

CANDIA SCHOOL BOARD MEETING

Thursday, December 6, 2018 – 6:00 p.m.

LOCATION OF MEETING Henry W. Moore School – Media Center

AGENDA

- I. CALL TO ORDER:** Matt Woodrow, Board Chair
 - A. Pledge of Allegiance
- II. PROOF OF POSTING** – Dr. Charles P. Littlefield
- III. PINKERTON ACADEMY LIAISON**-Elizabeth Nerney
- IV. APPROVAL OF MINUTES**
 - A. Minutes of the Candia School Board Meeting on November 1, 2018*
- V. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**
- VI. Updates from Dr. Charles P. Littlefield, Superintendent of SAU #15**
- VII. REPORTS**
 - A. Reports of Administrators*
 - B. Standing Committees
- VIII. OLD BUSINESS**
 - A. Review of Goals*
 - B. Policies KF, KF-R* – Use of Facilities (Discussion-tabled at 11-1-18 meeting)
 - C. Policies IJOA, IJOA-R* – Field Trips (Discussion-tabled at 11-1-18 meeting)
 - D. Policy EEBB* - Use of Private Vehicles to Transport (Discussion-tabled at 11-1-18 meeting)
- IX. NEW BUSINESS**
 - A. Budget Discussion
 - B. Warrant Articles*
 - C. CESPA-Tentative Agreement, Ratification*
 - D. Draft Calendar*
- X. POLICIES**
 - A. 2nd Reading/Adoption Policies*- EEAEC (Student Conduct on School Buses), EI (Risk Management), BEDG-R (Access to Minutes and Public Records)
 - B. 1st Reading/Review of Policies*- AC (Non-Discrimination), ADB/GBEC GBEC/ADB (Drug-Free Workplace & Drug-Free Schools), ADC/GBED/JICG (Tobacco Products Ban Use and Possession in and on School Facilities and Grounds), BEDG (Minutes), BEDH (Public Comment and Participation at Board Meetings), EBC (Crisis Prevention), and EBCA (Crisis Prevention and Emergency Response Plans)
- XI. FINANCE/OPERATIONS**
 - A. Expenditure Manifest and Action Relating Thereto* - Karen Lessard
 - B. Budget Adjustments* (if necessary) - Karen Lessard
 - C. Revenue Report*

- XII. PERSONNEL (if necessary)**
 - A. Co-Curricular Nominations*
- XIII. NON-PUBLIC SESSION RSA 91-A 3 Sections II (a-k) (if necessary)**
- XIV. INFORMATIONAL ITEMS AND CORRESPONDENCE**
- XV. ITEMS FOR NEXT/FUTURE AGENDA**
- XVI. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- XVII. ADJOURNMENT**

The next regularly scheduled Candia School Board Meeting will be held on Thursday, January 3, 2019 at 6:00 p.m. at the Henry W. Moore School Media Center.

**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:

Appropriate time will be set aside for citizens to address the Board.

Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented. The presentation should be as brief as possible. Written remarks are encouraged. 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, NOVEMBER 1, 2018 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 6:00 p.m. Those in attendance were Board members Dana Buckley, Mark Chalbeck, and Kim Royer (6:08 p.m.); Principal, Becky Wing; Assistant Principal, Michelle Lavallee; Director of Student Services, Kathryn Duncan; Technology Director, Chris Jamrog; Superintendent, Charles P. (Phil) Littlefield; Assistant Superintendent, Marge Polak, and Business Administrator, Karen Lessard.

Becky Wing introduced Coaches Helmig and Thyng, and members of the Girls Soccer Team who led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Dr. Littlefield provided proof of posting.

PINKERTON ACADEMY LIAISON

Elizabeth Nerney addressed the board with activities at Pinkerton that included:

- Fall sports are winding down
- Cross-Country are Division 1 Champions
- Friday night football championship vs. Londonderry
- Freshmen Reception a few weeks ago was well attended and a good experience
- No school on November 12
- December 1 Sophomore Semi-formal
- Winter sports tryouts

APPROVAL OF MINUTES

Motion by Mark Chalbeck, seconded by Matt Woodrow, to accept the minutes of the Candia School Board Meeting on October 4, 2018, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Resident Judi Lindsey was in attendance and said her trip was wonderful. She will be giving a presentation at some point at the Smyth Library.

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

The Board reviewed the Superintendent updates.

PRINCIPAL'S PRESENTATION ON HOMEWORK PRACTICES

Becky Wing gave a brief presentation of current homework practices. She got input from teachers of all grades on the purpose of their homework assignments, what it looked like, and what they felt was a reasonable amount of time for their grade level. She said Pinkerton is currently reassessing their homework procedures while following competencies. Ms. Wing will continue to monitor homework practices and will look into parent involvement, homework completion rates, and how many students participate in the Homework Club.

REPORTS

Reports of Administrators were reviewed.

Mark Chalbeck asked Marge Polak how assessment training went, to which Marge said it was more of an update for state assessments. They talked about the process at the Department of Education going from the old assessments to the new assessments. Mark Chalbeck asked Becky Wing about the development of small math groups, to which she said that Cheryl St. Pierre has begun math assessments and is developing mini-lessons for small group instruction. Marge said Auburn and Hooksett will be observing these lessons.

Dana Buckley updated the board on the Superintendent Search. There will be a "Meet the Candidate" night on Thursday, November 15 at the David R. Cawley Middle School at 6:00 p.m. The board will make their final decision on Monday, November 19.

Mark Chalbeck stated that Lynda Byrne has drafted a 5-year maintenance plan with targeted yearly goals. This will be presented to the Select Board for planning/budgeting purposes.

Matt Woodrow asked the board's permission to add discussion of the preliminary budget to the agenda. The board agreed.

Preliminary Budget

Matt stated that the board had their budget workshop on October 30 and said that the SAU team did a phenomenal job in creating the budget that reflects goals and priorities. He said funding for a foreign language teacher is included in the budget, as is funding for previously identified areas for improvement to the facility such as replacement of windows downstairs, relocation of the nurses area, tile removal, updating phones and intercom system, and adding strobe lighting to the restrooms.

Motion by Matt Woodrow, seconded by Dana Buckley, to adopt the preliminary budget of the Candia School District as presented, and the motion carried unanimously.

Kim Royer reported that negotiations are going well. They will meet after Thanksgiving.

OLD BUSINESS

Goals

Goals were reviewed.

Policies KF, KF-R-Use of Facilities, IJOA, IJOA-R-Field Trips

Motion by Dana Buckley, seconded by Mark Chalbeck, to table Policies KF, KF-R, IJOA, and IJOA-R until the December meeting, and the motion carried unanimously.

POLICIES

Second Reading

The board reviewed policies CHB-Board Review of Regulations, CHD-Administration in Policy absence, CLA-Treatment of Outside Reports, EC-Buildings and Grounds Management, and EDC-Authorized Use of School Owned Materials.

Motion by Dana Buckley, seconded by Matt Woodrow, to approve Policies CHB, CHD, CLA, ED, and EDC, and the motion carried unanimously.

First Reading

The board reviewed policies EEAEC-Student Conduct on Buses, EEBB-Use of Private Vehicles to Transport, EFC-Free and Reduced Lunches, EI-Risk Management, and BEDG-R-Access to Minutes and Public Records.

After considerable discussion, motion by Dana Buckley, seconded by Matt Woodrow, to table Policy EEBB until the December board meeting, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Mark Chalbeck, to eliminate Policy EFC, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Mark Chalbeck, to approve the first reading of Policies, EEAC, EI, and BEDG-R, and the motion carried unanimously.

FINANCE/OPERATIONS

Review of Expenditure Manifests and Action Relating Thereto

Motion by Matt Woodrow, seconded by Mark Chalbeck, to move the November 1, 2018 manifest in the amount of \$761,988.61, and the motion carried unanimously.

Budget Adjustments

Budget adjustments were reviewed.

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

Revenue Report

The revenue report was in the packet for review.

Kim Royer asked for the fund balance for this year. Karen Lessard will email that to the board.

PERSONNEL

Co-Curricular Nomination

Motion by Kim Royer, seconded by Matt Woodrow, to approve 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

NEXT / UPCOMING AGENDA ITEMS

Discussion ensued relative to Shooter Detection Systems (SDS), if it should be included in the December agenda, and the possibility of creating a Safety Committee with a board member as a part of that committee. It will be on the SAU Board agenda for discussion on November 14 SAU.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Jennifer Maurice (Patten Hill Rd.) thanked the board for adding for a foreign language teacher in the proposed budget.

Jeremy Gill (South Road) asked if there is an option for grant-funding an SDS, or if any board member could seek out such a grant. Dr. Littlefield stated that the Hooksett board voted to go with an SDS, and that he pursued grant funding for it. However, he said Hooksett agreed to go ahead with it even if the grant isn't approved.

Lisa Cote (Main St.) updated the board with PTO activities that included a Halloween Party, Cash Calendar Fall Fundraiser, Box Top collection, BINGO night, Book Fair, Popcorn Tuesday, and a Grade 5 dance. She thanked the board for their continued support.

ADJOURNMENT

Motion by Dana Buckley, seconded by Matt Woodrow to adjourn the meeting at 7:25 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be held Thursday, December 6, 2018, at 6:00 p.m. in the Henry W. Moore School Media Center.

There will be an SAU Board Meeting on Wednesday, November 14, 2018, at 6:30 p.m. at the Henry W. Moore School Media Center.

There will be an SAU Board Meeting on Monday, November 19, 2018, at 6:30 p.m. at the David R. Cawley Middle School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary

**Candia School Board Meeting
Assistant Superintendent Report
12/6/18**

Middle School Report Card Update

- The new middle school report card will be sent home within the next few weeks. The purpose of our report card is to clearly communicate student performance toward meeting the most important grade level competencies.
- This approach provides parents and students with more detailed information about specific areas of strength as well as those areas that may need further support.
- Teachers will report progress three times during the school year: December, March and June. All competencies will not be reported every trimester. Parents can continue to check student progress on an on-going basis through Powerschool.
- The middle school report cards have been posted on the website along with a guide for parents.
- A Parent Information Night will take place on Monday, December 3rd, at the Moore School.

Christa McAuliffe Technology Conference

- Faculty and administrative representatives attend this conference 11/27-29/18. Topics covered will include Online Safety/Cyberbullying, Invention and Youth Innovation, STEM Pathways, Digital Citizenship/Social Media, Project Based Learning and Personalized Learning Opportunities.

Middle School Language Arts Curriculum Work

- Teachers will begin working afterschool this month focusing on more clearly defining the progression of language arts skills through the grade levels. Learning progressions describe how skills might be demonstrated, both in early forms and in increasingly advanced forms.
- It is critical for teachers to be able to identify the behaviors that relate to these skills if they are to intervene at the appropriate levels of intervention or challenge.

Professional Development

- To provide opportunities for professional development without taking teachers away from the classroom, a series of afterschool options will be provided beginning this winter. Topics to be address in the first round will include Science Implementation, Universal Design for Learning, and Trauma Sensitive Classrooms.
- Additional online opportunities will also be made available for teachers. Past online experiences have included courses and workshops related to math/reading/science content, differentiation, intervention strategies, behavior management, special education, and student safety. Examples of online training sites used in the past: FEMA Emergency Management, Master Teacher, ed2go, Primex and edWeb.

Math Professional Development

- Our math consultant will be in district on 11/29th and 11/30th. The focus of our work will include demonstration lessons, goal setting with administrators, classroom walk-throughs and intervention planning.

Food Services

Our cafe hosted the Annual Thanksgiving Feast on November 16. Twenty-two first grade family members attended and enjoyed a turkey dinner with all the fixings. Coming up on December 4th is the Annual Gingerbread Night. More than 60 students signed up to enjoy this festive holiday event.



Student Services Update

The student services team has continued to meet regularly about specific student needs as well as targeted instructional practices. Special educators and reading staff recently attended a literacy training focused on systematic decoding/encoding interventions to increase reading fluency. The training offered educators a greater understanding of the acquisition of literacy skills as well as research-based teaching techniques to improve student outcomes. There have been ongoing IEP team meetings for students within the Moore School as well as students attending high schools, charter schools, pre-schools, and out of district schools. Successful and meaningful partnerships with community groups have continued with outreach to families in need around the holidays.

Middle School Enrichment

Students in grades 7 and 8 have had the opportunity to participate in two enrichment classes this trimester. Courses offered this trimester included:

Exploring Inventions: Students experimented with electronic building blocks to create unique projects;

Hands-on Geometry: Students explored the geometric world through construction, projects, and puzzles;

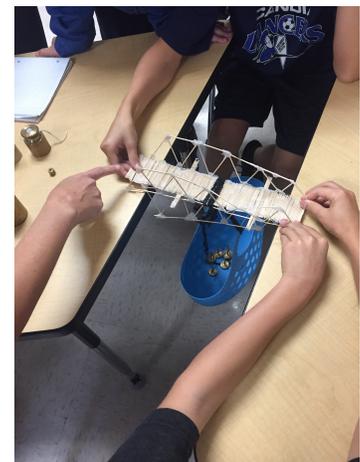
History & Sports: Students examined the development of sports and their impact on social, economic, cultural and political forces around the world;

Mandalas: Students discovered the history behind the ancient design;

Minecraft: Students explored the world of Minecraft in creative mode;

Rubik's Cube: Students practiced perseverance, problem solving, and quickly getting out of difficult situations by learning how to solve a 3x3x3 Rubik's cube;

Sim City: Students designed and problem solved issues in their own online cities.



