a board member receives a Right-to-Know request, the board member will forward the request to the Superintendent as soon as possible.

If a Principal or other school administrator receives a Right-to-Know request, he or she will forward the request to the Superintendent as soon as possible.

4. Public documents requested under the Right-to-Know law will be made available immediately if such records are properly disclosed and immediately available for inspection or copying. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy provided to the person making the request.

5. The School District will charge a fee of .50 per page for copying/photocopies of records when the person requests a paper copy. No fee will be charged for the inspection of records.

6. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.

7. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.

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

9. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

Candia School District
November 2, 2017 Expenditure Report

X. A.

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1100	21110010200 5112	REG ED - TEACHER SALARIES	1,416,166.68	1,413,184.64	108,355.42	270,918.55	1,116,829.83	25,436.26	1.80%
1100	21110010200 5114	REG ED - PARAPROFESSIONAL	19,784.16	19,784.16	1,495.44	3,742.96	16,045.56	(4.36)	-0.02%
1100	21110010200 5120	REG ED - SUBSTITUTE SALARIES	43,950.00	43,950.00	1,170.00	1,902.50	0.00	42,047.50	95.67%
1100	21110010200 5122	REG ED - HEALTH INSURANCE BUYOUT	18,553.67	18,553.67	5,950.92	5,950.92	17,852.75	(5,250.00)	-28.30%
1100	21110010200 5211	REG ED - HEALTH INSURANCE	482,352.11	422,049.57	35,615.10	124,431.11	268,726.10	28,892.36	6.85%
1100	21110010200 5212	REG ED - DENTAL INSURANCE	21,395.52	19,736.07	1,938.81	8,156.29	11,332.01	247.77	1.26%
1100	21110010200 5213	REG ED - LIFE INSURANCE	1,811.52	1,811.52	146.63	581.92	1,200.08	29.52	1.63%
1100	21110010200 5214	REG ED - DISABILITY INSURANCE	3,560.43	3,560.43	229.08	1,127.60	2,419.00	13.83	0.39%
1100	21110010200 5220	REG ED - FICA	114,631.80	114,631.80	8,602.71	20,858.05	87,750.26	6,023.49	5.25%
1100	21110010200 5232	REG ED - NHRS PROFESSIONAL	237,931.08	240,913.12	18,810.52	47,031.51	193,881.68	(0.07)	0.00%
1100	21110010200 5240	REG ED - TUITION REIMBURSEMENT	25,000.00	25,000.00	2,054.00	5,846.83	1,140.82	18,012.35	72.05%
1100	21110010200 5241	REG ED - WORKSHOP REIMB PROF	6,200.00	6,200.00	856.00	856.00	540.00	4,804.00	77.48%
1100	21110010200 5250	REG ED - UNEMPLOYMENT INSURANCE	1,620.00	1,620.00	0.00	624.01	0.00	995.99	61.48%
1100	21110010200 5260	REG ED - WORKER'S COMPENSATION	5,156.68	5,571.01	0.00	5,571.01	0.00	0.00	0.00%
1100	21110010200 5330	REG ED - OTHER PROF SVCS	750.00	750.00	0.00	0.00	0.00	750.00	100.00%
1100	21110010200 5431	REG ED - REPAIRS EQUIPMENT	300.00	300.00	0.00	0.00	0.00	300.00	100.00%
1100	21110010200 5442	REG ED - RENTAL OF EQUIPMENT	10,627.00	11,348.20	775.66	2,727.00	8,621.20	0.00	0.00%
1100	21110010200 5580	REG ED - MILEAGE REIMBURSEMENT	200.00	200.00	0.00	0.00	0.00	200.00	100.00%
1100	21110010200 5610	REG ED - SUPPLIES	14,722.00	14,722.00	2,067.86	4,584.33	4,585.80	5,551.87	37.71%
1100	21110010208 5610	ART - SUPPLIES	2,625.07	2,625.07	136.78	1,037.64	0.00	1,587.43	60.47%
1100	21110010218 5610	HEALTH - SUPPLIES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
1100	21110010223 5610	MATH - SUPPLIES	588.20	588.20	356.20	356.20	0.00	232.00	39.44%
1100	21110010224 5610	MUSIC - SUPPLIES	1,862.58	1,862.58	73.63	1,084.61	182.48	595.49	31.97%
1100	21110010225 5610	PHYS ED - SUPPLIES	545.34	545.34	0.00	0.00	0.00	545.34	100.00%
1100	21110010227 5610	READING - SUPPLIES	210.11	210.11	203.61	203.61	0.00	6.50	3.09%
1100	21110010229 5610	SCIENCE - SUPPLIES	1,350.35	1,350.35	0.00	0.00	1,000.00	350.35	25.95%
1100	21110010230 5610	SOCIAL STUDIES - SUPPLIES	700.64	700.64	0.00	683.37	0.00	17.27	2.46%
1100	21110010200 5641	REG ED - TEXTBOOKS	300.00	300.00	0.00	0.00	0.00	300.00	100.00%
1100	21110010223 5641	MATH - TEXTBOOKS	575.00	575.00	0.00	0.00	0.00	575.00	100.00%
1100	21110010229 5641	SCIENCE - TEXTBOOKS	39,810.83	39,810.83	0.00	0.00	0.00	39,810.83	100.00%
1100	21110010200 5643	REG ED - INFORMATION ACCESS FEES	5,199.99	5,511.99	5,511.99	5,511.99	0.00	0.00	0.00%
1100	21110010223 5645	MATH - PRACTICE BOOKS	4,806.75	4,806.75	0.00	2,885.02	406.00	1,515.73	31.53%
1100	21110010227 5645	READING - PRACTICE BOOKS	5,007.17	5,007.17	4,455.02	4,455.02	0.00	552.15	11.03%
1100	21110010224 5731	MUSIC - NEW EQUIPMENT	1,193.45	1,193.45	0.00	1,220.79	0.00	(27.34)	-2.29%
1100	21110010200 5737	REG ED - REPLACEMENT FURNITURE & F	1,685.90	1,685.90	0.00	0.00	566.99	1,118.91	66.37%
1100 Total			2,492,174.03	2,431,659.57	198,805.38	522,348.84	1,733,080.56	176,230.17	
1105	21110530200 5561	REG ED HIGH SCHOOL - TUITION OTHER LEA'S	989,503.00	862,503.00	460,031.96	460,031.96	402,054.91	416.13	0.05%
1105	21110530200 5563	REG ED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	656,520.70	837,534.30	381,429.20	386,174.20	451,360.10	0.00	0.00%
1105 Total			1,646,023.70	1,700,037.30	841,461.16	846,206.16	853,415.01	416.13	

