

CANDIA SCHOOL BOARD MEETING
Thursday, November 7, 2019 – 6:00 p.m.
LOCATION OF MEETING Henry W. Moore School – Band Room

AGENDA

- I. CALL TO ORDER:** Stephanie Helmig, Board Vice-Chair
 - A. Pledge of Allegiance – Rebecca Gill
- II. PROOF OF POSTING** – Superintendent, William Rearick
- III. PINKERTON ACADEMY LIAISON** – Michelle Sangillo
- IV. ENERGY EFFICIENT INVESTMENTS** - Presentation
- V. APPROVAL OF MINUTES**
 - A. Minutes of the Candia School Board Meeting on October 3, 2019*
 - B. Non-public (Sealed) Minutes of the Candia School Board Meeting on October 3, 2019*
 - C. Minutes of the Candia School Board Budget Meeting on November 4, 2019*
- VI. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**
- VII. SUPERINTENDENT’S UPDATES*** – William Rearick
- VIII. REPORTS**
 - A. Administrator’s Reports*
 - B. Reports of Standing Committees
- IX. OLD BUSINESS**
 - A. Review of Goals*
- X. NEW BUSINESS**
 - A. Approval of 2020/2021 School Budget*
 - B. Energy Efficient Investments-Discussion
- XI. FINANCE/OPERATIONS**
 - A. October Expenditure Report* / Manifest Approval
 - B. Revenue Report*
- XII. POLICIES**
 - A. 2nd Reading* AC-Non-discrimination Policy Notice, GCCBC-Family Medical Leave Act, DBJ-Transfer of Appropriation, EEAC-School Bus Scheduling and Routing, GBEA-Staff Ethics, GBEAB-Mandatory Code of Conduct Reporting-All Employees, and GBEB-Staff Conduct
 - B. 1st Reading* EEA-Student Transportation Services, JFABD-Education of Homeless Children and Unaccompanied Youth, JFABE-Education of Children in Foster Care, JIA-Student Due Process, JICD-Student Discipline and Due Process and JLF-Reporting Child Abuse or Neglect.

XIII. PERSONNEL (if necessary)

A. Co-/curricular Nominations*

XIV. NON-PUBLIC SESSION RSA 91-A 3 Sections II (a-k) (if necessary)

XV. INFORMATIONAL ITEMS AND CORRESPONDENCE

XVI. ITEMS FOR NEXT/FUTURE AGENDA

Draft Calendar

Warrant Articles-Discussion

XVII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

XVIII. ADJOURNMENT

The next regularly scheduled Candia School Board Meeting will be held on Thursday, December 5, 2019 at 6:00 p.m. at the Henry W. Moore School Media Center.

There will be an SAU Board meeting on Wednesday, November 20, 2019, at the David R. Cawley Middle 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, OCTOBER 3, 2019 AT 6:00 P.M.
HENRY W. MOORE SCHOOL MEDIA CENTER**

These minutes have not been approved.

Matt Woodrow, Chair, called the meeting to order at 6:00 p.m. Those in attendance were Board members Dana Buckley, Stephanie Helmig, Mark Chalbeck, and Kristina Ickes; Principal, Becky Wing; Assistant Principal, Michelle Lavallee; Director of Student Services, Kathryn Duncan; Technology Director, Chris Jamrog; Superintendent, William (Bill) Rearick; and Business Administrator, Amy Ransom.

Becky Wing introduced 6th graders Remington Alff, Michael Moran, and Carter Woodrow who led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Superintendent Rearick provided proof of posting.

Women's Club Scholarship Presentation

Lisa Cote, representing the Candia Women's Club, announced that the winner of the 2019 scholarship to Washington, DC is Emma Barrett. Emma won the scholarship for her essay on 'Why I Honor the American Flag'. The essay is on the Women's Club website.

PINKERTON ACADEMY LIAISON

Michelle Sangillo spoke to the board with the following activities at Pinkerton Academy:

- Senior Corn Roast
- Spirit Week (Tourist Day/America Day/Throwback Thursday/Red and White Day)
- Club Fair
- All sports teams vs. rival Londonderry High
- Mack Plaque Dance
- Graduation June 8 at SNHU Arena at 4:00 p.m.
- Freshman Reception upcoming

APPROVAL OF MINUTES

Motion by Kristina Ickes, seconded by Stephanie Helmig, to accept the minutes of the Candia School Board Meeting on September 5, 2019, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

SUPERINTENDENT UPDATES

Superintendent Rearick summarized his report.