SOS: After receiving a message in a bottle from a stranded family, student teams investigated the ocean and its elements in order to rescue them;

Study Skills: Students discussed a variety of study skills and the importance of planning, organizing and prioritizing. All 7th and 8th grade students will take this course by mid-year.

Technology Update

Mr. Jamrog attended the “Aligning to HB 1612: Data and Security in our Schools” workshop sponsored by NHSBA. The information presented will be helpful as we work with other SAUs throughout the state to tackle the security and privacy issues addressed in the bill. He also attended the Christa McAuliffe Technology Conference to learn more about how other districts are using technology to enhance education.

Mr. Jamrog repurposed some older PC laptops to install software for our VEX teams. The teams will use the machines to program their robots during practice and competitions.

Classroom Updates

Kindergarten – grade 3 students concluded their study of Veterans Day by writing letters of gratitude to Veterans. The letters were sent to the Veteran's Home in Tilton. The Veterans returned a letter of thanks for being remembered.

Eighth grade students recently studied the Industrial Age in Mr. Pritchard’s class. The final activity involved each student receiving a fictitious loan of \$10,000 to purchase stock. Students spent time learning how the stock market works and researching how to best invest their money. They will continue to track their stock throughout the remainder of the school year.



Eighth grade students also converted a short story into a play and performed it for staff members. Mr. Wood commented that they were “the most thorough plays I've ever seen from an 8th grade class”. Many groups modernized the story and made it their own. They cooperated with one another to make sure everyone contributed; they were very proud of themselves by the end of the assignment.

Professional Development

November’s faculty meeting focused on K-2 teachers and reading interventionists working with Marianne True to examine best practices for small group instruction in reading. Grade 3-5 teachers and math interventionists met virtually with Jessica Kaminski to focus on designing purposeful activities for students who are not working directly with the teacher during small group time in math. Grade 6-8 and unified arts teachers worked with Laura Wheeler to further develop our Middle School Connections time.

Respectfully Submitted,

A handwritten signature in black ink that reads "Becky L. Wing".

Becky L. Wing, Principal

December Events
12/3: Middle School Report Card Parent Information Night, 6:30pm
12/4: Gingerbread Night, 3pm
12/10: Trimester 1 Report Cards
12/11: PTO Meeting, 7pm
12/21: Holiday Concert, 9am
12/24-1/1: Winter Vacation



Mrs. Demanche’s 7th grade Connections students play games with Mrs. Belanger’s first grade.

**Candia School District
School Board Goals 2018-2019
12/6/18**

In Process

Ongoing

Complete

Long Range Planning	Curriculum, Instruction, Assessment & Programming	Communication & School Board Functions
Analyze future enrollment and identify opportunities and problems.	Improve student achievement at all grade levels as measured by assessment results and determine barriers to improvement Review curricular, instructional and assessment practices.	Improve communication with parents and the community by investigating videotaping board meetings.
Identify appropriate staffing (Staff & Administration) levels for the future.	Implement new science programs K-8.	Identify platforms of communication with families and community – Create guidelines for teachers to include similar formats. Hold at least 2 joint meetings with Board of Selectmen and Budget Committee.
	Increase personalized learning opportunities. <ul style="list-style-type: none"> • Investigate scheduling and student placement to allow students to move on when ready. 	
Technology	Identify amount of time spent on informational vs. literary text in grades 3-8.	Increase opportunities for parents to engage in their child's learning – other than helping with homework.
Maintain updated technology plan to provide quality programming to students.	Implement new middle school reporting system.	Improve communication to build an environment of trust between board and faculty/staff.
	Ensure professional development opportunities align with district needs and priorities.	Culture
Finance & Facilities	Investigate options to implement a foreign language program for 2019-2020.	Develop a common understanding of bullying and clarify for the community.
Create a 10-year rolling facilities plan based on the findings of the Turner Report.	Explore options for advanced learners.	Examine the current behavior management program and expectations. Develop common vocabulary and understandings.
Develop a responsible budget/spending plan.		Faculty and staff demonstrate high expectations for student achievement and social growth.

**CANDIA SCHOOL DISTRICT
COMMUNITY USE OF SCHOOL FACILITIES**

The primary objective of the Candia School Board is to meet the needs of the students. Once this objective is met, the Candia School Board will grant the privilege of using the school facilities (buildings and grounds) to those individuals, organizations or groups who are residents of the Town of Candia. This does not alter the fact that it is the responsibility of the school board to establish regulations to protect the assets and investments of the Candia School District.

Certain events shall receive first consideration during the calendar year. These events shall include town meetings; school meetings, both scheduled and special; and annual municipal, state, and federal elections.

Facility use ~~will~~ **may** be granted to organizations **at the discretion of the building principal**, on the following priority basis:

1. School-sponsored organizations: Those which are recognized by the school board as directly related to school activities (no fees to be assessed).
2. Government organizations: Agencies which are authorized under the laws of the United States, the State of New Hampshire, the County of Rockingham, or the Town of Candia (no fees assessed).
3. Non-profit organizations: Those that are social, service, fraternal, or religious in nature and serve the community on a non-profit basis. Youth civic organizations will have priority in this section, i.e., CYAA, Scouts, Lions, etc. (no fees assessed).
4. Private groups or organizations (refer to fee schedule in KF-R).
5. For-profit organizations or individuals that apply for extended use of school facilities will be charged a fee negotiated on a case by case basis. Sales of personal items (yard sales, flea markets, etc.) are not considered an appropriate use of the school facilities.

Applications for the use of facilities (land and buildings) must be approved by the Principal or his/her designee. Individuals and/or organizations requesting use of facilities may be required to hire security personnel prior to approval. Those organizations using the school building must name the Candia School District as an "additional insured" on the user's insurance policy. A certificate of insurance must be provided at the time of submitting the Application for Use of School Facilities.

Alcohol, **tobacco products, and vaporizers are** not permitted at the Henry W. Moore school facilities or school grounds.

The use of the facility does not include school-owned equipment.

Legal Reference:

RSA 126-K:7, Use of Tobacco Products on Public Educational Facility Grounds Prohibited

Revised: July 14, 1987

Revised: July 31, 1990

Revised: November 18, 1992

Revised: September 7, 1995

Adopted: May 4, 2000

Adopted: May 9, 2002

Adopted: June 2, 2005

Revised: December 3, 2015

CANDIA SCHOOL DISTRICT
COMMUNITY USE OF SCHOOL FACILITIES – REGULATIONS

Rationale: The use of school facilities by the citizens of Candia is endorsed by the school board. Accompanying that endorsement however, is the need to provide reasonable assurance that the facilities will remain in good condition and be absent of security problems.

1. The use of school facilities can only be obtained by submission of a completed application to the Principal and/or designee. A key may be issued, at the discretion of the Principal, to town organizations requesting use of the gymnasium for an extended period of time such as a sports season. No other keys will be issued for the Candia Moore School. A security deposit of \$75.00 will be required for the issuance of a key.
2. Applications for use during non-school hours shall be submitted ten days in advance of the utilization date with advance payment, if required, in the form of a check or money order attached, payable to the Treasurer - Candia School District.

The school shall require a security deposit for any occasion upon the recommendation of the Principal.

3. The school building shall be closed for certain periods of time during the year for maintenance and upkeep. During those times building use may be limited. The Principal or his/her designee is charged with coordinating maintenance needs with facility use.
4. **Non-Profit Organizations** - The organization or party requesting the facilities must accept full financial and legal responsibility for any and all damages and/or claims of damages resulting from the use of the facilities. It is required that those non-profit organizations that do not have insurance coverage purchase a short-term liability and property damage insurance policy to cover the scheduled event and the activities surrounding the event i.e., set up and clean up.

For-Profit Organizations and Private Groups – A copy of the organization's liability of insurance coverage must be provided at the time of submitting the Application for Use of School Facilities. The certificate of insurance shall name the Candia School District as an additional insured.

Any organization or private group will be held liable for any damages or injury caused by their use of facilities.

5. Adult supervision is required for all groups at all times (parking lots, fields, etc.).
6. Smoking will not be allowed on the school grounds (parking lots, fields, etc.), in accordance with RSA 78:12-b, RSA 126-K:7, RSA 155:68, 155:70, and 155:76.
7. Alcoholic beverages are not to be brought onto or consumed on school premises, in accordance with RSA 193-B.
8. ~~Candia residents~~ **Organizations** may use school facilities for private and for-profit activities. For such use, the following fee schedule will be utilized by the Principal or his/her designee. This fee schedule will be in effect and charged during hours when services are required:

Open the building – custodian	\$20.00
Close the building – custodian	\$20.00
Custodian for security	\$20.00/hour*
*Extended use of school facilities will result in a \$20.00/hour per custodian	
Custodian to set up (2-hour maximum)	\$50.00
Custodian to clean up after event (2-hour maximum)	\$50.00
Gymnasium	\$50.00/day
Kitchen personnel**	\$20.00/hour per worker

Security deposit	\$150.00
Kitchen Use Fee	\$50.00
Rental Fee (per use <u>day</u>) - other than gymnasium and kitchen	\$50.00/ <u>day</u>

**If the kitchen equipment is to be used, kitchen personnel will be needed to supervise.

9. The premises must be cleaned immediately following the event by the using organization unless prior arrangements have been made with the Principal. Should the using organization leave the premises in a manner unacceptable to the Principal, the using organization shall be charged for any additional cleaning that has to be done and should they not pay the bill, said organization shall not be allowed to use the facilities until payment is made.
10. For on-going games and activities, one Application for Use of School Facilities may be completed by the using organization with a schedule of dates of use attached (up to three months) rather than a new application for each use. Even though on-going applications may be approved, parties granted such use must be aware of the school's need to accommodate other uses as determined by the Principal.
11. Should an organization, after notification by the Principal, fail to comply with any of the regulations herein or be delinquent in the payment of any application fees, the Superintendent or his/her designee shall notify the organization in writing, with a copy to each school board member. Failure to meet this requirement shall result in denial of future use of school facilities (buildings and grounds).
12. In addition, for the use of school grounds, the following regulations will also apply:
 - a. Ball games and similar activities must be confined to the athletic fields – not on lawns or parking lots.
 - b. Vehicles are not to be driven or parked on fields.
 - c. If spectator-type activities are involved, the user group is responsible for the cost of any required police coverage.
 - d. Grounds must be left in good condition and free of litter.
 - e. Proof of insurance, naming Candia School District as an additional insured, will be required when requesting items such as concessions or portable toilets.
13. Community groups are welcome to utilize the school's placard to communicate events to the public under the following conditions:
 - a. Approval is granted by the Principal or his/her designee.
 - b. School events are given priority.
 - c. Messages to the public are appropriate, informational in nature, and not intended to influence an individual's decision concerning civic issues.

Legal Reference:

RSA 126-K:7, Use of Tobacco Products on Public Educational Facility Grounds Prohibited

Revised: July 14, 1987

Revised: January 28, 1988

Revised: July 31, 1990

Revised: September 7, 1995

Revised: March 7, 1996

Adopted: May 4, 2000

Adopted: May 9, 2002

Adopted: June 2, 2005

CANDIA SCHOOL DISTRICT
FIELD TRIPS AND EXCURSIONS

The Principal must approve all field trips.

The teacher, in requesting permission to take his/her class away from school grounds, shall submit the details, including educational objectives and specifies ties to the curriculum, of such a trip to the Principal. A consent form shall be sent to the parents of each child participating for a signature and return. This is to be done after the field trip has been authorized. No child may leave the school grounds on a field trip unless the form has been signed by the parents or legal guardian.

Consent forms, signed by a parent or legal guardian, of those attending shall be filed with the teacher before the trip.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the teacher before the trip will be taken.

Any overnight or out-of-state field trips must have the approval of the Board.
Field trips that occur on an annual basis must be approved by the Board every year.

Adopted: October 12, 1983
Revised: February 8, 1984
Revised: May 7, 1987
Revised: July 14, 1987
Adopted: November 2, 2000
Revised: May 7, 2009

REQUEST FOR EDUCATIONAL FIELD TRIP

At least **four** weeks before the proposed day of any field trip the teacher shall supply the following information to the principal in duplicate.

Grade: _____ School: Henry W. Moore School Date: _____

Trip: _____

Date of Trip: _____ Estimated Miles: _____

Departure Time: _____ Return by: _____

Number of Pupils: _____ Adults: _____

Teacher(s): _____

Number of Buses: _____

Number of Chaperones: _____

Cost to Student: _____

Educational Objectives:

Approved: _____
Principal

Date: _____

Approved: _____
Assistant Superintendent

Date: _____

Does Require School Board Approval*

Date: _____

Does Not Require School Board Approval

VIII.D.