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1200	21120010200 5111	SPED ELEMENTARY - ADMIN/OTHER SALARIES	79,438.40	80,999.00	6,230.70	24,922.80	56,076.20	0.00	0.00%
1200	21120010200 5112	SPED ELEMENTARY - TEACHER SALARIES	170,077.58	170,077.58	11,626.78	29,291.95	122,081.05	18,704.58	11.00%
1200	21120010200 5114	SPED ELEMENTARY - PARAPROFESSIONAL	144,516.50	141,728.85	12,129.00	27,823.75	97,113.66	16,791.44	11.85%
1200	21120010200 5115	SPED ELEMENTARY - SECRETARIAL SALARIES	20,913.75	23,701.40	1,724.42	4,769.17	18,511.68	420.55	1.77%
1200	21120010200 5117	SPED ELEMENTARY - CO-CURRICULAR SALARIES	450.00	450.00	0.00	0.00	0.00	450.00	100.00%
1200	21120010200 5122	SPED ELEMENTARY - HEALTH INSURANCE BUYOUT	12,167.03	12,167.03	979.26	979.26	8,937.77	2,250.00	18.49%
1200	21120010200 5211	SPED ELEMENTARY - HEALTH INSURANCE	103,894.72	94,881.12	7,091.40	22,020.61	50,379.14	22,481.37	23.69%
1200	21120010200 5212	SPED ELEMENTARY - DENTAL INSURANCE	4,013.76	4,013.76	339.20	1,204.90	2,764.80	44.06	1.10%
1200	21120010200 5213	SPED ELEMENTARY - LIFE INSURANCE	474.96	488.52	2.94	139.38	349.14	0.00	0.00%
1200	21120010200 5214	SPED ELEMENTARY - DISABILITY INSURANCE	623.80	627.84	13.18	170.14	457.70	0.00	0.00%
1200	21120010200 5220	SPED ELEMENTARY - FICA	32,708.62	32,828.01	2,460.84	6,595.15	23,119.18	3,113.68	9.48%
1200	21120010200 5231	SPED ELEMENTARY - NHRS SUPPORT	2,542.38	2,560.90	196.24	406.42	2,106.63	47.85	1.87%
1200	21120010200 5232	SPED ELEMENTARY - NHRS PROFESSIONAL	43,394.09	43,665.01	3,100.06	9,327.85	30,928.10	3,409.06	7.81%
1200	21120010200 5240	SPED ELEMENTARY - TUITION REIMBURSEMENT	4,950.00	4,950.00	0.00	0.00	1,773.00	3,177.00	64.18%
1200	21120010200 5241	SPED ELEMENTARY - WORKSHOP REIMB PROF	800.00	800.00	0.00	0.00	1,120.00	(320.00)	-40.00%
1200	21120010200 5244	SPED ELEMENTARY - SECRETARIAL WORKSHOP	325.00	325.00	0.00	0.00	0.00	325.00	100.00%
1200	21120010200 5250	SPED ELEMENTARY - UNEMPLOYMENT INSURANCE	1,020.00	1,020.00	0.00	392.88	0.00	627.12	61.48%
1200	21120010200 5260	SPED ELEMENTARY - WORKER'S COMPENSATION	1,569.84	1,695.98	0.00	1,695.98	0.00	0.00	0.00%
1200	21120010200 5330	SPED ELEMENTARY - OTHER PROF SVCS	84,930.00	84,930.00	0.00	292.00	72,294.65	12,343.35	14.53%
1200	21120010200 5336	SPED ELEMENTARY - MEDICAID SERVICE PROVIDER	5,000.00	5,000.00	15.78	25.48	4,974.52	0.00	0.00%
1200	21120010200 5442	SPED ELEMENTARY - RENTAL OF EQUIPMENT	475.00	475.00	0.00	0.00	475.00	0.00	0.00%
1200	21120010200 5531	SPED ELEMENTARY - TELEPHONE	1,851.00	1,851.00	152.23	304.46	1,595.54	(49.00)	-2.65%
1200	21120030000 5561	SPED HIGH SCHOOL - TUITION OTHER LEA'S	221,920.00	221,920.00	184,220.80	184,220.80	37,699.20	0.00	0.00%
1200	21120030000 5563	SPED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	363,262.00	304,040.60	139,397.40	139,397.40	138,485.12	26,158.08	8.60%
1200	21120010200 5564	SPED ELEMENTARY - TUITION TO PRIVATE SCHOOL	214,215.00	267,436.40	0.00	45,221.40	203,846.46	18,368.54	6.87%
1200	21120030000 5564	SPED HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	120,419.00	120,419.00	22,231.16	22,231.16	78,271.94	19,915.90	16.54%
1200	21120010200 5580	SPED ELEMENTARY - MILEAGE REIMBURSEMENT	1,000.00	3,000.00	1,589.59	2,193.92	0.00	806.08	26.87%
1200	21120010200 5610	SPED ELEMENTARY - SUPPLIES	500.00	4,500.00	0.00	0.00	3,100.00	1,400.00	31.11%
1200	21120010200 5810	SPED ELEMENTARY - DUES & FEES	1,075.00	1,075.00	0.00	0.00	1,075.00	0.00	0.00%
1200 Total			1,638,527.43	1,631,627.00	393,500.98	523,626.86	957,535.48	150,464.66	
1230	21123010200 5112	ESY ELEMENTARY - TEACHER SALARIES	5,000.00	5,612.50	0.00	5,612.50	0.00	0.00	0.00%
1230	21123010200 5114	ESY ELEMENTARY - PARAPROFESSIONAL	4,553.12	3,855.82	0.00	2,900.50	0.00	955.32	24.78%
1230	21123010200 5220	ESY ELEMENTARY - FICA	730.81	730.81	0.00	651.25	0.00	79.56	10.89%
1230	21123010200 5231	ESY ELEMENTARY - NHRS SUPPORT	408.09	408.09	0.00	0.00	0.00	408.09	100.00%
1230	21123010200 5232	ESY ELEMENTARY - NHRS PROFESSIONAL	868.00	868.00	0.00	809.06	0.00	58.94	6.79%
1230	21123010200 5330	ESY ELEMENTARY - OTHER PROF SVCS	16,565.00	16,565.00	0.00	13,870.00	0.00	2,695.00	16.27%
1230	21123030200 5563	ESY HIGH SCHOOL - TUITION PUBLIC ACADEMIES	0.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00%
1230	21123010000 5564	ESY - TUITION TO PRIVATE SCHOOL	23,950.00	20,950.00	6,945.00	8,236.25	12,413.75	300.00	1.43%
1230	21123020200 5564	ESY MIDDLE - TUITION TO PRIVATE SCHOOL	6,350.00	6,350.00	0.00	4,668.96	1,681.04	0.00	0.00%