REPORTS

Administrator's Reports

Reports of the administrators were reviewed. Becky Wing stated that the 7-8 Grade Open House went very well. She said Meg Morenz headed up the Moore School's entries into the Deerfield Fair.

Reports of Standing Committees

Matt Woodrow reported that the NHSBA is now taking Resolutions, and will be having their delegate assembly later in the year. Matt stated that he attended the September PTO meeting. He said they are changing their Box Tops for Education procedure. Facilities will be discussed under Old Business.

OLD BUSINESS

Goals

The goals were reviewed.

CIP Submission Update

Matt Woodrow stated that he identified 11 items out of the Turner Assessment and submitted them to the Planning Board. He said there are a couple ways to handle the necessary needs, but the board must first make

a solid plan for prioritizing the items to be addressed. Bill Rearick stated that they need to see the scope of work (disruption/length of time). Amy Ransom said an engineering firm should make an assessment. Dana Buckley suggested getting a quote from the Turner Group.

NEW BUSINESS

Superintendent Process

Matt Woodrow explained that each board will participate both individually and as a group to evaluate the Superintendent.

Spotlight on Success

Matt Woodrow asked for Becky Wing to, on occasion, present or highlight a special lesson or event happening at the Moore School.

FINANCE/OPERATIONS

Manifest Approval

Motion by Dana Buckley, seconded by Mark Chalbeck, to approve the October 3, 2019 manifest in the amount of \$791,327.61, and the motion carried unanimously.

Revenue Report

The revenue report was reviewed.

POLICIES

Policies AC-Non-discrimination Policy Notice, GCCBC-Family Medical Leave Act, DBJ-Transfer of Appropriation, EEAC-School Bus Scheduling and Routing,-JICJ, Communication Devices, GBEA-Staff Ethics, GBEAB-Mandatory Code of Conduct Reporting-All Employees, and GBEB-Staff Conduct were reviewed for a first reading.

Motion by Dana Buckley, seconded by Mark Chalbeck, to eliminate Policy JICJ as it is redundant to JICM, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Mark Chalbeck, to approve the first reading of Policies AC, GCCBC, DBJ, EEAC, GBEA, GBEAB and GBEB, and the motion carried unanimously.

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

Motion by Matt Woodrow at 6:45 p.m., seconded by Dana Buckley, to enter into a non-public session RSA91-A:3 Section II c. A roll call vote was taken. With all in favor, the motion carried unanimously.

The board reconvened into a public session at 7:10 p.m.

Motion by Matt Woodrow, seconded by Dana Buckley, to seal in perpetuity, the non-public minutes of the October 3, 2019 board meeting, and the motion carried unanimously.

NEXT / UPCOMING AGENDA ITEMS

Before and After School Options

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation

ADJOURNMENT

Motion by Dana Buckley, seconded by Matt Woodrow to adjourn the meeting at 7:15 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be held Thursday, November 7, 2019 at 6:00 p.m. at the Henry W. Moore School **BAND ROOM**.

There will be an SAU Board Meeting on Wednesday, October 16, 2019 at 6:30 p.m. at the Henry W. Moore School.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary

COMMITTEE AND SUB-COMMITTEE MEETING MINUTES

DISTRICT:

CANDIA

NAME OF MEETING:

BUDGET MEETING

DATE/TIME/LOCATION OF MEETING:

MONDAY, NOVEMBER 4, 2019 AT 4:00 P.M.

THOSE IN ATTENDANCE:

Board members Matt Woodrow, Stephanie Helmig, Dana Buckley, Mark Chalbeck; Superintendent Bill Rearick, Business Administrator Amy Ransom, Assistant Superintendent Marge Polak, Principal Becky Wing, and Director of Student Services Kathryn Duncan.

PROOF OF POSTING provided by Bill Rearick

DISCUSSION:

Amy Ransom provided an overview of the 2020-2021 budget and reviewed the new budget format.

The board reduced the proposed budget by \$100,000.

ADJOURNMENT:

6:30 p.m.