CSD File: EEBB

CANDIA SCHOOL DISTRICT USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

1. Any use of private vehicles for transportation of students to or from school, **or to and from events such as** ~~on~~ field trips, athletic events, or other school functions ~~on an incidental basis~~, must have prior authorization by the Superintendent and/or his/her designee.
2. Individuals who provide ~~unauthorized~~ student transportation do so at their own expense and liability.
3. ~~Any employee or private citizen using their own or a rented vehicle to provide routine school authorized student transportation must have auto liability insurance of not less than \$100,000/\$300,000 Combined Single Limit and provide a Certificate of Insurance naming the school district as an additional insured. The district will maintain additional insurance, which will be in excess of the owner's primary insurance, for authorized student transportation.~~
4. ~~A person under contract to routinely transport one or more children to school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the Department of Safety. This person's vehicle must be approved by the NH Department of Safety meeting all applicable school bus safety standards. (Parents transporting their own children are exempt from this requirement, even if reimbursed by the School District.)~~
5. ~~Those authorized by the Superintendent and/or his/her designee to provide transportation on an incidental basis, i.e. not specifically as part of a contract to transport, must have a valid driver's license and a vehicle which meets appropriate inspection standards. A commercial license is required for any vehicle that has a capacity of 16 or more.~~
6. ~~Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.~~
3. **If a parent requests the use of private transportation for their child, that request must be in writing and submitted to the school.**

Adopted: April 6, 2000

**CANDIA SCHOOL DISTRICT WARRANT
STATE OF NEW HAMPSHIRE**

**TO THE INHABITANTS OF THE SCHOOL DISTRICT, IN THE
TOWN OF CANDIA, NEW HAMPSHIRE, QUALIFIED TO VOTE IN
DISTRICT AFFAIRS:**

First Session of Annual Meeting – Deliberative

You are hereby notified to meet at the Henry W. Moore School, 12 Deerfield Road, in said District, on the 6th day of February 2019, 6:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through 3. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

Second Session of Annual Meeting – Voting

Voting on warrant articles number 1 through 3 shall be conducted by official ballot to be held in conjunction with Town voting on the 12th day of March 2019. Polls will be open from 6:00 a.m. to 7:00 p.m. at the Candia Youth Athletic Association, 27 Raymond Road.

1. To choose the following school district officers:
 - a) One School Board Member 3-year term
2. Shall the Candia School District vote to approve the cost items included in the collective bargaining agreement reached between the Candia School Board and the Candia Educational Support Professionals, which calls for the following increase in salaries and benefits at current staffing levels over the amount paid in the prior fiscal year:

<u>Year</u>	<u>Estimated Increase</u>
2019-2020	\$
2020-2021	\$
2021-2022	\$

and further to raise and appropriate \$_____ for the 2019-2020 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels?

3. Shall the Candia School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$_____? Should this article be defeated, the default budget shall be \$_____ which is the same as last year, with certain adjustments required by previous action of the Candia School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

DRAFT

Given under our hands and seal at said Candia, New Hampshire, this _____ day of January, 2019.

SCHOOL BOARD OF CANDIA, NEW HAMPSHIRE

Matthew Woodrow, Chair

Stephanie Helmig, Vice Chair

Dana Buckley, Clerk

Kim Royer

Mark Chalbeck

CANDIA SCHOOL BOARD'S TENTATIVE AGREEMENT WITH
CANDIA EDUCATIONAL SUPPORT PROFESSIONALS/NEA-NH

November 26, 2018

The School Board makes the following tentative agreement with the Association. This agreement calls for no changes to the contents of the parties' 2017-2019 collective bargaining agreement, except for the sections expressly referenced herein.

Proposed (new) language is identified in ***bold italics***, proposed deletions are ~~stricken~~.

ARTICLE IV
ASSOCIATION RIGHTS AND RESPONSIBILITIES

4.1 DUES/FAIR SHARE PAYROLL DEDUCTION

Upon individual written authorization by an employee who is a member of the Association, the District agrees to deduct from the pay of such employee the current Association dues, as certified to the District by the Treasurer of the Association. Said deductions shall be made each pay period in which the employee's paycheck is large enough to satisfy the deduction. The District shall forward the amount so collected to the Association at least once per month. However, the District shall not deduct dues from the wages of any employee who notifies the District in writing that he/she is withdrawing a previous authorization for such deductions.

~~4.2 Employees working six (6) hours per day or greater, who are not members of the Association shall be required to pay a fair share fee as determined by the Association, not to exceed actual membership dues. This fee shall be payroll deducted in accordance with the other provisions in this Article.~~

4.32 Should there be a dispute between an employee and the Association and/or the District, over the matter of deductions, the Association agrees to defend, indemnify and hold harmless the Board, the District and their agents in any such dispute. It is understood that the payment of Association dues ~~or fair share fees~~ **does** not constitute **a** conditions of continued employment.

ARTICLE VII
LETTER OF AGREEMENT

- 7.1 The District shall provide by June 15 of each year, for continuing employees only, a letter of agreement to reemploy, signed by the Superintendent, or his or her designee, including the expected position, expected rate of pay, expected hours per day, and expected days per year. Such letter of agreement will specify that the School District may end the employment of the individual holding that position by providing ten (10) work days written notice. A letter of agreement for a grant-funded position also will specify that the position is contingent upon the School District's receipt of the grant funds.
- 7.2 Upon receiving a letter of agreement, the employee must sign and return it to the Superintendent ~~by July 4~~ **within fourteen (14) calendar days**. If an employee fails to do so, he/she will be deemed to have resigned voluntarily.
- 7.3 The employee's signature on the letter of agreement shall constitute an acknowledgement by the employee that the information contained therein is true and accurate.
- 7.4 Once an employee returns a letter of agreement ~~by July 4~~, should a change in the expected terms of employment be contemplated by the District, the employee shall be consulted prior to any change being made.

ARTICLE VIII
VACANCIES, TRANSFERS AND REASSIGNMENTS

- 8.1 A vacancy shall exist when a member of the bargaining unit leaves her/his position or the employer creates a new position covered by this agreement and the Board, or its designee, elects to fill the position.
- 8.2 Notices of bargaining unit vacancies shall be posted on the official bulletin board in the school by the District. Such notice shall be posted within five (5) business days of the position becoming vacant or created. Such notice shall be posted for a period of at least five (5) business days. This posting may be waived by mutual agreement. Posting notifications shall be sent to the Association president during the summer months.
- 8.3 The posting shall contain the title of the position, wage rate and minimum qualifications.
- 8.4 "Business days," for purposes of this article, shall mean Mondays through Fridays, excluding legal holidays and school vacations during the school year.

8.5 [NEW] INVOLUNTARY TRANSFERS

1. *The Superintendent may transfer employees when deemed necessary. When a transfer to another position is necessary, the Superintendent shall first ask for volunteers to fill the position. The Superintendent shall consider filling the position with a volunteer, but he/she is not required to select a volunteer for transfer.*
2. *When a transfer is required and the employee does not wish to accept the transfer voluntarily, the Superintendent or his/her designee may implement the change as an involuntary transfer. The employee shall be notified as soon as practicable that a transfer is being considered. The decision of the Superintendent (or designee) shall not be grievable.*
3. *When an involuntary transfer is necessary, an employee's area of skills and specialty training (including certifications), and the needs of the students, will be considered.*

ARTICLE IX WORKING CONDITIONS

9.1 WORK YEAR

Subject to the needs of the District, the work year for paraprofessional employees shall consist of a minimum of ~~184~~ **182** days or the equivalent hours (as per Article 3.2), 180 days of which shall coincide with the student school year. ~~Of the remaining one (1) two~~ **days, one shall generally be scheduled on the work day immediately preceding the first day of school for students, and the other shall coincide with a teacher work shop day (non-student day)** scheduled at the discretion of school administration. Subject to the needs of the District, the work year for administrative assistant staff shall be between 185 to 260 days.

9.2 LUNCH PERIODS

Each full time bargaining unit member will be provided with at least a 30 minute lunch period free of all duties.

9.3 CHANGES IN WORK DAY

The Board will provide notice of any changes to the employee work day.

- 9.4 Employees may request up to one (1) professional day to attend a workshop/training in educational programs directly related to their assignment, and which will improve the education of Candia Students. The District reserves the right to require attendance at professional development day and shall notify employees no later than the first work day of the school year of such a requirement.

9.5 [NEW] **DAMAGE TO PERSONAL PROPERTY**

(a) The District shall reimburse an employee the cost of any materials owned by the employee or worn on their person which is damaged through any action occurring during their work through no fault of their own.

(b) An employee shall report in writing to the Principal any such damage or destruction immediately upon becoming aware of such damage or destruction.

(c) The term “materials” shall not include cash. The term “damage or destruction” shall not cover the effects of normal wear, tear and use.

ARTICLE X
REDUCTION IN FORCE

Any reduction in force which shall be deemed necessary by the School Board shall be accomplished in the following manner:

1. Bargaining unit members will be classified according to their position as administrative assistant or ~~paraprofessional~~ **paraeducator** at the time of a reduction:

ARTICLE XI
LEAVES OF ABSENCE

11.7 HOLIDAYS

- 11.7.1 Administrative assistants who work at least 40 hours per week shall receive the following 12 paid holidays:

New Year's Day
Civil Rights Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

11.7.2 School year staff who work at least 35 hours per week shall receive the following nine (9) paid holidays:

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
Civil Rights Day
President's Day
Memorial Day

11.7.3 School year staff who work at least 30 hours per week shall receive the following five (5) paid holidays:

Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
Memorial Day

11.7.4 [New] Employees who work at least 25 hours per week shall receive the following paid holidays:

***New Year's Day
Thanksgiving Day
Christmas Day***

11.10 MILITARY LEAVE

11.10.1 (a) Active Duty: Any employee who is drafted or otherwise called to active military duty with the Armed Forces of the United States will be granted military leave. During military leave the employee will receive his/her rate of pay less the amount of compensation, including allowances, received from the military, for the remainder of the school year in which s/he was called to active duty. Upon return from military leave, the rate of pay and other benefits will be the same as if the employee had worked continuously with the District in the work assignment held when the period of military leave commenced.

(b) Qualifying Exigency Leave: In the event that a member of the employee's immediate household is called to active duty under a short notice deployment, the employee will be granted up to five (5) days of his/her accrued paid time off to address necessary family matters in accordance with the FMLA. The phrase "accrued paid time off" under this section shall mean sick or personal leave.

11.10.2 Reserve Duty: When an employee who, as a member of one of the reserve components of the Armed Forces, is required to meet his/her annual two week obligation, the s/he will be granted military leave. During military leave the employee will receive his/her rate of pay less the amount of compensation, including allowances, received from the military.

11.10.3 Notice of leave request: Any employee needing time away from work for service or training in the military must make the superintendent aware of the need for leave as soon as written or verbal orders from the military are received. Such notice will be in writing providing all pertinent information such as first day on leave and the anticipated return to work date. If an employee is seeking military leave for reserve training during the school year, s/he shall provide verification that such training could not otherwise occur during the summer recess period when school is not in session.

11.10.4 Reinstatement to work: As soon as an employee on active duty has a return to work date, s/he must notify the superintendent in writing. The District will reinstate the employee promptly in accordance with applicable law. Employees seeking reinstatement may be asked to provide documentation of the timeliness of the reinstatement request and/or the total time spent in active service.

11.10.5 Disabled service members: If a returning employee was disabled or a disability was aggravated during uniformed service, the District will make reasonable accommodations and efforts to help the employee perform the duties of his/her reemployment position.

ARTICLE XII **FRINGE BENEFITS**

12.1 HEALTH INSURANCE

12.1.1 The District shall offer the following health insurance plan: Cigna SchoolCare Yellow Open Access Plan with Choice Fund, or its equivalent plan.

The District shall pay the following percentages of the premium for the single plan, the two-person plan and the family plan, whichever is selected by any such employee:

12.1.2 For all year round employees who work at least 40 hours per week the District shall pay the following toward the premium of a health plan offered by the District and selected by the employee:

	<u>2017-2019</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
One-person	97.5%	96.5%	95.5%	94.5%
Two-person	85%	84%	83%	82%
Family	85%	84%	83%	82%

12.1.3 ~~Effective January 1, 2017;~~ For all school year employees who work at least 30 hours per week, the District shall pay ~~97.5%~~ **the following percentage** toward a one-person premium of the health plan offered by the District and selected by the employee.

<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
96.5%	95.5%	94.5%

The employee may apply the amount the District pays toward one-person premium to the cost of a two-person or family premium.

12.1.4 Each year that an eligible employee, as described above, elects not to receive any medical insurance which is offered by the District, the employee shall receive an opt-out payment of \$750.00. The employee shall be required to provide written proof that he/she has medical insurance coverage through another source, other than subsidized insurance under the federal Affordable Care Act, as a condition precedent for receiving such payment.

12.1.5 To the extent allowed by law and upon approval of the insurance carrier, all other employees may enroll in a medical plan offered by the District under this agreement at 100% employee cost.

12.1.6 In the event any insurance plan offered to unit members under this article triggers an excise tax under federal law, the parties agree to immediately re-open this agreement for the limited purpose of negotiating an alternative plan(s) that will not be subject to the excise tax.

12.1.7 [New] In the event any insurance plan offered to unit members under this article triggers an excise tax under federal law, the parties agree to immediately re-open this agreement for the limited purpose of negotiating for an alternative plan(s) that will not be subject to the excise tax.