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1230	21123030200 5564	ESY HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	2,500.00	2,584.80	0.00	2,584.80	0.00	0.00	0.00%
1230	21123010200 5580	ESY ELEMENTARY - MILEAGE REIMBURSEMENT	75.00	75.00	0.00	0.00	0.00	75.00	100.00%
1230	21123010200 5610	ESY ELEMENTARY - SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00	0.00%
1230 Total			61,100.02	61,100.02	6,945.00	39,333.32	17,194.79	4,571.91	
1260	21126010200 5114	ELL - PARAPROFESSIONAL	5,400.00	5,400.00	0.00	106.12	0.00	5,293.88	98.03%
1260	21126010200 5220	ELL - FICA	413.10	413.10	0.00	8.12	0.00	404.98	98.03%
1260	21126010200 5250	ELL - UNEMPLOYMENT INSURANCE	60.00	60.00	0.00	23.11	0.00	36.89	61.48%
1260	21126010200 5260	ELL - WORKER'S COMPENSATION	19.98	21.59	0.00	21.59	0.00	0.00	0.00%
1260 Total			5,893.08	5,894.69	0.00	158.94	0.00	5,735.75	
1270	21127010200 5112	ADV LEARNER - TEACHER SALARIES	65,002.00	65,002.00	5,000.16	12,500.40	52,501.60	0.00	0.00%
1270	21127010200 5211	ADV LEARNER - HEALTH INSURANCE	19,995.75	19,995.75	1,646.72	6,083.97	12,903.52	1,008.26	5.04%
1270	21127010200 5212	ADV LEARNER - DENTAL INSURANCE	783.36	783.36	66.93	317.97	465.30	0.09	0.01%
1270	21127010200 5213	ADV LEARNER - LIFE INSURANCE	68.88	68.88	5.75	23.00	43.00	2.88	4.18%
1270	21127010200 5214	ADV LEARNER - DISABILITY INSURANCE	162.51	162.51	13.54	54.16	108.32	0.03	0.02%
1270	21127010200 5220	ADV LEARNER - FICA	4,972.65	4,972.65	375.08	937.70	4,001.76	33.19	0.67%
1270	21127010200 5232	ADV LEARNER - NHRS PROFESSIONAL	11,284.35	11,284.35	868.02	2,170.05	9,114.28	0.02	0.00%
1270	21127010200 5250	ADV LEARNER - UNEMPLOYMENT INSURANCE	60.00	60.00	0.00	23.11	0.00	36.89	61.48%
1270	21127010200 5260	ADV LEARNER - WORKER'S COMPENSATION	235.79	254.74	0.00	254.74	0.00	0.00	0.00%
1270	21127010200 5610	ADV LEARNER - SUPPLIES	972.00	972.00	170.88	842.27	120.00	9.73	1.00%
1270 Total			103,537.29	103,556.24	8,147.08	23,207.37	79,257.78	1,091.09	
1410	21141010200 5111	COCURRICULAR - ADMIN/OTHER SALARIES	300.00	300.00	0.00	0.00	0.00	300.00	100.00%
1410	21141010200 5112	COCURRICULAR - TEACHER SALARIES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	100.00%
1410	21141010200 5117	COCURRICULAR - CO-CURRICULAR SALARIES	10,710.00	10,710.00	0.00	0.00	0.00	10,710.00	100.00%
1410	21141010200 5220	COCURRICULAR - FICA	1,148.27	1,148.27	0.00	0.00	0.00	1,148.27	100.00%
1410	21141010200 5232	COCURRICULAR - NHRS PROFESSIONAL	2,559.59	2,559.59	0.00	0.00	0.00	2,559.59	100.00%
1410	21141010200 5610	COCURRICULAR - SUPPLIES	750.00	750.00	0.00	0.00	0.00	750.00	100.00%
1410	21141010200 5810	COCURRICULAR - DUES & FEES	425.00	425.00	158.50	233.50	175.00	16.50	3.88%
1410 Total			19,892.86	19,892.86	158.50	233.50	175.00	19,484.36	
1420	21142010200 5117	ATHLETICS - CO-CURRICULAR SALARIES	14,805.00	14,805.00	1,890.00	1,890.00	1,260.00	11,655.00	78.72%
1420	21142010200 5220	ATHLETICS - FICA	1,132.58	1,132.58	144.59	144.59	96.40	891.59	78.72%
1420	21142010200 5232	ATHLETICS - NHRS PROFESSIONAL	2,578.34	2,578.34	109.37	109.37	0.00	2,468.97	95.76%
1420	21142010200 5330	ATHLETICS - OTHER PROF SVCS	4,176.00	4,176.00	0.00	4,176.00	0.00	0.00	0.00%
1420	21142010200 5441	ATHLETICS - RENTAL OF LAND & BUILDING	6,550.00	6,550.00	0.00	0.00	5,000.00	1,550.00	23.66%
1420	21142010200 5610	ATHLETICS - SUPPLIES	1,923.52	1,923.52	372.00	372.00	0.00	1,551.52	80.66%
1420	21142010200 5739	ATHLETICS - OTHER EQUIPMENT	2,770.00	2,770.00	356.85	356.85	2,413.15	0.00	0.00%
1420	21142010200 5810	ATHLETICS - DUES & FEES	490.00	490.00	0.00	0.00	490.00	0.00	0.00%
1420 Total			34,425.44	34,425.44	2,872.81	7,048.81	9,259.55	18,117.08	
2120	21212010200 5112	GUIDANCE - TEACHER SALARIES	68,918.34	68,919.00	5,301.46	13,253.65	55,665.35	0.00	0.00%
2120	21212010200 5211	GUIDANCE - HEALTH INSURANCE	9,182.28	18,987.49	1,658.46	6,070.40	12,917.09	0.00	0.00%