RECORDER OF MINUTES

Bill Rearick

VII.

Candia School District

Superintendent's Report

November 7, 2019

- On October 10, 2019, I attended the Pinkerton Headmaster/Superintendents meeting. At this meeting we discussed the 2020-21 tuition rates. Mr. Powers informed us that to expect an increase of up to 4%. The new access driveway to Tsienetto Rd. was opened on October 24th. This driveway will allow for better safety and security access on that side of campus as well as help with traffic flow to the student lots in the morning and afternoon. There also a discussion of how the Medicaid emergency rules are impacting sending districts.
- On October 18, 2019, I met attended the NHSAA South Central Superintendents meeting. We received an update on the new Medicaid emergency rules from Mr. Henry Lipman who is the Medicaid Director for the State of New Hampshire. While the state is examining options to increase Medicaid reimbursement to school districts, it appears the emergency rules will be in place for the next several months. Updates were also provided by Heather Gage from NHDOE and Barrett Christina from NHSBA.
- A Facilities Subcommittee was held on October 22nd. Mark Chalbeck, Becky Wing, Amy Ransom, Lynda Byrne and I were in attendance. We received a presentation from representatives from Energy Efficient Investments on the procedures which schools should follow in order to be eligible to receive energy rebates.
- After the conclusion of the Facilities Subcommittee meeting, Principal Wing and I visited the first and second grade classrooms.
- On October 25th, Marge Polak and I attended the fall Pinkerton Board of Trustees meeting which was held at Pinkerton Academy. We received updates from the President of the Board of Trustees Dr. William Nevous and Headmaster Dr. Tim Powers.

**Candia School Board Meeting
Assistant Superintendent Report
11/7/19**

November Consultation Services

- Chris Harper, Science Consultant, will be back to work with middle school teachers on instructional practices in science. He will work with teachers on analyzing the spring assessment, assist in the formalizing of a pacing guide, and support the implementation of effective instructional practices in the pedagogy of NGSX. In this approach, teachers facilitate three-dimensional learning (disciplinary core, cross cutting concepts, engineering) and create a classroom culture in which all students are encouraged to go public with their reasoning and build on the ideas of their classmates.
This work will move to the lower grades this winter.
- Jessica Kaminski will be back in early November to work with teachers on effective instructional practices in math. She will use a coaching model that includes planning, demonstration lessons and feedback. Jessica has also created online training modules for teachers to build content knowledge.
- Checker Hanson will also be working with middle school language arts teachers this month on finalizing the language arts progression for grades 6-8. Next steps will include developing common vocabulary and terminology.

English Language Learner Plan

- The ELL teachers and I will be updating our SAU 15 English Language Learner Plan to reflect the changes in New Hampshire's Consolidated State Plan. These changes are relative to the exit criteria on the annual ACCESS test.

SAU 15 Mentor Committee – School Board Goal

- On 10/30/19, the first meeting of the SAU15 Mentor Committee will be held to begin planning and formalizing support for teachers new to our schools. We will begin our work by reviewing the current research and effective approaches to supporting teachers. Our goal is to develop a framework that includes a continuum of support to meet the individual and collective needs of new teachers.

South Central Curriculum/Instruction/Assessment Group

- Topics covered at the October meeting included legislative updates, study committees, and changes in certification requirements. The technical advisory related to RSA 193J, Suicide Prevention Education in Schools was discussed at length. The law includes two components:
 - Development of a policy which guides the development and implementation of a coordinated plan to prevent, assess the risk of, intervene in, and respond to suicide.
 - The second part of the new law requires that each school district and chartered public school mandate that all school faculty and staff, to include contracted personnel, receive a minimum of 2 hours of training in suicide awareness and prevention every year.

Training opportunities will be available within the next few months. The South-Central group will be meeting with the NHDOE Office of Student Wellness later this month to discuss training options.

Innovations In Learning Conference – October 29 & 30

- I will attend this conference sponsored by NHSAA. It will provide an in-depth update of curriculum development, innovative practices, the needs of the 21st Century Learner, and successful implementation of sustained change initiatives.