Starting January 1, 2022, a high cost plan adjustment, if triggered under the Affordable Care Act, shall be applied as follows to the costs of the District and employee: The adjustment for high cost plan shall equal 40% of the excess of the plan's cost over \$850 per month (\$10,200 per year) for single coverage or over \$2,291.66 per month (\$27,500 per year) for two-person or

family coverage.¹ The high cost plan adjustment shall be shared equally (50/50) by the District and the employee.²

12.2 DENTAL INSURANCE

12.2.1 For all employees who work at least 40 hours per week the District shall pay the following percentages of the premium for dental insurance:

100% for single; 75% for two-person; 65% for family

12.2.2 To the extent allowed by law, and the insurance carrier, all other employees shall be entitled to purchase dental insurance at 100% employee cost.

12.2.3 The Board will payroll deduct any premium cost differences between its contribution and the annual cost to provide Health and/or Dental coverage set forth in this agreement from persons who subscribe to said Health and Dental benefits, in accordance with its current practice or in accordance with a Section 125 Plan.

12.3 LIFE INSURANCE

12.3.1 For all employees who work at least 40 hours per week the District shall provide term life insurance in an amount equal to at least the employee's annual salary.

12.3.2 For all employees who work at least 30 hours per week the District shall provide fifteen thousand (\$15,000) in term life insurance.

12.4 SECTION 125 PLAN

The Board will make available to employees covered by this Agreement, an IRS approved section 125 plan.

ARTICLE XIII **COMPENSATION**

13.1 METHOD OF PAYMENT

Employees, at their option, shall be paid in the following manner:

- A. Anticipated annual wages, divided by 26, which equals 25 bi-weekly checks, and one reconciliation payment,
- B. Anticipated annual wages, divided by 22, which equals 21 bi-weekly checks plus one reconciliation payment, or
- ~~C. Full pay for hours actually worked, paid within eight days after expiration of the pay period in which the work is performed.~~

¹ *It is understood that the costs of over \$850 per month (\$10,200 per year) for single coverage or over \$2,291.66 per month (\$27,500 per year) for two-person or family coverage, referenced herein, are subject to adjustment under the provisions of the Affordable Care Act.*

² ***Example: Assume the annual premium for the selected plan with family coverage is \$28,000. The high cost plan adjustment is \$200 [40% x (\$28,000 – \$27,500)]. For the annual premium of \$28,000, the District will pay \$23,060 (\$22,960 [82% x \$28,000] + \$100), and the employee will pay \$5,140 (\$5,040 [18% x \$28,000] + \$100).***

Employees must specify their choice in writing prior to the first payroll period on a form provided by the School District. If employees fail to specify their choice, they will be paid as is described in Section A. above.

C. Full pay for hours actually worked in a pay period, paid at regular intervals not to exceed 14 calendar days.

Reconciliation payments under options (a) and (b), above, may result in a paycheck of less than the equal pay amount, to a possible zero balance, being due to the employee. Employees must specify their choice in writing prior to the first payroll period on a form provided by the School District. If employees fail to specify their choice, they shall be paid as is described in paragraph (c), above. A reconciliation payment shall be calculated as a final payment for any employee being paid on an equal pay basis who, for whatever reason, leaves employment before the end of the school year.

- 13.2 Employee wage rates are in accordance with the attached wage schedule, Appendix A.

~~Effective July 1, 2017, a 1.75% cost of living increase shall be applied to the wage schedule.~~

~~Effective July 1, 2018, a 1.75% cost of living increase shall be applied to the wage schedule.~~

Effective July 1, 2019, a 3.0% cost of living increase shall be applied to the wage schedule for the position of SPED Assistant; and a 2.0% cost of living increase shall be applied to the wage schedules for the positions of Administrative Assistant, Speech Language Assistant, and Instructional Aide/Assistant.

Effective July 1, 2020, a 3.0% cost of living increase shall be applied to the wage schedule for the position of SPED Assistant; and a 2.25% cost of living increase shall be applied to the wage schedules for the positions of Administrative Assistant, Speech Language Assistant, and Instructional Aide/Assistant.

Effective July 1, 2021, a 3.0% cost of living increase shall be applied to the wage schedule for the position of SPED Assistant; and a 2.5% cost of living increase shall be applied to the wage schedules for the positions of Administrative Assistant, Speech Language Assistant, and Instructional Aide/Assistant.

- 13.3 Employees who have satisfactorily worked over half the number of scheduled work days for their position in the prior work year, shall be eligible to move up one step on the attached wage schedule, Appendix A, in the following year. ~~Effective January 1, 2018 only, employees who have satisfactorily worked at~~

~~least 45 or more days during the 2017-18 school year shall move up one step on the attached wage schedule.~~

13.4 MILEAGE ALLOWANCE

Employees who travel on business in their personal vehicle, as authorized by the Superintendent or his/her designees, shall be reimbursed at the Internal Revenue Service rate per mile.

13.5 PARA II CERTIFICATION

Bargaining unit members will be reimbursed by the district for the cost of initial or renewal for Para II certification by the State of New Hampshire

ARTICLE XVII

DURATION

17.1 This Agreement and each of its provisions shall become effective on July 1, ~~2017~~ **2019** and shall continue in full force and effect through June 30, ~~2019~~ **2022**.

17.2 The District agrees to provide the PELRB with a copy of this Agreement within fourteen (14) days of its execution in order to ensure the parties compliance with PUB 207.02(b).

All other proposals, by either party, deemed withdrawn.

APPENDIX A

WAGE SCHEDULES

[Amend/add schedules per percentage increases set forth in Section 13.2, above]

2017-2018 (Effective July 1, 2017)

	Admin. Assistant	SPED Assistant	SLA	Aide
1	\$13.15	\$11.50	\$14.82	\$14.25
2	\$13.61	\$11.86	\$15.33	\$14.77
3	\$14.08	\$12.23	\$15.84	\$15.30
4	\$14.55	\$12.60	\$16.35	\$15.83
5	\$15.02	\$12.96	\$16.86	\$16.36
6	\$15.49	\$13.33	\$17.37	\$16.89
7	\$15.95	\$13.70	\$17.88	\$17.42
8	\$16.42	\$14.06	\$18.39	\$17.95
9	\$16.89	\$14.43	\$18.89	\$18.48
10	\$17.36	\$14.79	\$19.40	\$19.01

Administrative Assistant to Principal Stipend — \$1.15

2018-2019 (Effective July 1, 2018)

	Admin. Assistant	SPED Assistant	SLA	Aide
1	\$13.38	\$11.70	\$15.08	\$14.49
2	\$13.85	\$12.07	\$15.60	\$15.03
3	\$14.33	\$12.44	\$16.12	\$15.57
4	\$14.80	\$12.82	\$16.64	\$16.11
5	\$15.28	\$13.19	\$17.16	\$16.65
6	\$15.76	\$13.56	\$17.67	\$17.19
7	\$16.23	\$13.94	\$18.19	\$17.72
8	\$16.71	\$14.31	\$18.71	\$18.26
9	\$17.19	\$14.68	\$19.23	\$18.80
10	\$17.66	\$15.05	\$19.74	\$19.34

Administrative Assistant to Principal Stipend — \$1.15

APPENDIX A
WAGE SCHEDULES

2019-2020 (Effective July 1, 2019)

	Admin. Assistant	SPED Assistant	SLA	Aide
1	\$13.65	\$12.05	\$15.38	\$14.78
2	\$14.13	\$12.43	\$15.91	\$15.33
3	\$14.62	\$12.81	\$16.44	\$15.88
4	\$15.10	\$13.20	\$16.97	\$16.43
5	\$15.59	\$13.59	\$17.50	\$16.98
6	\$16.08	\$13.97	\$18.02	\$17.53
7	\$16.55	\$14.36	\$18.55	\$18.07
8	\$17.04	\$14.74	\$19.08	\$18.63
9	\$17.53	\$15.12	\$19.61	\$19.18
10	\$18.01	\$15.50	\$20.13	\$19.73

Secretary to Principal Stipend \$1.15

2020-2021 (Effective July 1, 2020)

	Admin. Assistant	SPED Assistant	SLA	Aide
1	\$13.95	\$12.41	\$15.73	\$15.11
2	\$14.44	\$12.81	\$16.27	\$15.68
3	\$14.95	\$13.20	\$16.81	\$16.24
4	\$15.44	\$13.60	\$17.35	\$16.80
5	\$15.94	\$13.99	\$17.90	\$17.37
6	\$16.44	\$14.39	\$18.43	\$17.93
7	\$16.93	\$14.79	\$18.97	\$18.48
8	\$17.43	\$15.18	\$19.51	\$19.04
9	\$17.93	\$15.57	\$20.06	\$19.61
10	\$18.42	\$15.97	\$20.59	\$20.17

Secretary to Principal Stipend \$1.15

2021-2022 (Effective July 1, 2021)

	Admin. Assistant	SPED Assistant	SLA	Aide
1	\$14.30	\$12.78	\$16.12	\$15.49
2	\$14.81	\$13.19	\$16.68	\$16.07
3	\$15.32	\$13.59	\$17.23	\$16.64
4	\$15.82	\$14.01	\$17.79	\$17.22
5	\$16.33	\$14.41	\$18.34	\$17.80
6	\$16.85	\$14.82	\$18.89	\$18.38
7	\$17.35	\$15.23	\$19.45	\$18.94
8	\$17.86	\$15.64	\$20.00	\$19.52
9	\$18.38	\$16.04	\$20.56	\$20.10
10	\$18.88	\$16.45	\$21.10	\$20.67

Secretary to Principal Stipend \$1.15

APPENDIX B

UNION DUES AND FAIR SHARE FEE AUTHORIZATION FORM

Date: _____

I, _____, hereby authorize the Candia School

District to deduct my membership dues totaling \$ _____ ~~or my fair share fee totaling \$ _____~~ from my paychecks. The deduction shall be divided in equal amounts beginning on _____ and transmitted to the Candia Educational Support Professionals' Treasurer as prescribed by agreement between the District and the Association. The amount stated above is correct as of the date of this authorization, but may change from time to time as determined by the Association. When such change takes place, you are hereby authorized to deduct the then current amount.

I understand that I am not required to authorize association dues ~~or fair share fee deductions~~ from my paychecks, and I certify that I am authorizing such deductions voluntarily.

I understand that this authorization will remain in effect indefinitely until I provide the Candia School District with written instructions to the contrary or my employment in a bargaining unit ends.

Signed: _____

School District Office Record:

Received by _____

Title: _____

Date: _____

One copy to the Association's Secretary/Treasurer

One copy for the Association Member ~~or Fair Share Fee Payer~~

AUGUST -2-				
M	T	W	T	F
PD	PD	PD	29	30

SEPTEMBER -19-				
M	T	W	T	F
H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	PD
30				

OCTOBER -22-				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
H	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER -16-				
M	T	W	T	F
				1
4	5	6	7	8
H	PTC	13	14	15
18	19	20	21	22
25	26	H	H	H

DECEMBER -15-				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
V	V	V	V	V
V	V			

August 26 - 28
 August 29
 September 2
 September 27
 October 14
 November 11
 November 12
 November 27 - 29
 December 23 - January 1
 January 20
 February 24 - 28
 March 10
 April 27 - May 1
 May 25
 June 16
 June 17 - 30

Professional Development
 First Day of School
 Labor Day
 Professional Development
 Columbus Day Observed
 Veteran's Day Observed
 Parent/Teacher Conferences
 Thanksgiving Break
 Winter Vacation
 Martin Luther King Jr./Civil Rights Day
 February Vacation
 Professional Development
 April Vacation
 Memorial Day Observed
 180th Day* (* Early Release)
 Possible Make-Up Days

JANUARY -21-				
M	T	W	T	F
		V	2	3
6	7	8	9	10
13	14	15	16	17
H	21	22	23	24
27	28	29	30	31

FEBRUARY -15-				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
V	V	V	V	V

MARCH -21-				
M	T	W	T	F
2	3	4	5	6
9	PD	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

186 Days (180 Teaching)

H: Holiday
V: Vacation
PD: Professional Development (No School for Students)
PTC: Parent/Teacher Conferences (No School for Students)

*Early Release Time:
 11:30 a.m.

APRIL -18-				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
V	V	V	V	

MAY -19-				
M	T	W	T	F
				V
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
H	26	27	28	29

JUNE -12-				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16*	17	18	19
X	X	X	X	X
X	X	X	X	X

***Note: The first 5 cancellation days will be made up after the last scheduled day in June. If there are more than 5 cancelled days, that number of days will be taken from the April vacation.*

X.A.

CANDIA POLICIES *Second Reading/Adoption*					
				2nd Reading	12/6/2018
				1st Reading	11/1/2018
				Committee Mtg	10/10/2018
POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	NHSBA CATEGORY	Board Changes	
Student Conduct on Buses	EEAEC		Recommended	No changes	
Risk Management	EI		Recommended	No changes	
Access to Minutes and Public Records	BEDG-R		Appendix has no category	No changes	

**CANDIA SCHOOL DISTRICT
STUDENT CONDUCT ON SCHOOL BUSES**

The Superintendent and/or his/her designee will develop rules and regulations for conduct on buses and these shall be printed annually in the Student/Parent Handbook.

Students using district transportation are under the jurisdiction of the school from the time they board the bus until the time they exit the bus.

Students transported in a school bus shall be under the authority of the school district and under the supervision of the bus driver. Inappropriate conduct or refusal to adhere to standard bus procedures will be sufficient reason for a pupil to be denied transportation in accordance with the regulations of the School Board as expressed in the Student/Parent Handbooks.