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2120	21212010200 5212	GUIDANCE - DENTAL INSURANCE	524.88	783.27	63.63	313.02	470.25	0.00	0.00%
2120	21212010200 5213	GUIDANCE - LIFE INSURANCE	68.88	68.88	5.75	23.00	43.00	2.88	4.18%
2120	21212010200 5214	GUIDANCE - DISABILITY INSURANCE	172.30	172.32	14.36	57.44	114.88	0.00	0.00%
2120	21212010200 5220	GUIDANCE - FICA	5,272.25	5,272.31	395.82	994.92	4,258.40	18.99	0.36%
2120	21212010200 5232	GUIDANCE - NHRS PROFESSIONAL	11,964.22	11,964.34	920.34	2,300.85	9,663.50	(0.01)	0.00%
2120	21212010200 5250	GUIDANCE - UNEMPLOYMENT INSURANCE	60.00	60.00	0.00	23.11	0.00	36.89	61.48%
2120	21212010200 5260	GUIDANCE - WORKER'S COMPENSATION	250.00	270.09	0.00	270.09	0.00	0.00	0.00%
2120	21212010200 5330	GUIDANCE - OTHER PROF SVCS	6,154.72	5,842.72	0.00	5,545.95	252.00	44.77	0.77%
2120 Total			102,567.87	112,340.42	8,359.82	28,852.43	83,384.47	103.52	
2130	21213010200 5112	HEALTH - TEACHER SALARIES	41,286.00	41,286.00	3,175.84	7,939.60	33,346.40	0.00	0.00%
2130	21213010200 5120	HEALTH - SUBSTITUTE SALARIES	0.00	125.00	0.00	125.00	0.00	0.00	0.00%
2130	21213010200 5211	HEALTH - HEALTH INSURANCE	26,154.00	26,154.00	2,160.60	8,119.89	16,700.75	1,333.36	5.10%
2130	21213010200 5212	HEALTH - DENTAL INSURANCE	1,389.36	1,389.42	118.74	564.06	825.36	0.00	0.00%
2130	21213010200 5213	HEALTH - LIFE INSURANCE	68.88	68.88	5.75	23.00	43.00	2.88	4.18%
2130	21213010200 5214	HEALTH - DISABILITY INSURANCE	103.22	103.22	8.60	34.40	68.80	0.02	0.02%
2130	21213010200 5220	HEALTH - FICA	3,158.38	3,158.38	221.34	570.41	2,525.09	62.88	1.99%
2130	21213010200 5232	HEALTH - NHRS PROFESSIONAL	7,167.25	7,167.25	551.32	1,378.30	5,788.94	0.01	0.00%
2130	21213010200 5250	HEALTH - UNEMPLOYMENT INSURANCE	60.00	60.00	0.00	23.11	0.00	36.89	61.48%
2130	21213010200 5260	HEALTH - WORKER'S COMPENSATION	145.42	157.10	0.00	157.10	0.00	0.00	0.00%
2130	21213010200 5330	HEALTH - OTHER PROF SVCS	3,000.00	2,875.00	0.00	0.00	2,875.00	0.00	0.00%
2130	21213010200 5610	HEALTH - SUPPLIES	2,160.00	2,160.00	0.00	381.00	1,400.00	379.00	17.55%
2130	21213010200 5641	HEALTH - TEXTBOOKS	86.25	86.25	0.00	0.00	0.00	86.25	100.00%
2130	21213010200 5642	HEALTH - ELECTRONIC INFORMATION	375.00	375.00	0.00	302.25	0.00	72.75	19.40%
2130	21213010200 5735	HEALTH - REPLACEMENT EQUIPMENT	5,267.70	5,267.70	0.00	0.00	0.00	5,267.70	100.00%
2130	21213010200 5810	HEALTH - DUES & FEES	175.00	175.00	0.00	0.00	0.00	175.00	100.00%
2130 Total			90,596.46	90,608.20	6,242.19	19,618.12	63,573.34	7,416.74	
2140	21214010200 5330	PSYCH SERVICES - OTHER PROF SVCS	59,960.00	59,960.00	0.00	7,781.25	52,178.75	0.00	0.00%
2140	21214010200 5610	PSYCH SERVICES - SUPPLIES	750.65	750.65	0.00	0.00	750.65	0.00	0.00%
2140 Total			60,710.65	60,710.65	0.00	7,781.25	52,929.40	0.00	
2150	21215010200 5330	SPEECH - OTHER PROF SVCS	103,740.00	103,740.00	7,956.00	7,956.00	95,784.00	0.00	0.00%
2150	21215010200 5580	SPEECH - MILEAGE REIMBURSEMENT	400.00	400.00	0.00	0.00	0.00	400.00	100.00%
2150 Total			104,140.00	104,140.00	7,956.00	7,956.00	95,784.00	400.00	
2160	21216010200 5334	THERAPY SVCS - OT CONTRACTED SVCS	79,350.00	79,350.00	8,521.50	8,521.50	70,828.50	0.00	0.00%
2160 Total			79,350.00	79,350.00	8,521.50	8,521.50	70,828.50	0.00	
2162	21216210200 5330	PHYSICAL THERAPY - OTHER PROF SVCS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00%
2162 Total			1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
2190	21219010200 5330	OTHER SUPPORT SERVICES - OTHER PROF SVCS	750.00	750.00	0.00	0.00	0.00	750.00	100.00%
2190	21219010200 5550	OTHER SUPPORT SERVICES - PRINTING	716.00	716.00	0.00	60.00	545.00	111.00	15.50%
2190	21219010200 5610	OTHER SUPPORT SERVICES - SUPPLIES	1,585.00	1,585.00	0.00	0.00	0.00	1,585.00	100.00%