Math Professional Development Opportunity

- Teachers will have the opportunity to attend sessions with Dr. Yeap Ban har, the creator of the Math In Focus Program.
 - 11/7/19 K-5 Mathematical Problem Solving: Fractions & Decimals
 - 11/8/19 A Problem Solving Approach to Teaching Middle School Math

Washington, D.C. Trip (10/27-10/30)



Our 8th graders had a fantastic trip to Washington, D.C. After a 10-hour luxury bus ride, they arrived at the White House for a group photo. The students then checked into the 4-H Center for dinner and an evening of games.

Monday's highlights included a narrated tour of Arlington National Cemetery, a tour of the US Capitol and a visit to the National Air and Space Museum. Students also visited the US Holocaust Museum and the Jefferson Memorial before ending the day with a delicious dinner and a few hours of dancing on a Potomac River Cruise.

On Tuesday the group began their day at the Newseum followed by Ford's Theater and Petersen House. They had lunch and toured the Smithsonian Museum of American History and the Smithsonian Museum of Natural History. The day concluded with an illuminated tour of the World War II Memorial, Lincoln Memorial, Korean War Memorial and the Vietnam Veteran's Memorial.

The group visited the Smithsonian National Zoo for a couple of hours before heading home on Wednesday. Students enjoyed the trip and represented the Moore School well.



Athletic Update

The fall sports teams were talented, successful, and motivated. The cross country team persevered through several weeks of training and participated in 7 meets throughout the season, the last one being the Tri-County League Meet. Runners pushed themselves to improve their times, with several of the boys team finishing in under 15 minutes for a 2.1 mile course. Our fifth graders had a strong surge at the end of the season, growing as members of the team.

The soccer teams completed their regular season schedules with a bang on October 10th. The boys finished as the undefeated regular season champions, with a record of 12-0. The girls finished second overall with a record of 9-1-2. Both teams won in the quarterfinals, but ultimately both teams lost in the quarterfinals. A big thank you to our coaches for the fall sports season as well as parents for their support.

Basketball tryouts will be held on November 4th.

After School Programs

Superintendent Rearick requested that I contact the YMCA and Boys & Girls Club to inquire about after school care options for Candia families. I spoke with both organizations to discuss the feasibility of an onsite program or bussing to one of their current programs.

The Boys & Girls Club of Manchester is not interested in providing care for Candia families as they currently only service schools within the city of Manchester.

The YMCA is willing to talk with us more about the possibility of a program to be housed at the Henry W. Moore School. The Director of Child Development stated that staffing the program would be the biggest challenge. She is willing to talk more with us about this, but would like to know that the Candia School Board is in support of this endeavor before taking any steps forward. Bussing to the Manchester YMCA is not currently an option as their busses are at full capacity; however, she would be willing to see what resources they might have available in the future.

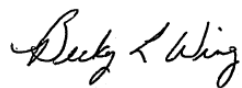
Student Services Update

The student service team has continued to support students in reaching their personal educational goals across settings. Team members within the Moore School have met regularly about specific student needs as well as structures to ensure their students' continued progress toward common instructional goals and priorities. There have been several professional development opportunities including trainings on targeted literacy instruction, mathematical skills progress monitoring, and preventative behavioral strategies. There have also been ongoing IEP team meetings for the students within the Moore School as well as students attending high schools, charter schools, pre-schools, and out of district schools.

Technology Update

Mr. Jamrog attended a conference led by RTM Communications. The main focus of the day was security. Participants discussed new tools for enhancing security and what they have that is already in place to help with HB-1612. Mr. Jamrog also attended the K-20 Apple Technology Update. This day included new deployment and management features as well as security updates and features that will be available in future updates. Mr. Jamrog has been working with the VEX IQ team to install a new application onto the student Chromebooks. Students will now have the ability to work on VEX IQ programming outside of the meeting times on their school issued Chromebook.