The driver of the bus shall manage students' behavior during transportation. Each driver has the support of the School Board in maintaining good conduct on the bus. Should a student be denied bus transportation, advance notice will be provided to the parents/guardians by the school administration.

Legal Reference:
RSA 189:9a, Pupils prohibited for Disciplinary Reasons

Adopted: April 6, 2000

**CANDIA SCHOOL DISTRICT
RISK MANAGEMENT**

The Candia School Board recognizes its responsibility for properly managing the resources of the school system. This responsibility includes concern for the safety of students, employees and the public, as well as concern for protecting the system's property from loss. No new policy or procedure will be adopted or approved by the Board without first giving careful consideration to the school system's risk exposure.

The Superintendent or, by designation, the Business Administrator, shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the performance of the educational and service missions of the system. This risk management and insurance program shall include means for identifying, eliminating, reducing, retaining, or transferring risk. Only when a particular risk cannot be eliminated or feasibly retained by the system shall it be transferred by the purchase of insurance.

The Board realizes that the assumption of some predictable risks is the most economically feasible method of treating certain exposures. When it is in the apparent best interest of the system, the Board may budget for and retain limited and predictable risks of financial loss, through the use of contingency funds, deductibles, etc. or participation in pooled risk management programs with other school districts.

When the purchase of commercial insurance is deemed necessary, such purchase will be made on the basis of service offered by the insurer, the reliability and financial stability of the insurer, and the price of the insurance as competitively determined.

The Board does not recognize any obligation to purchase insurance from a particular agent, broker or insurer representative or from any group of agents, brokers or insurer representatives other than an obligation based on the above stated considerations.

The Superintendent has the responsibility for preparing a risk management report upon request by the Board. The report shall include a description of the system's current risk management program and a summary of the existing insurance coverages. ~~This will be published in the Annual Administrative Guide.~~

The Board authorizes the Superintendent to seek professional risk management advice, if necessary, in order to develop, implement, maintain, and audit an effective risk management program for the system.

Legal Reference:
RSA 194:3, III, Powers of Districts

Adopted: April 6, 2000

CANDIA SCHOOL DISTRICT
ACCESS TO MINUTES AND 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.

10. Documents can be examined at the regular business premises or picked up by arrangement at that location.

Adopted: May 7, 2009

Revised: January 5, 2017

Revised: December 6, 2017

CANDIA SCHOOL DISTRICT - POLICIES - 1ST READING/REVIEW

2nd Reading Date: 1-3-19
 1st Reading Date: 12-6-18
 Committee Meeting Date: 11-27-2018

POLICY TITLE/CATEGORY	CURRENT CODE	CATEGORY	COMMITTEE RECOMMENDATIONS
Non-Discrimination	AC	Recommended	Added language per RSA
Drug-Free Workplace & Drug-Free Schools	ADB/GBEC GBEC/ADB	Priority/Required by Law	Preferred NHSBA Policy-More comprehensive
Tobacco Products Ban Use and Possession in and on School Facilities and Grounds	ADC/GBED/JICG	Priority/Required by Law	Preferred NHSBA Policy-More comprehensive
Minutes	BEDG	Recommended	Added language
Public Comment and Participation at Board Meetings	BEDH	Recommended	No changes
Crisis Prevention and Emergency Response Plans	EBCA	Recommended	No changes

**CANDIA SCHOOL DISTRICT
NONDISCRIMINATION POLICY NOTICE**

CURRENT POLICY:

The Candia School District in accordance with the requirements of federal and state laws, and of regulations which implement those laws declares that the school district shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, gender, sexual orientation, religion, **sex, gender identity, creed, marital or economic status, physical or mental disability** or disability under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the IDEA of 1990. Any person having inquiries concerning the school district's compliance with the regulations implementing these laws may contact the office of the Superintendent of Schools.

The person designated to handle inquiries regarding nondiscrimination policies for the Candia School District is:

Assistant Superintendent of Schools
Candia School District, SAU #15
90 Farmer Road
Hooksett, NH 03106-2125
(603) 622-3731

Inquiries regarding the application of nondiscrimination policies may also be referred to the US Department of Education, Office for Civil Rights, 33 Arch Street, Ninth Floor, Boston, MA 02110.

Legal Reference:

RSA 354-A:7, Unlawful Discrimination Practices

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right

Adopted: November 8, 1989

Revised: September 10, 1992

Adopted: June 8, 1999

Revised: March 16, 2001

Adopted: June 2, 2005

CANDIA SCHOOL DISTRICT
DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

CURRENT POLICY:

The School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 and the Drug-free workplace requirements for Federal contractors, 41 U.S.C. §701. In compliance with these requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
 - a. The dangers of illicit drugs in the workplace;
 - b. The District's policy of maintaining a drug-free workplace;
 - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
 - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
 - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
 - b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration immediately.)
 - c. Possessing or distributing controlled substances on school property.
 - d. Consuming, possessing, or distributing alcohol or illegal drugs at official school functions not on school property.
5. Alert the local law enforcement agency of suspected violations of the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
 - a. Suspension
 - b. Termination of employment
 - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

Legal References:

RSA 193-B, Drug Free School Zones, 41 USC Section 701 Et. seq., Drug-free workplace requirements for Federal contractors; Public Law 101-226, Drug-Free Schools and Communities Act Amendments of 1989

Adopted: March 16, 1992

Adopted: October 7, 1999

Revised: March 9, 2017

PREFERRED POLICY:

A. Drug-Free Workplace

- 1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:**
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.**
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.**
- 2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.**
- 3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.**
- 4. As a condition of employment, each employee and all contracted personnel will:**
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and**
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.**
- 5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:**
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;**
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place**

where other information for employees is posted;

c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.

b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Legal References:

41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients, RSA Chapter 193-B Drug Free School Zones, N.H. Admin. Code, Ed. Part 316

CANDIA SCHOOL DISTRICT
DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

CURRENT POLICY:

The School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 and the Drug-free workplace requirements for Federal contractors, 41 U.S.C. §701. In compliance with these requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
 - a. The dangers of illicit drugs in the workplace;
 - b. The District's policy of maintaining a drug-free workplace;
 - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
 - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
 - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
 - b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration immediately.)
 - c. Possessing or distributing controlled substances on school property.
 - d. Consuming, possessing, or distributing alcohol or illegal drugs at official school functions not on school property.
5. Alert the local law enforcement agency of suspected violations of the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
 - a. Suspension
 - b. Termination of employment
 - c. Satisfactory participation in a drug abuse assistance or rehabilitation program

approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

Legal References:

RSA 193-B, Drug Free School Zones, 41 USC Section 701 Et. seq., Drug-free workplace requirements for Federal contractors; Public Law 101-226, Drug-Free Schools and Communities Act Amendments of 1989

Adopted: March 16, 1992

Adopted: June 1, 2000

PREFERRED POLICY:

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:

a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.

b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.

2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.

3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.

4. As a condition of employment, each employee and all contracted personnel will:

a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and

b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
- b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
- c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and

identify any changes required, if any.

Legal References:

41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients, RSA Chapter 193-B Drug Free School Zones, N.H. Admin. Code, Ed. Part 316

**CANDIA SCHOOL DISTRICT
TOBACCO PRODUCTS BAN
USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

CURRENT POLICY:

*USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES
AND/OR GROUNDS*

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

Tobacco products means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, electronic cigarettes, products containing tobacco or nicotine, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Signs shall be placed by the District in all buildings, facilities, and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the Principal or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess, distribute, or use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with the Principal or designee, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the Principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

Employees

No employee shall use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with the Principal or designee. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all school district employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Legal References:

RSA 155:64 - 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Adopted: February 9, 1988

Adopted: October 7, 1999

Revised: August 7, 2003

Revised: April 7, 2016

PREFERRED POLICY:

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for

possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 - 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

**CANDIA SCHOOL DISTRICT
TOBACCO PRODUCTS BAN
USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

CURRENT POLICY:

*USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES
AND/OR GROUNDS*

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

Tobacco products mean cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, electronic cigarettes, products containing tobacco or nicotine, and tobacco in any other form.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Signs shall be placed by the District in all buildings, facilities, and school vehicles stating that the use of tobacco products are prohibited.

It is the responsibility of the Principal or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess, distribute, or use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with the Principal or designee, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the Principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

Employees

No employee shall use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with the Principal or designee. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all school district employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Legal References:

RSA 155:64 - 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Adopted: February 9, 1988

Adopted: June 1, 2000

Revised: August 7, 2003

Revised: April 7, 2016

PREFERRED POLICY:

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for

possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 - 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

**CANDIA SCHOOL DISTRICT
TOBACCO PRODUCTS BAN
USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

CURRENT POLICY:

*USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES
AND/OR GROUNDS*

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

Tobacco products mean cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, electronic cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Signs shall be placed by the District in all buildings, facilities, and school vehicles stating that the use of tobacco products are prohibited.

It is the responsibility of the Principal or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess, distribute, or use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with the Principal or designee, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the Principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

Employees

No employee shall use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with the Principal or designee. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all school district employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Legal References:

RSA 155:64 - 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Adopted: February 9, 1988

Adopted: April 5, 2001

Adopted: August 7, 2003

Revised: April 7, 2016

PREFERRED POLICY:

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a

heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 - 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

**CANDIA SCHOOL DISTRICT
MINUTES**

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. **All motions and seconds must be recorded as well.** 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
Revised: December 6, 2017

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
PUBLIC PARTICIPATION AT BOARD MEETINGS

The School Board encourages citizens of the District to attend its sessions so that they may become better acquainted with the operation and programs of the schools and so that the Board may have opportunity to hear the wishes and ideas of the public. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time to discuss such matters as are properly considered in non-public session in accordance with RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

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.

The Board vests in its Chairperson or other presiding officer authority to terminate the remarks of any individuals when they do not adhere to the rules established above as to content or time limitation.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters. Thus, questions should be directed to the Board as a group.

Adopted: February 11, 1976
Adopted: October 7, 1999
Revised: October 5, 2017

Statutory Reference:
RSA 91-A:2, Meetings Open to the Public
RSA 91-A:3, Non-Public Sessions

**CANDIA SCHOOL DISTRICT
EMERGENCY PLANS**

The Superintendent is responsible for ensuring the District's Emergency Response Plan conforms with the requirements of RSA 189:64 and addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to develop site-specific emergency response plans for each school building, to have each plan reviewed annually prior to September 1, and to submit the emergency response plans or if the annual review does not change the plan, notice that the review has been completed to the Department of Education no later than September 1st each year.

The Superintendent is authorized to provide a current building schematic floor plan in digital format to the Division of Homeland Security and Emergency Management of the Department of Safety.

The Superintendent or his/her designee is responsible for ensuring that at least two times per year, each school conducts emergency response drills, will establish a relationship with local and state emergency and law enforcement authorities, and will serve as a coordinator/liason with these authorities.

Adopted: November 4, 1993

Adopted: April 6, 2000

Revised: February 1, 2018

Legal Reference:

RSA 189:64, Emergency Response Plans

Candia School District
Expenditure Report November 30, 2018

									XI.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	1,408,143.80	1,404,912.54	151,815.51	463,096.86	910,893.46	30,922.22	2.20%
1100	21110010200 5114	REG ED - PARAPROFESSIONAL	20,980.80	20,980.80	2,420.85	6,455.60	14,525.20	0.00	0.00%
1100	21110010200 5120	REG ED - SUBSTITUTE SALARIES	43,950.00	43,950.00	960.00	1,680.00	0.00	42,270.00	96.18%
1100	21110010200 5122	REG ED - HEALTH INSURANCE BUYOUT	27,753.66	27,753.66	0.00	4,963.42	14,890.26	7,899.98	28.46%
1100	21110010200 5211	REG ED - HEALTH INSURANCE	446,480.83	445,477.15	34,459.80	161,216.31	229,741.10	54,519.74	12.24%
1100	21110010200 5212	REG ED - DENTAL INSURANCE	22,364.27	21,781.84	1,761.23	9,937.51	10,731.59	1,112.74	5.11%
1100	21110010200 5213	REG ED - LIFE INSURANCE	1,745.76	1,745.76	151.23	733.15	943.61	69.00	3.95%
1100	21110010200 5214	REG ED - DISABILITY INSURANCE	3,424.87	3,424.87	289.24	1,416.20	1,863.04	145.63	4.25%
1100	21110010200 5220	REG ED - FICA	114,813.36	114,813.36	11,384.61	35,378.80	71,670.66	7,763.90	6.76%
1100	21110010200 5232	REG ED - NHRS PROFESSIONAL	244,453.78	243,612.46	26,355.18	80,376.29	158,131.11	5,105.06	2.10%
1100	21110010200 5240	REG ED - TUITION REIMBURSEMENT	25,000.00	25,000.00	0.00	2,813.50	859.50	21,327.00	85.31%
1100	21110010200 5241	REG ED - WORKSHOP REIMB PROF	6,200.00	6,200.00	274.00	274.00	692.74	5,233.26	84.41%
1100	21110010200 5250	REG ED - UNEMPLOYMENT INSURANCE	2,860.00	2,860.00	0.00	345.25	2,514.75	0.00	0.00%
1100	21110010200 5260	REG ED - WORKER'S COMPENSATION	6,106.82	6,139.26	0.00	6,139.26	0.00	0.00	0.00%
1100	21110010200 5320	REG ED - PROFESSIONAL EDUCATIONAL	765.00	765.00	0.00	0.00	765.00	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 5430	REG ED - REPAIRS & MAINT SERVICES	3,747.00	3,747.00	341.91	608.47	3,138.53	0.00	0.00%
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	7,865.00	7,865.00	645.00	3,350.00	4,515.00	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	13,200.00	13,200.00	712.37	6,448.63	1,960.29	4,791.08	36.30%
1100	21110010208 5610	ART - SUPPLIES	2,383.95	2,383.95	67.45	987.99	0.00	1,395.96	58.56%
1100	21110010218 5610	HEALTH - SUPPLIES	373.38	373.38	0.00	333.00	31.00	9.38	2.51%
1100	21110010223 5610	MATH - SUPPLIES	520.00	520.00	0.00	0.00	0.00	520.00	100.00%
1100	21110010224 5610	MUSIC - SUPPLIES	1,387.50	1,387.50	0.00	1,234.73	0.00	152.77	11.01%
1100	21110010225 5610	PHYS ED - SUPPLIES	656.00	675.08	0.00	675.08	0.00	0.00	0.00%
1100	21110010227 5610	READING - SUPPLIES	212.87	212.87	0.00	69.55	286.27	(142.95)	-67.15%
1100	21110010229 5610	SCIENCE - SUPPLIES	500.00	500.00	0.00	143.66	356.34	0.00	0.00%
1100	21110010200 5641	REG ED - TEXTBOOKS	300.00	300.00	0.00	0.00	0.00	300.00	100.00%
1100	21110010229 5641	SCIENCE - TEXTBOOKS	0.00	326.66	0.00	326.66	0.00	0.00	0.00%
1100	21110010224 5643	MUSIC - INFORMATION ACCESS FEES	675.00	675.00	0.00	0.00	488.00	187.00	27.70%
1100	21110010223 5645	MATH - PRACTICE BOOKS	5,119.80	5,119.80	0.00	0.00	5,119.80	0.00	0.00%
1100	21110010227 5645	READING - PRACTICE BOOKS	4,449.96	4,449.96	0.00	4,223.87	0.00	226.09	5.08%
1100	21110010224 5731	MUSIC - NEW EQUIPMENT	1,319.92	1,319.92	0.00	1,181.87	0.00	138.05	10.46%
1100	21110010200 5737	REG ED - REPLACEMENT FURNITURE & F	2,741.00	2,741.00	0.00	0.00	0.00	2,741.00	100.00%
1100 Total			2,421,744.33	2,416,463.82	231,638.38	794,409.66	1,434,117.25	187,936.91	
1105	21110530200 5561	REG ED HIGH SCHOOL - TUITION OTHER LEA'S	580,930.00	491,707.00	0.00	180,033.00	311,674.00	0.00	0.00%
1105	21110530200 5563	REG ED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	1,206,600.00	1,327,260.00	0.00	631,051.61	635,878.39	60,330.00	4.55%

Candia School District
Expenditure Report November 30, 2018

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1105 Total			1,787,530.00	1,818,967.00	0.00	811,084.61	947,552.39	60,330.00	
1200	21120010200 5111	SPED ELEMENTARY - ADMIN/OTHER SALARIES	82,618.89	82,618.89	9,532.95	34,954.15	47,664.74	0.00	0.00%
1200	21120010200 5112	SPED ELEMENTARY - TEACHER SALARIES	161,654.00	160,274.14	15,279.33	66,519.88	91,226.12	2,528.14	1.58%
1200	21120010200 5114	SPED ELEMENTARY - PARAPROFESSIONAL	154,435.94	154,435.94	17,562.69	48,119.05	79,568.04	26,748.85	17.32%
1200	21120010200 5115	SPED ELEMENTARY - SECRETARIAL SALARIES	24,892.76	24,892.76	2,738.82	7,794.49	16,436.91	661.36	2.66%
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	6,000.00	11,250.00	0.00	1,500.00	9,750.00	0.00	0.00%
1200	21120010200 5211	SPED ELEMENTARY - HEALTH INSURANCE	121,896.60	109,865.19	7,546.12	36,327.16	57,823.96	15,714.07	14.30%
1200	21120010200 5212	SPED ELEMENTARY - DENTAL INSURANCE	2,906.43	3,488.86	604.23	1,587.83	1,901.03	0.00	0.00%
1200	21120010200 5213	SPED ELEMENTARY - LIFE INSURANCE	545.88	545.88	45.49	212.49	216.03	117.36	21.50%
1200	21120010200 5214	SPED ELEMENTARY - DISABILITY INSURANCE	551.64	551.64	44.67	205.61	223.99	122.04	22.12%
1200	21120010200 5220	SPED ELEMENTARY - FICA	32,899.01	32,899.01	3,259.03	11,615.08	18,682.96	2,600.97	7.91%
1200	21120010200 5231	SPED ELEMENTARY - NHRS SUPPORT	2,832.80	4,472.55	581.73	1,509.12	2,992.95	(29.52)	-0.66%
1200	21120010200 5232	SPED ELEMENTARY - NHRS PROFESSIONAL	42,483.90	41,714.31	4,307.40	17,615.86	24,111.46	(13.01)	-0.03%
1200	21120010200 5240	SPED ELEMENTARY - TUITION REIMBURSEMENT	4,950.00	4,950.00	0.00	0.00	1,809.00	3,141.00	63.45%
1200	21120010200 5241	SPED ELEMENTARY - WORKSHOP REIMB PROF	800.00	800.00	190.00	190.00	610.00	0.00	0.00%
1200	21120010200 5244	SPED ELEMENTARY - SECRETARIAL WORKSHOP	375.00	375.00	0.00	0.00	0.00	375.00	100.00%
1200	21120010200 5250	SPED ELEMENTARY - UNEMPLOYMENT INSURANCE	1,980.00	1,980.00	0.00	239.02	1,740.98	0.00	0.00%
1200	21120010200 5260	SPED ELEMENTARY - WORKER'S COMPENSATION	1,881.68	1,891.67	0.00	1,891.67	0.00	0.00	0.00%
1200	21120030000 5320	SPED HIGH SCHOOL - PROFESSIONAL EDUCATIONAL	65,600.00	65,600.00	0.00	0.00	65,600.00	0.00	0.00%
1200	21120010200 5330	SPED ELEMENTARY - OTHER PROF SVCS	171,916.00	162,147.05	17,392.08	41,531.37	108,001.63	12,614.05	7.78%
1200	21120010200 5336	SPED ELEMENTARY - MEDICAID SERVICE PROVIDER	5,000.00	5,000.00	462.61	551.41	4,448.59	0.00	0.00%
1200	21120010200 5430	SPED ELEMENTARY - REPAIRS & MAINT SERVICES	495.00	495.00	43.61	62.65	412.35	20.00	4.04%
1200	21120010200 5442	SPED ELEMENTARY - RENTAL OF EQUIPMENT	1,500.00	1,500.00	125.00	500.00	875.00	125.00	8.33%
1200	21120010200 5531	SPED ELEMENTARY - TELEPHONE	1,851.00	1,860.00	156.19	619.82	1,240.18	0.00	0.00%
1200	21120020200 5561	SPED MIDDLE - TUITION OTHER LEA'S	43,749.96	43,749.96	0.00	0.00	0.00	43,749.96	100.00%
1200	21120030000 5561	SPED HIGH SCHOOL - TUITION OTHER LEA'S	145,073.28	48,357.76	0.00	48,356.00	0.00	1.76	0.00%
1200	21120030000 5563	SPED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	399,894.33	434,758.00	0.00	217,651.92	217,106.08	0.00	0.00%
1200	21120010200 5564	SPED ELEMENTARY - TUITION TO PRIVATE SCHOOL	81,095.00	81,095.00	1,002.25	1,722.25	6,242.75	73,130.00	90.18%
1200	21120020200 5564	SPED MIDDLE - TUITION TO PRIVATE SCHOOL	55,278.29	86,059.70	9,739.00	9,739.00	76,320.70	0.00	0.00%
1200	21120030000 5564	SPED HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	223,919.22	271,540.02	30,062.87	100,634.47	167,077.19	3,828.36	1.41%
1200	21120010200 5580	SPED ELEMENTARY - MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	1,145.07	0.00	854.93	42.75%
1200	21120010200 5610	SPED ELEMENTARY - SUPPLIES	500.00	500.00	94.22	94.22	405.78	0.00	0.00%
1200	21120010200 5643	SPED ELEMENTARY - INFORMATION ACCESS FEES	300.00	300.00	0.00	0.00	100.00	200.00	66.67%
1200	21120010200 5810	SPED ELEMENTARY - DUES & FEES	1,075.00	1,075.00	0.00	849.00	226.00	0.00	0.00%
1200 Total			1,843,401.61	1,843,493.33	120,770.29	653,738.59	1,002,814.42	186,940.32	
1230	21123010200 5112	ESY ELEMENTARY - TEACHER SALARIES	7,200.00	7,200.00	0.00	7,137.50	0.00	62.50	0.87%
1230	21123010200 5114	ESY ELEMENTARY - PARAPROFESSIONAL	3,120.00	3,120.00	0.00	1,878.50	0.00	1,241.50	39.79%
1230	21123010200 5220	ESY ELEMENTARY - FICA	789.48	789.48	0.00	689.71	0.00	99.77	12.64%
1230	21123010200 5231	ESY ELEMENTARY - NHRS SUPPORT	355.06	355.06	0.00	0.00	0.00	355.06	100.00%

Candia School District
Expenditure Report November 30, 2018

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1230	21123010200 5232	ESY ELEMENTARY - NHRS PROFESSIONAL	1,249.92	1,277.95	0.00	1,277.95	0.00	0.00	0.00%
1230	21123010200 5330	ESY ELEMENTARY - OTHER PROF SVCS	14,735.00	15,104.00	0.00	14,629.00	3,400.00	(2,925.00)	-19.37%
1230	21123030200 5563	ESY HIGH SCHOOL - TUITION PUBLIC ACADEMIES	3,000.00	3,000.00	0.00	2,787.53	0.00	212.47	7.08%
1230	21123010000 5564	ESY - TUITION TO PRIVATE SCHOOL	19,680.00	19,380.00	0.00	0.00	0.00	19,380.00	100.00%
1230	21123020200 5564	ESY MIDDLE - TUITION TO PRIVATE SCHOOL	16,316.53	16,316.53	0.00	7,031.24	0.00	9,285.29	56.91%
1230	21123030200 5564	ESY HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	2,713.20	2,713.95	0.00	2,713.95	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	89.50	10.50	0.00	0.00%
1230 Total			69,334.19	69,431.97	0.00	38,234.88	3,410.50	27,786.59	
1260	21126010200 5114	ELL - PARAPROFESSIONAL	0.00	1,273.44	0.00	1,273.44	0.00	0.00	0.00%
1260	21126010200 5220	ELL - FICA	0.00	97.42	0.00	97.41	0.00	0.01	0.01%
1260	21126010200 5330	ELL - OTHER PROF SVCS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
1260 Total			3,000.00	4,370.86	0.00	1,370.85	0.00	3,000.01	
1270	21127010200 5112	ADV LEARNER - TEACHER SALARIES	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00	0.00%
1270	21127010200 5211	ADV LEARNER - HEALTH INSURANCE	0.00	2,776.69	0.00	2,776.69	0.00	0.00	0.00%
1270	21127010200 5212	ADV LEARNER - DENTAL INSURANCE	0.00	174.06	0.00	174.06	0.00	0.00	0.00%
1270	21127010200 5220	ADV LEARNER - FICA	1,912.50	1,912.50	0.00	1,912.50	0.00	0.00	0.00%
1270	21127010200 5232	ADV LEARNER - NHRS PROFESSIONAL	4,340.00	4,340.00	0.00	4,340.00	0.00	0.00	0.00%
1270	21127010200 5563	ADV LEARNER - TUITION PUBLIC ACADEMIES	4,840.17	4,840.17	0.00	804.39	809.00	3,226.78	66.67%
1270 Total			36,092.67	39,043.42	0.00	35,007.64	809.00	3,226.78	
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	1,200.00	1,200.00	0.00	2,800.00	70.00%
1410	21141010200 5117	COCURRICULAR - CO-CURRICULAR SALARIES	13,177.00	13,177.00	0.00	0.00	0.00	13,177.00	100.00%
1410	21141010200 5220	COCURRICULAR - FICA	1,336.99	1,336.99	85.24	85.24	0.00	1,251.75	93.62%
1410	21141010200 5232	COCURRICULAR - NHRS PROFESSIONAL	2,981.93	2,981.93	208.32	208.32	0.00	2,773.61	93.01%
1410	21141010200 5610	COCURRICULAR - SUPPLIES	1,900.00	1,900.00	0.00	0.00	1,099.91	800.09	42.11%
1410	21141010200 5810	COCURRICULAR - DUES & FEES	960.00	960.00	0.00	242.50	570.00	147.50	15.36%
1410 Total			24,655.92	24,655.92	1,493.56	1,736.06	1,669.91	21,249.95	
1420	21142010200 5117	ATHLETICS - CO-CURRICULAR SALARIES	14,850.00	14,850.00	1,929.00	3,858.00	3,217.00	7,775.00	52.36%
1420	21142010200 5220	ATHLETICS - FICA	1,136.03	1,136.03	147.38	294.76	246.07	595.20	52.39%
1420	21142010200 5232	ATHLETICS - NHRS PROFESSIONAL	2,577.96	2,577.96	111.62	223.24	0.00	2,354.72	91.34%
1420	21142010200 5330	ATHLETICS - OTHER PROF SVCS	4,332.00	4,332.00	0.00	4,332.00	0.00	0.00	0.00%
1420	21142010200 5441	ATHLETICS - RENTAL OF LAND & BUILDING	4,225.00	4,225.00	0.00	0.00	4,225.00	0.00	0.00%
1420	21142010200 5610	ATHLETICS - SUPPLIES	1,668.11	1,668.11	109.98	435.48	74.50	1,158.13	69.43%
1420	21142010200 5739	ATHLETICS - OTHER EQUIPMENT	1,957.90	1,957.90	395.90	606.74	604.10	747.06	38.16%
1420	21142010200 5810	ATHLETICS - DUES & FEES	490.00	490.00	0.00	0.00	490.00	0.00	0.00%
1420 Total			31,237.00	31,237.00	2,693.88	9,750.22	8,856.67	12,630.11	
2120	21212010200 5112	GUIDANCE - TEACHER SALARIES	70,298.00	70,298.00	8,111.31	21,630.16	48,667.84	0.00	0.00%
2120	21212010200 5211	GUIDANCE - HEALTH INSURANCE	20,557.20	20,557.20	1,729.60	8,026.69	11,678.80	851.71	4.14%
2120	21212010200 5212	GUIDANCE - DENTAL INSURANCE	783.27	783.27	66.93	384.90	398.37	0.00	0.00%