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2190	21219010200 5810	OTHER SUPPORT SERVICES - DUES & FEES	1,152.00	1,152.00	0.00	579.60	572.40	0.00	0.00%
2190 Total			4,203.00	4,203.00	0.00	639.60	1,117.40	2,446.00	
2210	21221010200 5117	STAFF DEVELOPMENT - CO-CURRICULAR SALARIES	8,200.00	8,200.00	75.00	5,393.75	0.00	2,806.25	34.22%
2210	21221010200 5220	STAFF DEVELOPMENT - FICA	627.30	627.30	5.38	409.48	0.00	217.82	34.72%
2210	21221010200 5232	STAFF DEVELOPMENT - NHRS PROFESSIONAL	1,423.52	1,423.52	13.02	936.36	0.00	487.16	34.22%
2210	21221010200 5291	STAFF DEVELOPMENT - ADMIN DIRECTED WORKSHOP	1,750.00	1,750.00	0.00	0.00	799.00	951.00	54.34%
2210 Total			12,000.82	12,000.82	93.40	6,739.59	799.00	4,462.23	
2220	21222010200 5111	MEDIA - ADMIN/OTHER SALARIES	58,200.00	58,201.00	4,477.00	11,192.50	47,008.50	0.00	0.00%
2220	21222010200 5122	MEDIA - HEALTH INSURANCE BUYOUT	3,000.00	3,000.00	750.00	750.00	2,250.00	0.00	0.00%
2220	21222010200 5213	MEDIA - LIFE INSURANCE	68.88	68.88	5.75	23.00	43.00	2.88	4.18%
2220	21222010200 5214	MEDIA - DISABILITY INSURANCE	145.50	145.56	12.13	48.52	97.04	0.00	0.00%
2220	21222010200 5220	MEDIA - FICA	4,681.79	4,681.79	399.87	913.62	3,768.28	(0.11)	0.00%
2220	21222010200 5232	MEDIA - NHRS PROFESSIONAL	10,129.61	10,129.61	777.20	1,943.00	8,160.68	25.93	0.26%
2220	21222010200 5250	MEDIA - UNEMPLOYMENT INSURANCE	60.00	60.00	0.00	23.11	0.00	36.89	61.48%
2220	21222010200 5260	MEDIA - WORKER'S COMPENSATION	206.71	223.32	0.00	223.32	0.00	0.00	0.00%
2220	21222010200 5430	MEDIA - REPAIRS & MAINT SERVICES	1,617.00	1,617.00	0.00	1,413.00	0.00	204.00	12.62%
2220	21222010200 5431	MEDIA - REPAIRS EQUIPMENT	400.00	400.00	0.00	0.00	0.00	400.00	100.00%
2220	21222010200 5610	MEDIA - SUPPLIES	1,030.40	1,030.40	0.00	419.58	346.83	263.99	25.62%
2220	21222010200 5615	MEDIA - AV SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	100.00%
2220	21222010200 5641	MEDIA - TEXTBOOKS	5,750.00	5,750.00	0.00	0.00	2,454.14	3,295.86	57.32%
2220	21222010200 5644	MEDIA - PERIODICALS	438.51	438.51	0.00	372.66	0.00	65.85	15.02%
2220	21222010200 5649	MEDIA - NON PRINT	7,560.00	7,560.00	0.00	0.00	0.00	7,560.00	100.00%
2220 Total			93,788.40	93,806.07	6,421.95	17,322.31	64,128.47	12,355.29	
2310	21231010200 5111	SCHOOL BOARD SERVICES - ADMIN/OTHER SALARIES	4,200.00	4,200.00	0.00	2,100.00	2,100.00	0.00	0.00%
2310	21231010200 5113	SCHOOL BOARD SERVICES - TREASURER SALARIES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00	0.00%
2310	21231010200 5115	SCHOOL BOARD SERVICES - SECRETARIAL SALARIES	1,500.00	1,500.00	125.00	375.00	0.00	1,125.00	75.00%
2310	21231010200 5220	SCHOOL BOARD SERVICES - FICA	527.85	527.85	9.56	189.33	252.45	86.07	16.31%
2310	21231010200 5231	SCHOOL BOARD SERVICES - NHRS SUPPORT	170.70	170.70	14.23	42.69	0.00	128.01	74.99%
2310	21231010200 5332	SCHOOL BOARD SERVICES - AUDIT EXPENSES	12,370.00	12,370.00	4,347.25	4,347.25	2,762.75	5,260.00	42.52%
2310	21231010200 5341	SCHOOL BOARD SERVICES - LEGAL & CONSULTING	10,000.00	10,000.00	608.60	2,542.85	0.00	7,457.15	74.57%
2310	21231010200 5342	SCHOOL BOARD SERVICES - DISTRICT MEETING SERVICE	500.00	500.00	0.00	0.00	0.00	500.00	100.00%
2310	21231010200 5614	SCHOOL BOARD SERVICES - DISTRICT MEETING SUPPLIES	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
2310	21231010200 5618	SCHOOL BOARD SERVICES - TREASURER SUPPLIES	1,000.00	1,000.00	165.48	165.48	0.00	834.52	83.45%
2310	21231010200 5810	SCHOOL BOARD SERVICES - DUES & FEES	5,890.00	5,890.00	0.00	3,954.65	657.51	1,277.84	21.70%
2310 Total			39,858.55	39,858.55	5,270.12	13,717.25	6,972.71	19,168.59	
2320	21232010200 5590	SAU SERVICES - SAU SERVICES	169,196.00	169,196.00	20,000.00	95,000.00	74,196.00	0.00	0.00%
2320 Total			169,196.00	169,196.00	20,000.00	95,000.00	74,196.00	0.00	
2410	21241010200 5111	PRINCIPAL SERVICES - ADMIN/OTHER SALARIES	94,234.92	96,080.00	7,390.76	29,563.04	66,516.96	0.00	0.00%
2410	21241010200 5115	PRINCIPAL SERVICES - SECRETARIAL SALARIES	53,254.46	53,254.46	4,358.58	14,896.26	38,581.76	(223.56)	-0.42%