Respectfully Submitted,



Becky L. Wing, Principal

November Events
11/1: Middle School Dance, 6pm
11/7-11/15: Scholastic Book Fair
11/11: Veteran's Day – No School
11/12: Parent/Teacher Conferences – No School
11/12: PTO Meeting, 7pm
11/20: First Grade Family Lunch
11/22: PTO Family Bingo Night, 6pm
11/27-11/29: Thanksgiving Break – No School

**Candia School District
School Board Goals 2019-2020
11/7/19**

In Process**Ongoing****Complete**

Long Range Planning	Curriculum, Instruction, Assessment & Programming	Communication & School Board Functions
Analyze enrollment data and identify opportunities and problems. Create a plan for population fluctuations.	Improve student achievement at all grade levels as measured by assessment results and students meeting their growth targets. Continue to review curricular, instructional and assessment practices. Provide a bi-annual report to the board.	Involve key community stakeholders in school events. (Weathervane)
Include out of district students in enrollment numbers	Implement the 5 th /6 th grade level instructional model.	Improve Board and faculty/staff relationships through communication, mutual respect, and professionalism.
Explore areas for partnering with other SAU districts to find efficiencies: i.e. maintenance, special education.	Increase personalized learning opportunities. <ul style="list-style-type: none"> Continue small group targeted instruction K-5 and initiate this practice 6-8. Continue coaching model for reading and math Class time/online review of lessons or additional practice. 	Consider monthly facilities, transportation, and other committee meetings as appropriate.
Technology	Explore additional options for advanced learners.	Explore video recording of school board meetings.
Explore best practices for computer screen time in grades K-1.	Identify when cursive is taught and practiced within the grade level continuum.	
	Initiate a practice in the media center to feature a U.S. president each month.	
Ensure students are exposed to a variety of current programs and devices.	Partner with local businesses to support classroom learning or to discuss career options.	School Culture
	Ensure that field trips are content rich or enhancing opportunities.	
Finance & Facilities	Utilize all facets of the teacher effectiveness system to support teachers and instructional practices.	Review and update discipline procedures.
Provide the budget in an electronic searchable format.	Safety	Debrief after school incidents to determine root causes, contributing factors, and lessons learned.
	Explore the need for additional safety measures.	
During the budget process, review items that are no longer needed and ensure that information provided is accurate and up to date.	Review safety procedures for evening, vacation and summer access to the school.	Consider incentives such as shining stars for middle school students.
Maintain an updated facilities plan.	Investigate the <i>See Something Say Something</i> protocol as well as other safety training models/courses as part of our ongoing emergency operations practices.	Determine the need for any other support or prevention programs.

Candia School District
Expenditure Report as of October 30, 2019 (unaudited)