Candia School District
Expenditure Report November 30, 2018

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2120	21212010200 5213	GUIDANCE - LIFE INSURANCE	69.00	69.00	5.75	28.75	40.25	0.00	0.00%
2120	21212010200 5214	GUIDANCE - DISABILITY INSURANCE	175.80	175.80	14.65	73.25	102.55	0.00	0.00%
2120	21212010200 5220	GUIDANCE - FICA	5,377.80	5,377.80	604.17	1,626.12	3,710.79	40.89	0.76%
2120	21212010200 5232	GUIDANCE - NHRS PROFESSIONAL	12,203.73	12,203.73	1,408.11	3,754.96	8,448.74	0.03	0.00%
2120	21212010200 5250	GUIDANCE - UNEMPLOYMENT INSURANCE	110.00	110.00	0.00	13.28	96.72	0.00	0.00%
2120	21212010200 5260	GUIDANCE - WORKER'S COMPENSATION	309.31	310.95	0.00	310.95	0.00	0.00	0.00%
2120	21212010200 5330	GUIDANCE - OTHER PROF SVCS	6,426.47	6,426.47	0.00	4,321.90	250.00	1,854.57	28.86%
2120 Total			116,310.58	116,312.22	11,940.52	40,170.96	73,394.06	2,747.20	
2130	21213010200 5112	HEALTH - TEACHER SALARIES	43,332.00	43,332.00	4,999.86	13,332.96	29,999.04	0.00	0.00%
2130	21213010200 5120	HEALTH - SUBSTITUTE SALARIES	0.00	1,000.00	0.00	500.00	0.00	500.00	50.00%
2130	21213010200 5211	HEALTH - HEALTH INSURANCE	27,300.00	26,300.00	2,301.68	10,752.43	15,417.84	129.73	0.49%
2130	21213010200 5212	HEALTH - DENTAL INSURANCE	1,389.42	1,389.42	118.74	682.80	706.62	0.00	0.00%
2130	21213010200 5213	HEALTH - LIFE INSURANCE	69.00	69.00	5.75	28.75	40.25	0.00	0.00%
2130	21213010200 5214	HEALTH - DISABILITY INSURANCE	108.36	108.36	9.03	45.15	63.21	0.00	0.00%
2130	21213010200 5220	HEALTH - FICA	3,314.89	3,314.89	345.33	974.13	2,273.11	67.65	2.04%
2130	21213010200 5232	HEALTH - NHRS PROFESSIONAL	7,522.44	7,522.46	867.99	2,314.64	5,207.83	(0.01)	0.00%
2130	21213010200 5250	HEALTH - UNEMPLOYMENT INSURANCE	110.00	110.00	0.00	13.28	96.72	0.00	0.00%
2130	21213010200 5260	HEALTH - WORKER'S COMPENSATION	190.66	191.67	0.00	191.67	0.00	0.00	0.00%
2130	21213010200 5330	HEALTH - OTHER PROF SVCS	3,000.00	3,000.00	435.00	435.00	2,565.00	0.00	0.00%
2130	21213010200 5610	HEALTH - SUPPLIES	1,830.00	1,830.00	289.47	289.47	1,540.53	0.00	0.00%
2130	21213010200 5641	HEALTH - TEXTBOOKS	50.00	50.00	0.00	0.00	0.00	50.00	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	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	100.00%
2130	21213010200 5810	HEALTH - DUES & FEES	175.00	175.00	0.00	0.00	150.00	25.00	14.29%
2130 Total			89,866.77	89,867.80	9,372.85	29,862.53	58,060.15	1,945.12	
2140	21214010200 5330	PSYCH SERVICES - OTHER PROF SVCS	79,571.13	79,571.13	7,252.63	14,730.01	64,141.12	700.00	0.88%
2140	21214010200 5610	PSYCH SERVICES - SUPPLIES	1,188.24	1,188.24	60.00	60.00	1,128.24	0.00	0.00%
2140 Total			80,759.37	80,759.37	7,312.63	14,790.01	65,269.36	700.00	
2150	21215010200 5330	SPEECH - OTHER PROF SVCS	103,740.00	103,740.00	8,190.00	18,406.03	85,936.50	(602.53)	-0.58%
2150	21215010200 5580	SPEECH - MILEAGE REIMBURSEMENT	200.00	200.00	0.00	0.00	0.00	200.00	100.00%
2150 Total			103,940.00	103,940.00	8,190.00	18,406.03	85,936.50	(402.53)	
2160	21216010200 5334	THERAPY SVCS - OT CONTRACTED SVCS	79,350.00	79,350.00	7,468.50	16,068.00	63,282.00	0.00	0.00%
2160	21216010200 5610	THERAPY SVCS - SUPPLIES	477.15	477.15	0.00	0.00	0.00	477.15	100.00%
2160 Total			79,827.15	79,827.15	7,468.50	16,068.00	63,282.00	477.15	
2162	21216210200 5330	PHYSICAL THERAPY - OTHER PROF SVCS	2,800.00	2,800.00	177.50	177.50	2,622.50	0.00	0.00%
2162 Total			2,800.00	2,800.00	177.50	177.50	2,622.50	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	500.00	500.00	0.00	99.00	330.00	71.00	14.20%
2190	21219010200 5610	OTHER SUPPORT SERVICES - SUPPLIES	1,601.25	1,601.25	0.00	0.00	0.00	1,601.25	100.00%
2190	21219010200 5810	OTHER SUPPORT SERVICES - DUES & FEES	1,029.60	1,029.60	0.00	0.00	0.00	1,029.60	100.00%

Candia School District
Expenditure Report November 30, 2018

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2190 Total			3,880.85	3,880.85	0.00	99.00	330.00	3,451.85	
2210	21221010200 5117	STAFF DEVELOPMENT - CO-CURRICULAR SALARIES	8,200.00	8,200.00	0.00	0.00	0.00	8,200.00	100.00%
2210	21221010200 5220	STAFF DEVELOPMENT - FICA	627.30	627.30	0.00	0.00	0.00	627.30	100.00%
2210	21221010200 5232	STAFF DEVELOPMENT - NHRS PROFESSIONAL	1,423.52	1,423.52	0.00	0.00	0.00	1,423.52	100.00%
2210	21221010200 5291	STAFF DEVELOPMENT - ADMIN DIRECTED WORKSHOPS	1,750.00	1,750.00	345.00	345.00	0.00	1,405.00	80.29%
2210 Total			12,000.82	12,000.82	345.00	345.00	0.00	11,655.82	
2220	21222010200 5111	MEDIA - ADMIN/OTHER SALARIES	60,606.00	60,606.00	8,658.00	23,088.00	37,518.00	0.00	0.00%
2220	21222010200 5122	MEDIA - HEALTH INSURANCE BUYOUT	3,000.00	3,000.00	0.00	750.00	2,250.00	0.00	0.00%
2220	21222010200 5213	MEDIA - LIFE INSURANCE	69.00	69.00	5.75	28.75	40.25	0.00	0.00%
2220	21222010200 5214	MEDIA - DISABILITY INSURANCE	151.56	151.56	12.63	63.15	88.41	0.00	0.00%
2220	21222010200 5220	MEDIA - FICA	4,865.86	4,865.86	662.34	1,823.61	3,042.26	(0.01)	0.00%
2220	21222010200 5232	MEDIA - NHRS PROFESSIONAL	10,521.20	10,521.20	1,503.03	4,008.08	6,513.12	0.00	0.00%
2220	21222010200 5250	MEDIA - UNEMPLOYMENT INSURANCE	110.00	110.00	0.00	13.28	96.72	0.00	0.00%
2220	21222010200 5260	MEDIA - WORKER'S COMPENSATION	266.67	268.09	0.00	268.09	0.00	0.00	0.00%
2220	21222010200 5430	MEDIA - REPAIRS & MAINT SERVICES	1,555.00	1,555.00	0.00	1,413.00	0.00	142.00	9.13%
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	359.64	667.60	3.16	0.31%
2220	21222010200 5615	MEDIA - AV SUPPLIES	250.00	250.00	0.00	0.00	0.00	250.00	100.00%
2220	21222010200 5641	MEDIA - TEXTBOOKS	5,000.00	5,000.00	1,344.09	3,867.99	345.91	786.10	15.72%
2220	21222010200 5644	MEDIA - PERIODICALS	377.09	377.09	0.00	277.79	0.00	99.30	26.33%
2220	21222010200 5649	MEDIA - NON PRINT	6,420.00	6,420.00	0.00	825.00	0.00	5,595.00	87.15%
2220 Total			94,622.78	94,624.20	12,185.84	36,786.38	50,562.27	7,275.55	
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	600.00	600.00	600.00	0.00	0.00%
2310	21231010200 5115	SCHOOL BOARD SERVICES - SECRETARIAL SALARIES	2,250.00	2,250.00	300.00	600.00	0.00	1,650.00	73.33%
2310	21231010200 5220	SCHOOL BOARD SERVICES - FICA	413.10	436.06	68.86	252.47	206.55	(22.96)	-5.27%
2310	21231010200 5231	SCHOOL BOARD SERVICES - NHRS SUPPORT	256.05	256.05	34.14	68.28	0.00	187.77	73.33%
2310	21231010200 5332	SCHOOL BOARD SERVICES - AUDIT EXPENSES	7,110.00	7,110.00	0.00	3,276.00	3,834.00	0.00	0.00%
2310	21231010200 5341	SCHOOL BOARD SERVICES - LEGAL & CONSULTING	7,500.00	7,500.00	1,874.00	2,679.00	0.00	4,821.00	64.28%
2310	21231010200 5342	SCHOOL BOARD SERVICES - DISTRICT MEETING SERVICES	550.00	550.00	0.00	0.00	0.00	550.00	100.00%
2310	21231010200 5614	SCHOOL BOARD SERVICES - DISTRICT MEETING SUPPLIES	2,500.00	2,500.00	185.58	185.58	11.87	2,302.55	92.10%
2310	21231010200 5618	SCHOOL BOARD SERVICES - TREASURER SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	100.00%
2310	21231010200 5810	SCHOOL BOARD SERVICES - DUES & FEES	5,750.00	5,750.00	61.67	4,131.78	500.00	1,118.22	19.45%
2310 Total			32,229.15	32,252.11	3,124.25	13,893.11	7,252.42	11,106.58	
2320	21232010200 5590	SAU SERVICES - SAU SERVICES	174,510.00	174,510.00	20,000.00	115,000.00	59,510.00	0.00	0.00%
2320 Total			174,510.00	174,510.00	20,000.00	115,000.00	59,510.00	0.00	
2410	21241010200 5111	PRINCIPAL SERVICES - ADMIN/OTHER SALARIES	98,000.00	98,000.00	11,307.69	41,461.53	56,538.47	0.00	0.00%
2410	21241010200 5115	PRINCIPAL SERVICES - SECRETARIAL SALARIES	54,756.44	54,756.44	6,383.34	21,421.64	33,335.56	(0.76)	0.00%
2410	21241010200 5118	PRINCIPAL SERVICES - ASSISTANT PRINCIPAL SALAR	74,452.86	74,452.86	8,590.71	31,499.27	42,953.59	0.00	0.00%
2410	21241010200 5211	PRINCIPAL SERVICES - HEALTH INSURANCE	73,582.56	42,582.56	3,776.68	17,279.64	25,286.28	16.64	0.04%