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Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2410	21241010200 5118	PRINCIPAL SERVICES - ASSISTANT PRINCIPAL SALAR	71,589.32	72,993.00	5,614.84	22,459.36	50,533.64	0.00	0.00%
2410	21241010200 5211	PRINCIPAL SERVICES - HEALTH INSURANCE	70,390.56	70,390.56	5,834.26	21,306.15	47,593.82	1,490.59	2.12%
2410	21241010200 5212	PRINCIPAL SERVICES - DENTAL INSURANCE	3,427.20	4,102.69	352.61	1,451.40	2,651.29	0.00	0.00%
2410	21241010200 5213	PRINCIPAL SERVICES - LIFE INSURANCE	82.56	117.72	9.81	39.24	78.48	0.00	0.00%
2410	21241010200 5214	PRINCIPAL SERVICES - DISABILITY INSURANCE	414.56	422.76	35.23	140.92	281.84	0.00	0.00%
2410	21241010200 5220	PRINCIPAL SERVICES - FICA	16,759.54	17,008.07	1,257.19	4,849.61	11,880.81	277.65	1.63%
2410	21241010200 5231	PRINCIPAL SERVICES - NHRS SUPPORT	4,398.25	4,398.25	337.02	1,348.08	3,033.21	16.96	0.39%
2410	21241010200 5232	PRINCIPAL SERVICES - NHRS PROFESSIONAL	28,787.09	29,351.09	2,257.78	9,031.12	20,319.98	(0.01)	0.00%
2410	21241010200 5241	PRINCIPAL SERVICES - WORKSHOP REIMB PROF	2,500.00	2,500.00	249.00	529.00	0.00	1,971.00	78.84%
2410	21241010200 5244	PRINCIPAL SERVICES - SECRETARIAL WORKSHOP	850.00	850.00	0.00	0.00	0.00	850.00	100.00%
2410	21241010200 5250	PRINCIPAL SERVICES - UNEMPLOYMENT INSURANCE	240.00	240.00	0.00	92.44	0.00	147.56	61.48%
2410	21241010200 5260	PRINCIPAL SERVICES - WORKER'S COMPENSATION	801.05	865.42	0.00	865.42	0.00	0.00	0.00%
2410	21241010200 5430	PRINCIPAL SERVICES - REPAIRS & MAINT SERVICES	2,380.00	2,380.00	237.50	290.95	0.00	2,089.05	87.78%
2410	21241010200 5442	PRINCIPAL SERVICES - RENTAL OF EQUIPMENT	3,170.00	3,170.00	256.55	914.66	2,255.34	0.00	0.00%
2410	21241010200 5531	PRINCIPAL SERVICES - TELEPHONE	6,350.00	6,350.00	1,043.15	1,689.74	3,871.98	788.28	12.41%
2410	21241010200 5534	PRINCIPAL SERVICES - POSTAGE	1,700.00	1,700.00	0.00	1,700.00	0.00	0.00	0.00%
2410	21241010200 5540	PRINCIPAL SERVICES - ADVERTISING	500.00	500.00	0.00	0.00	0.00	500.00	100.00%
2410	21241010200 5550	PRINCIPAL SERVICES - PRINTING	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	100.00%
2410	21241010200 5580	PRINCIPAL SERVICES - MILEAGE REIMBURSEMENT	1,250.00	1,250.00	43.98	72.44	0.00	1,177.56	94.20%
2410	21241010200 5610	PRINCIPAL SERVICES - SUPPLIES	500.00	500.00	21.45	243.56	66.16	190.28	38.06%
2410	21241010200 5641	PRINCIPAL SERVICES - TEXTBOOKS	310.50	310.50	0.00	0.00	0.00	310.50	100.00%
2410	21241010200 5644	PRINCIPAL SERVICES - PERIODICALS	410.00	410.00	0.00	128.00	95.00	187.00	45.61%
2410	21241010200 5810	PRINCIPAL SERVICES - DUES & FEES	1,800.00	1,800.00	150.00	150.00	1,550.00	100.00	5.56%
2410 Total			367,300.01	372,144.52	29,449.71	111,761.39	249,310.27	11,072.86	
2600	21260010200 5111	MAINTENANCE - ADMIN/OTHER SALARIES	57,222.00	58,367.00	4,489.76	17,959.04	40,407.96	0.00	0.00%
2600	21260010200 5116	MAINTENANCE - CUSTODIAL SALARIES	76,180.68	82,054.09	6,236.52	23,805.03	57,752.24	496.82	0.61%
2600	21260010200 5211	MAINTENANCE - HEALTH INSURANCE	47,902.80	46,902.80	3,827.08	14,050.95	31,911.16	940.69	2.01%
2600	21260010200 5212	MAINTENANCE - DENTAL INSURANCE	1,574.64	2,128.36	182.20	760.44	1,367.92	0.00	0.00%
2600	21260010200 5213	MAINTENANCE - LIFE INSURANCE	41.28	117.36	9.78	39.12	78.24	0.00	0.00%
2600	21260010200 5214	MAINTENANCE - DISABILITY INSURANCE	268.29	268.29	12.88	48.64	94.40	125.25	46.68%
2600	21260010200 5220	MAINTENANCE - FICA	10,205.30	10,637.80	766.67	2,986.87	7,489.89	161.04	1.51%
2600	21260010200 5231	MAINTENANCE - NHRS SUPPORT	12,212.23	12,855.61	974.70	3,798.66	8,888.19	168.76	1.31%
2600	21260010200 5250	MAINTENANCE - UNEMPLOYMENT INSURANCE	300.00	300.00	0.00	115.55	0.00	184.45	61.48%
2600	21260010200 5260	MAINTENANCE - WORKER'S COMPENSATION	2,725.67	2,944.68	0.00	2,944.68	0.00	0.00	0.00%
2600	21260010200 5411	MAINTENANCE - WATER/SEWERAGE	6,500.00	6,500.00	248.33	3,309.99	3,190.01	0.00	0.00%
2600	21260010200 5430	MAINTENANCE - REPAIRS & MAINT SERVICES	10,900.00	10,900.00	4,654.30	7,104.75	1,739.55	2,055.70	18.86%
2600	21260010200 5432	MAINTENANCE - REPAIRS BUILDINGS	20,000.00	20,000.00	7,541.61	5,828.36	895.00	13,276.64	66.38%
2600	21260010200 5433	MAINTENANCE - REPAIRS GROUNDS	6,000.00	6,000.00	675.00	3,135.00	2,465.00	400.00	6.67%
2600	21260010200 5434	MAINTENANCE - BUILDING IMPROVEMENTS	46,597.80	46,597.80	2,992.40	23,196.90	0.00	23,400.90	50.22%