								XI.A.				
Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining	Notes			
1100	21110010200 5112	REG ED - TEACHER SALARIES	1,404,435.86	1,404,435.86	333,951.64	1,016,137.18	54,347.04	3.87%	savings based on staff			
1100	21110010200 5114	REG ED - PARAPROFESSIONAL	22,015.11	22,015.11	5,286.14	16,661.43	67.54	0.31%				
1100	21110010200 5120	REG ED - SUBSTITUTE SALARIES	43,950.00	43,950.00	1,240.00	0.00	42,710.00	97.18%				
1100	21110010200 5122	REG ED - HEALTH INSURANCE BUYOUT	19,853.68	19,853.68	4,734.16	14,202.49	917.03	4.62%				
1100	21110010200 5211	REG ED - HEALTH INSURANCE	410,320.20	410,320.20	84,488.71	319,871.02	5,960.47	1.45%				
1100	21110010200 5212	REG ED - DENTAL INSURANCE	20,214.13	20,214.13	6,337.65	15,324.74	(1,448.26)	-7.16%	based on elections			
1100	21110010200 5213	REG ED - LIFE INSURANCE	1,745.76	1,745.76	570.02	1,402.54	(226.80)	-12.99%	rate inc not budgeted for utilization also caused increase			
1100	21110010200 5214	REG ED - DISABILITY INSURANCE	3,571.42	3,571.42	1,205.77	2,889.35	(523.70)	-14.66%	rate inc not budgeted for utilization also caused increase			
1100	21110010200 5220	REG ED - FICA	114,911.32	114,911.32	25,678.74	79,799.74	9,432.84	8.21%				
1100	21110010200 5232	REG ED - NHRS PROFESSIONAL	252,099.64	252,099.64	58,612.45	180,872.41	12,614.78	5.00%				
1100	21110010200 5240	REG ED - TUITION REIMBURSEMENT	25,000.00	25,000.00	0.00	5,680.00	19,320.00	77.28%				
1100	21110010200 5241	REG ED - WORKSHOP REIMB PROF	6,200.00	6,200.00	380.00	508.85	5,311.15	85.66%				
1100	21110010200 5250	REG ED - UNEMPLOYMENT INSURANCE	1,560.00	1,560.00	84.83	0.00	1,475.17	94.56%				
1100	21110010200 5260	REG ED - WORKER'S COMPENSATION	6,668.41	6,668.41	6,778.14	0.00	(109.73)	-1.65%	based on wages & on prior year usage			
1100	21110010200 5320	REG ED - PROFESSIONAL EDUCATIONAL	400.00	400.00	1,062.00	400.00	(1,062.00)	-265.50%	additional chaperone required			
1100	21110010200 5330	REG ED - OTHER PROF SVCS	750.00	750.00	0.00	0.00	750.00	100.00%				
1100	21110010200 5430	REG ED - REPAIRS & MAINT SERVICES	3,679.00	3,679.00	63.65	3,615.35	0.00	0.00%				
1100	21110010200 5431	REG ED - REPAIRS EQUIPMENT	300.00	300.00	0.00	0.00	300.00	100.00%				
1100	21110010200 5442	REG ED - RENTAL OF EQUIPMENT	7,740.00	7,740.00	2,185.00	5,555.00	0.00	0.00%				
1100	21110010200 5580	REG ED - MILEAGE REIMBURSEMENT	200.00	200.00	0.00	0.00	200.00	100.00%				
1100	21110010208 5610	ART - SUPPLIES	2,383.95	2,383.95	1,957.25	786.53	(359.83)	-15.09%				
1100	21110010218 5610	HEALTH - SUPPLIES	734.75	734.75	158.52	569.75	6.48	0.88%				
1100	21110010223 5610	MATH - SUPPLIES	520.00	520.00	0.00	301.35	218.65	42.05%				
1100	21110010224 5610	MUSIC - SUPPLIES	970.00	970.00	0.00	0.00	970.00	100.00%				
1100	21110010225 5610	PHYS ED - SUPPLIES	502.38	502.38	505.13	0.00	(2.75)	-0.55%				
1100	21110010227 5610	READING - SUPPLIES	148.26	148.26	0.00	0.00	148.26	100.00%				
1100	21110010200 5610	REG ED - SUPPLIES	13,200.00	13,200.00	1,781.47	4,789.01	6,629.52	50.22%				
1100	21110010229 5610	SCIENCE - SUPPLIES	2,215.00	2,215.00	0.00	0.00	2,215.00	100.00%				
1100	21110010206 5641	FOREIGN LANGUAGE - TEXTBOOKS	7,631.40	7,631.40	6,222.26	299.20	1,109.94	14.54%				
1100	21110010200 5641	REG ED - TEXTBOOKS	300.00	300.00	0.00	0.00	300.00	100.00%				
1100	21110010229 5641	SCIENCE - TEXTBOOKS	0.00	0.00	0.00	0.00	0.00	0.00%				
1100	21110010223 5643	MATH - INFORMATION ACCESS FEES	4,587.70	4,587.70	4,587.70	0.00	0.00	0.00%				
1100	21110010224 5643	MUSIC - INFORMATION ACCESS FEES	705.00	705.00	0.00	0.00	705.00	100.00%				
1100	21110010227 5643	READING - INFORMATION ACCESS FEES	970.35	970.35	0.00	970.35	0.00	0.00%				
1100	21110010229 5643	SCIENCE - INFORMATION ACCESS FEES	1,824.00	1,824.00	1,824.00	0.00	0.00	0.00%				
1100	21110010223 5645	MATH - PRACTICE BOOKS	5,584.95	5,584.95	5,584.95	0.00	0.00	0.00%				
1100	21110010227 5645	READING - PRACTICE BOOKS	4,021.00	4,021.00	0.00	3,447.28	573.72	14.27%				
1100	21110010224 5731	MUSIC - NEW EQUIPMENT	1,319.92	1,319.92	1,355.85	0.00	(35.93)	-2.72%				
1100	21110010200 5737	REG ED - REPLACEMENT FURNITURE & F	2,741.00	2,741.00	315.00	0.00	2,426.00	88.51%				
		1100 - Summary	2,395,974.19	2,395,974.19	556,951.03	1,676,268.57	162,754.59					
1105	21110530200 5561	REG ED HIGH SCHOOL - TUITION OTHER LEA'S	248,703.00	248,703.00	60,778.00	192,963.00	(5,038.00)	-2.03%	based on enrollment/SST			
1105	21110530200 5563	REG ED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	1,495,026.00	1,495,026.00	764,002.16	769,357.84	(38,334.00)	-2.56%	3 additional students			
		1105 - Summary	1,743,729.00	1,743,729.00	824,780.16	962,320.84	(43,372.00)					
1200	21120010200 5111	SPED ELEMENTARY - ADMIN/OTHER SALARIES	82,618.98	82,618.98	29,170.89	55,100.47	(1,652.38)	-2.00%	raises per school board			
1200	21120010200 5112	SPED ELEMENTARY - TEACHER SALARIES	138,142.00	138,142.00	31,878.90	106,263.10	0.00	0.00%				
1200	21120010200 5114	SPED ELEMENTARY - PARAPROFESSIONAL	178,105.80	178,105.80	34,408.52	97,180.21	46,517.07	26.12%				