Candia School District
Expenditure Report November 30, 2018

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2410	21241010200 5212	PRINCIPAL SERVICES - DENTAL INSURANCE	4,626.58	4,626.58	331.23	1,718.49	2,194.16	713.93	15.43%
2410	21241010200 5213	PRINCIPAL SERVICES - LIFE INSURANCE	172.92	172.92	14.41	72.05	4.27	96.60	55.86%
2410	21241010200 5214	PRINCIPAL SERVICES - DISABILITY INSURANCE	422.68	422.68	35.93	179.65	6.47	236.56	55.97%
2410	21241010200 5220	PRINCIPAL SERVICES - FICA	17,381.52	17,381.52	1,911.67	6,882.74	10,130.31	368.47	2.12%
2410	21241010200 5231	PRINCIPAL SERVICES - NHRS SUPPORT	4,452.43	4,452.43	513.75	1,883.75	2,568.69	(0.01)	0.00%
2410	21241010200 5232	PRINCIPAL SERVICES - NHRS PROFESSIONAL	30,236.15	30,236.19	3,454.38	12,964.39	17,271.82	(0.02)	0.00%
2410	21241010200 5241	PRINCIPAL SERVICES - WORKSHOP REIMB PROF	2,500.00	2,500.00	160.00	160.00	319.00	2,021.00	80.84%
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	440.00	440.00	0.00	53.11	386.89	0.00	0.00%
2410	21241010200 5260	PRINCIPAL SERVICES - WORKER'S COMPENSATION	984.85	990.08	0.00	990.08	0.00	0.00	0.00%
2410	21241010200 5430	PRINCIPAL SERVICES - REPAIRS & MAINT SERVICES	3,665.00	3,665.00	90.40	148.86	666.14	2,850.00	77.76%
2410	21241010200 5442	PRINCIPAL SERVICES - RENTAL OF EQUIPMENT	2,520.00	2,520.00	210.00	1,050.00	1,470.00	0.00	0.00%
2410	21241010200 5531	PRINCIPAL SERVICES - TELEPHONE	7,800.00	7,800.00	397.77	2,055.82	3,224.18	2,520.00	32.31%
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	72.88	242.88	0.00	957.12	79.76%
2410	21241010200 5580	PRINCIPAL SERVICES - MILEAGE REIMBURSEMENT	1,250.00	1,250.00	325.80	410.82	0.00	839.18	67.13%
2410	21241010200 5610	PRINCIPAL SERVICES - SUPPLIES	500.00	500.00	0.00	249.74	0.00	250.26	50.05%
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	128.00	128.00	0.00	282.00	68.78%
2410	21241010200 5810	PRINCIPAL SERVICES - DUES & FEES	1,800.00	1,800.00	0.00	795.00	755.00	250.00	13.89%
2410 Total			384,514.49	353,519.76	37,704.64	143,347.46	197,110.83	13,061.47	
2600	21260010200 5111	MAINTENANCE - ADMIN/OTHER SALARIES	59,534.34	59,534.34	6,869.34	25,187.58	34,346.76	0.00	0.00%
2600	21260010200 5116	MAINTENANCE - CUSTODIAL SALARIES	82,139.20	82,889.20	9,687.28	34,057.58	48,919.24	(87.62)	-0.11%
2600	21260010200 5211	MAINTENANCE - HEALTH INSURANCE	48,615.00	47,865.00	4,120.00	18,791.72	27,820.00	1,253.28	2.62%
2600	21260010200 5212	MAINTENANCE - DENTAL INSURANCE	2,567.33	2,567.33	182.20	942.64	1,212.36	412.33	16.06%
2600	21260010200 5213	MAINTENANCE - LIFE INSURANCE	144.96	144.96	12.08	60.40	56.96	27.60	19.04%
2600	21260010200 5214	MAINTENANCE - DISABILITY INSURANCE	278.37	278.37	12.40	62.00	83.92	132.45	47.58%
2600	21260010200 5220	MAINTENANCE - FICA	10,838.02	10,838.02	1,187.18	4,256.14	6,354.12	227.76	2.10%
2600	21260010200 5231	MAINTENANCE - NHRS SUPPORT	12,924.59	12,924.59	1,491.30	5,349.85	7,574.75	(0.01)	0.00%
2600	21260010200 5250	MAINTENANCE - UNEMPLOYMENT INSURANCE	550.00	550.00	0.00	66.39	483.61	0.00	0.00%
2600	21260010200 5260	MAINTENANCE - WORKER'S COMPENSATION	3,397.38	3,415.42	0.00	3,415.42	0.00	0.00	0.00%
2600	21260010200 5411	MAINTENANCE - WATER/SEWERAGE	6,700.00	7,700.00	911.10	4,851.60	2,589.00	259.40	3.37%
2600	21260010200 5430	MAINTENANCE - REPAIRS & MAINT SERVICES	11,400.00	11,400.00	1,559.68	5,367.60	5,714.40	318.00	2.79%
2600	21260010200 5432	MAINTENANCE - REPAIRS BUILDINGS	20,000.00	19,000.00	537.00	1,076.00	3,882.50	14,041.50	73.90%
2600	21260010200 5433	MAINTENANCE - REPAIRS GROUNDS	6,100.00	6,100.00	1,100.00	4,080.00	2,020.00	0.00	0.00%
2600	21260010200 5434	MAINTENANCE - BUILDING IMPROVEMENTS	121,750.00	121,750.00	2,708.00	87,103.50	8,717.69	25,928.81	21.30%
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	100.00	490.00	0.00	10.00	2.00%
2600	21260010200 5437	MAINTENANCE - GARBAGE REMOVAL	5,100.00	5,100.00	412.06	1,648.24	3,451.76	0.00	0.00%

Candia School District
Expenditure Report November 30, 2018

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2600	21260010200 5521	MAINTENANCE - PROPERTY/LIABILITY INS	17,020.35	17,020.35	0.00	14,551.00	0.00	2,469.35	14.51%
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	139.01	882.82	454.58	4,362.60	76.54%
2600	21260010200 5612	MAINTENANCE - MAINTENANCE SUPPLIES	15,000.00	15,000.00	669.81	5,124.54	4,975.46	4,900.00	32.67%
2600	21260010200 5619	MAINTENANCE - SUPPLIES GROUNDS	500.00	500.00	0.00	0.00	400.00	100.00	20.00%
2600	21260010200 5622	MAINTENANCE - ELECTRICITY	40,000.00	40,000.00	0.00	10,202.07	29,797.93	0.00	0.00%
2600	21260010200 5624	MAINTENANCE - OIL	36,000.00	36,000.00	0.00	0.00	36,000.00	0.00	0.00%
2600	21260010200 5626	MAINTENANCE - GASOLINE	150.00	150.00	0.00	0.00	0.00	150.00	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	239.55	160.45	200.00	33.33%
2600 Total			510,209.54	510,227.58	31,698.44	227,806.64	225,015.49	57,405.45	
2700	21270010200 5517	REG ED TRANSPORTATION - ATHLETIC TRANS	12,700.00	12,700.00	1,889.72	1,889.72	10,810.28	0.00	0.00%
2700	21270010200 5518	REG ED TRANSPORTATION - FIELD TRIPS	6,821.50	6,821.50	0.00	0.00	6,821.50	0.00	0.00%
2700	21270010200 5519	REG ED TRANSPORTATION - TRANSPORTATION	272,666.50	272,666.50	54,132.48	54,132.48	218,534.02	0.00	0.00%
2700	21270010261 5519	SPED TRANSPORTATION - TRANSPORTATION	289,138.53	289,138.53	21,213.72	32,664.22	228,235.02	28,239.29	9.77%
2700 Total			581,326.53	581,326.53	77,235.92	88,686.42	464,400.82	28,239.29	
2814	21281400000 5330	EVALUATION SERVICES - OTHER PROF SVCS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
2814 Total			5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	
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	66,075.84	66,327.68	7,615.41	28,250.63	38,077.05	0.00	0.00%
2840	21284010200 5211	IT - HEALTH INSURANCE	25,500.00	25,300.00	1,610.90	8,105.93	10,794.20	6,399.87	25.30%
2840	21284010200 5212	IT - DENTAL INSURANCE	1,695.91	1,695.91	67.73	484.93	491.16	719.82	42.44%
2840	21284010200 5213	IT - LIFE INSURANCE	69.00	69.00	5.75	28.75	12.65	27.60	40.00%
2840	21284010200 5214	IT - DISABILITY INSURANCE	167.04	167.04	13.75	69.09	97.95	0.00	0.00%
2840	21284010200 5220	IT - FICA	5,025.97	5,025.97	552.69	2,033.11	2,901.84	91.02	1.81%
2840	21284010200 5231	IT - NHRS SUPPORT	7,519.43	7,548.10	866.64	3,214.94	4,333.17	(0.01)	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	1,382.00	1,382.00	0.00	0.00	0.00	1,382.00	100.00%
2840	21284010200 5250	IT - UNEMPLOYMENT INSURANCE	110.00	110.00	0.00	13.28	96.72	0.00	0.00%
2840	21284010200 5260	IT - WORKER'S COMPENSATION	288.10	289.63	0.00	289.63	0.00	0.00	0.00%
2840	21284010200 5330	IT - OTHER PROF SVCS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
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	5,000.00	5,000.00	180.04	1,527.24	176.00	3,296.76	65.94%
2840	21284010200 5650	IT - SOFTWARE	7,577.00	7,577.00	0.00	2,258.70	400.00	4,918.30	64.91%
2840	21284010200 5735	IT - REPLACEMENT EQUIPMENT	30,640.24	30,640.24	0.00	26,308.30	4,181.00	150.94	0.49%
2840	21284010200 5810	IT - DUES & FEES	0.00	200.00	200.00	200.00	0.00	0.00	0.00%
2840 Total			156,048.53	156,330.57	11,112.91	72,784.53	61,561.74	21,984.30	
2900	21290010200 5111	WAGE POOL - ADMIN/OTHER SALARIES	1,255.05	1,255.05	0.00	0.00	0.00	1,255.05	100.00%
2900 Total			1,255.05	1,255.05	0.00	0.00	0.00	1,255.05	

Candia School District
Expenditure Report November 30, 2018

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
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	
5310	21531010200 5890	CHARTER SCHOOL - MISC EXPENDITURES	6,876.00	6,876.00	0.00	0.00	2,700.00	4,176.00	60.73%
5310 Total			6,876.00	6,876.00	0.00	0.00	2,700.00	4,176.00	
Grand Total			8,653,229.33	8,653,229.33	594,465.11	3,163,556.08	4,816,238.28	673,434.97	

XI.B.**Candia School District****Proposed Budget Adjustments****December 6, 2018**

Account Number	Account Description	Reason	Increase	Decrease
21110010227 5610	Reading Supplies	More supplies needed	142.95	-
21212010200 5330	Guidance Other Prof Svcs		-	142.95
21215010200 5330	Speech Other Prof Svcs	Budgeted in tuition	12,728.54	-
21214010200 5330	Psychology Other Prof Svcs		10,081.02	-
21120020000 5564	SPED Middle Private School Tuition		-	22,809.56
21216010200 5334	OT Other Prof Svcs	Budgeted in tuition	2,356.16	-
21120030000 5564	SPED HS Private School Tuition		-	2,356.16
21123010200 5330	ESY Other Professional Svcs	Additional services required to meet needs of students	2,925.00	-
21123020200 5564	ESY Middle Private School Tuition		-	2,925.00
	Total		\$ 28,233.67	\$ 28,233.67

Candia School District
Revenue Report November 30, 2018

								XI.C.
BUDGET UNIT	Account	BUDGET UNIT Title	Budget	Period Receipts	YTD Receipts	Balance		17-18
2111100000	4000	CURRENT APPROPRIATION	6,478,967.00	700,000.00	3,950,000.00	2,528,967.00		2,706,735.00
21141100000	4000	BUS FARES	5,000.00	0.00	7,307.00	(2,307.00)		4,220.50
21151000000	4000	INTEREST	140.00	0.00	42.04	97.96		71.41
21191000000	4000	RENTALS	1,500.00	0.00	100.00	1,400.00		750.00
21198000000	4000	REFUND OF PY EXPENSE	0.00	0.00	1,560.93	(1,560.93)		0.00
21199000000	4000	OTHER LOCAL REVENUE	0.00	0.00	39.80	(39.80)		0.00
21311100000	4000	STATE ADEQUACY GRANT	827,123.00	171,175.00	336,600.00	490,523.00		391,065.00
21311200000	4000	STATE EDUCATION TAX	1,011,499.00	0.00	0.00	1,011,499.00		943,265.00
21319000000	4000	OTHER STATE AID	0.00	0.00	3,912.18	(3,912.18)		6,245.70
21322000000	4000	KINDERGARTEN AID	0.00	5,251.00	11,354.00	(11,354.00)		0.00
21323000000	4000	CATASTROPHIC AID	34,000.00	0.00	0.00	34,000.00		0.00
21458000000	4000	MEDICAID REIMBURSEMENT	20,000.00	879.99	7,363.33	12,636.67		1,111.53
21525200000	4000	EXPENDABLE TRUST TRANSFER	0.00	0.00	761.63	(761.63)		
		Total	8,378,229.00	877,305.99	4,319,040.91	4,059,188.09		4,053,464.14

XII.A.

**CANDIA SCHOOL DISTRICT
2018-2019
CO-CURRICULAR ASSIGNMENT NOMINATIONS**

LAST NAME	FIRST NAME	REPLACING	ACTIVITY	COMPENSATION
Maxwell	Amy	N/A	Drama Advisor 50%	\$ 643.00