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Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2600	21260010200 5435	MAINTENANCE - REPAIRS MAINT EQUIPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
2600	21260010200 5436	MAINTENANCE - REPAIRS SECURITY SYSTEM	500.00	500.00	0.00	240.00	260.00	0.00	0.00%
2600	21260010200 5437	MAINTENANCE - GARBAGE REMOVAL	5,100.00	5,100.00	412.06	1,236.18	3,863.82	0.00	0.00%
2600	21260010200 5521	MAINTENANCE - PROPERTY/LIABILITY INS	16,701.00	16,701.00	0.00	15,615.00	0.00	1,086.00	6.50%
2600	21260010200 5580	MAINTENANCE - MILEAGE REIMBURSEMENT	200.00	200.00	0.00	0.00	0.00	200.00	100.00%
2600	21260010200 5610	MAINTENANCE - SUPPLIES	5,700.00	5,700.00	0.00	612.44	737.56	4,350.00	76.32%
2600	21260010200 5612	MAINTENANCE - MAINTENANCE SUPPLIES	14,000.00	14,000.00	516.43	2,150.11	7,599.89	4,250.00	30.36%
2600	21260010200 5619	MAINTENANCE - SUPPLIES GROUNDS	500.00	500.00	0.00	0.00	0.00	500.00	100.00%
2600	21260010200 5622	MAINTENANCE - ELECTRICITY	40,000.00	40,000.00	0.00	9,189.57	30,810.43	0.00	0.00%
2600	21260010200 5624	MAINTENANCE - OIL	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00	0.00%
2600	21260010200 5626	MAINTENANCE - GASOLINE	100.00	100.00	0.00	0.00	0.00	100.00	100.00%
2600	21260010200 5731	MAINTENANCE - NEW EQUIPMENT	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
2600	21260010200 5735	MAINTENANCE - REPLACEMENT EQUIPMENT	600.00	600.00	0.00	223.68	76.32	300.00	50.00%
2600 Total			424,531.69	432,474.79	33,539.72	138,350.96	239,627.58	54,496.25	
2700	21270010200 5517	REG ED TRANSPORTATION - COCURRICULAR TRIPS	12,700.00	12,700.00	0.00	0.00	12,700.00	0.00	0.00%
2700	21270010200 5518	REG ED TRANSPORTATION - FIELD TRIPS	8,111.90	8,111.90	0.00	0.00	7,779.90	332.00	4.09%
2700	21270010200 5519	REG ED TRANSPORTATION - STUDENT TRANS SVCS	315,813.20	315,813.20	0.00	0.00	315,813.20	0.00	0.00%
2700	21270010261 5519	SPED TRANSPORTATION - STUDENT TRANS SVCS	195,000.00	195,000.00	1,550.50	13,450.46	135,254.54	46,295.00	23.74%
2700 Total			531,625.10	531,625.10	1,550.50	13,450.46	471,547.64	46,627.00	
2835	21283510200 5330	PRE EMPLOYMENT PHYSICAL - OTHER PROF SVCS	250.00	250.00	0.00	0.00	0.00	250.00	100.00%
2835 Total			250.00	250.00	0.00	0.00	0.00	250.00	
2840	21284010200 5111	IT - ADMIN/OTHER SALARIES	64,229.00	65,478.00	5,036.76	20,147.04	45,330.96	0.00	0.00%
2840	21284010200 5211	IT - HEALTH INSURANCE	17,868.00	17,868.00	1,492.20	5,504.49	11,474.20	889.31	4.98%
2840	21284010200 5212	IT - DENTAL INSURANCE	689.28	861.07	74.97	311.94	549.13	0.00	0.00%
2840	21284010200 5213	IT - LIFE INSURANCE	41.28	41.40	3.45	13.80	27.60	0.00	0.00%
2840	21284010200 5214	IT - DISABILITY INSURANCE	160.57	163.68	13.64	54.56	109.12	0.00	0.00%
2840	21284010200 5220	IT - FICA	4,913.52	5,009.07	366.66	1,466.64	3,467.82	74.61	1.49%
2840	21284010200 5231	IT - NHRS SUPPORT	7,309.26	7,451.40	573.18	2,292.72	5,158.66	0.02	0.00%
2840	21284010200 5240	IT - TUITION REIMBURSEMENT	1,998.00	1,998.00	0.00	0.00	0.00	1,998.00	100.00%
2840	21284010200 5241	IT - WORKSHOP REIMB PROF	559.00	559.00	0.00	0.00	0.00	559.00	100.00%
2840	21284010200 5250	IT - UNEMPLOYMENT INSURANCE	60.00	60.00	0.00	23.11	0.00	36.89	61.48%
2840	21284010200 5260	IT - WORKER'S COMPENSATION	237.65	256.75	0.00	256.75	0.00	0.00	0.00%
2840	21284010200 5330	IT - OTHER PROF SVCS	1,500.00	1,500.00	725.00	917.27	0.00	582.73	38.85%
2840	21284010200 5431	IT - REPAIRS EQUIPMENT	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
2840	21284010200 5610	IT - SUPPLIES	5,200.00	5,200.00	0.00	291.61	228.26	4,680.13	90.00%
2840	21284010200 5650	IT - SOFTWARE	7,853.50	7,853.50	1,600.00	1,992.40	600.00	5,261.10	66.99%
2840	21284010200 5734	IT - NEW COMPUTER EQUIP	2,512.00	2,512.00	0.00	0.00	0.00	2,512.00	100.00%
2840	21284010200 5735	IT - REPLACEMENT EQUIPMENT	59,954.00	59,954.00	20,079.20	56,313.36	369.36	3,271.28	5.46%
2840 Total			176,585.06	178,265.87	29,965.06	89,585.69	67,315.11	21,365.07	

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Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2900	21290010200 5111	WAGE POOL - ADMIN/OTHER SALARIES	10,889.65	0.00	0.00	0.00	0.00	0.00	0.00%
2900 Total			10,889.65	0.00	0.00	0.00	0.00	0.00	
4100	21410010200 5710	SITE ACQUISITION - LAND & IMPROVEMENTS	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
4100 Total			1.00	1.00	0.00	0.00	0.00	1.00	
5110	21511010200 5910	PRINCIPAL OF DEBT - PRINCIPAL OF DEBT	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
5110 Total			1.00	1.00	0.00	0.00	0.00	1.00	
5120	21512010200 5830	INTEREST ON DEBT - INTEREST	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
5120 Total			1.00	1.00	0.00	0.00	0.00	1.00	
5221	21522110200 5930	FOOD SERVICE TRANSFER - FUND TRANSFERS	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
5221 Total			1.00	1.00	0.00	0.00	0.00	1.00	
5230	21523000000 5930	CAPITAL PROJECTS TRANSFER - FUND TRANSFERS	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
5230 Total			1.00	1.00	0.00	0.00	0.00	1.00	
5252	21525200000 5930	EXPENDABLE TRUST TRANSFER - FUND TRANSFERS	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
5252 Total			1.00	1.00	0.00	0.00	0.00	1.00	
Grand Total			8,270,173.11	8,270,173.11	1,609,260.88	2,521,460.35	5,192,432.06	556,280.70	

Candia School District				
Proposed Budget Adjustments				
November 2, 2017				
<u>Account Number</u>	<u>Account Description</u>	<u>Reason</u>	<u>Increase</u>	<u>Decrease</u>
21110010200 5122	Reg Ed Health Insurance Buyou	Additional staff elected the buyout option	5,250.00	-
21110010200 5211	Reg Ed Health Insurance		-	5,250.00
21241010200 5115	Principal Services Secretarial Sal	Coverage for secretarial absence	500.00	-
21241010200 5211	Principal Services Health Ins		-	500.00
	Total		<u>\$ 5,750.00</u>	<u>\$ 5,750.00</u>

Candia School District
November 2, 2017 Revenue Report

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BUDGET UNIT	Account	BUDGET UNIT Title	Budget	Period Receipts	YTD Receipts	Balance
21111100000	4000	CURRENT APPROPRIATION	5,787,287.00	(293,265.00)	2,056,735.00	3,730,552.00
21141100000	4000	BUS FARES	6,750.00	122.50	4,183.00	2,567.00
21151000000	4000	INTEREST	175.00	0.00	42.53	132.47
21191000000	4000	RENTALS	1,500.00	0.00	0.00	1,500.00
21198000000	4000	REFUND OF PY EXPENSE	0.00	0.00	0.00	0.00
21199000000	4000	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00
21311100000	4000	STATE ADEQUACY GRANT	982,196.00	0.00	196,439.00	785,757.00
21311200000	4000	STATE EDUCATION TAX	943,265.00	943,265.00	943,265.00	0.00
21319000000	4000	OTHER STATE AID	0.00	0.00	6,245.70	(6,245.70)
21323000000	4000	CATASTROPHIC AID	34,000.00	0.00	0.00	34,000.00
21458000000	4000	MEDICAID REIMBURSEMENT	15,000.00	56.26	339.40	14,660.60
Total			<u>7,770,173.00</u>	<u>650,178.76</u>	<u>3,207,249.63</u>	<u>4,562,923.37</u>