Candia School District
Expenditure Report as of October 30, 2019 (unaudited)

Function	Account Number		Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining	Notes			
1200	21120010200	5115	SPED ELEMENTARY - SECRETARIAL SALARIES	24,210.13	24,210.13	2,954.32	3,037.38	18,218.43	75.25%				
1200	21120010200	5117	SPED ELEMENTARY - CO-CURRICULAR SALARIES	350.00	350.00	0.00	0.00	350.00	100.00%				
1200	21120010200	5122	SPED ELEMENTARY - HEALTH INSURANCE BUYOUT	6,000.00	6,000.00	750.00	6,750.00	(1,500.00)	-25.00%	based on elections			
1200	21120010200	5211	SPED ELEMENTARY - HEALTH INSURANCE	114,319.14	114,319.14	23,445.96	88,556.93	2,316.25	2.03%				
1200	21120010200	5212	SPED ELEMENTARY - DENTAL INSURANCE	3,488.86	3,488.86	963.09	2,491.97	33.80	0.97%				
1200	21120010200	5213	SPED ELEMENTARY - LIFE INSURANCE	545.88	545.88	197.76	395.52	(47.40)	-8.68%	rate inc not budgeted for utilization also caused increase			
1200	21120010200	5214	SPED ELEMENTARY - DISABILITY INSURANCE	562.94	562.94	218.72	413.68	(69.46)	-12.34%	rate inc not budgeted for utilization also caused increase			
1200	21120010200	5220	SPED ELEMENTARY - FICA	32,851.10	32,851.10	7,139.67	20,490.59	5,220.84	15.89%				
1200	21120010200	5231	SPED ELEMENTARY - NHRS SUPPORT	4,435.56	4,435.56	632.70	1,341.91	2,460.95	55.48%				
1200	21120010200	5232	SPED ELEMENTARY - NHRS PROFESSIONAL	39,357.76	39,357.76	10,866.90	28,722.71	(231.85)	-0.59%	based on 2% increase			
1200	21120010200	5240	SPED ELEMENTARY - TUITION REIMBURSEMENT	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00%				
1200	21120010200	5241	SPED ELEMENTARY - WORKSHOP REIMB PROF	795.00	795.00	0.00	795.00	0.00	0.00%				
1200	21120010200	5244	SPED ELEMENTARY - SECRETARIAL WORKSHOP	375.00	375.00	0.00	0.00	375.00	100.00%				
1200	21120010200	5250	SPED ELEMENTARY - UNEMPLOYMENT INSURANCE	1,080.00	1,080.00	58.72	0.00	1,021.28	94.56%				
1200	21120010200	5260	SPED ELEMENTARY - WORKER'S COMPENSATION	2,063.74	2,063.74	2,097.70	0.00	(33.96)	-1.65%	based on wages & on prior year usage			
1200	21120030000	5320	SPED HIGH SCHOOL - PROFESSIONAL EDUCATIONAL	112,352.81	112,352.81	0.00	83,069.66	29,283.15	26.06%				
1200	21120010200	5330	SPED ELEMENTARY - OTHER PROF SVCS	147,940.88	147,940.88	29,917.50	130,373.38	(12,350.00)	-8.35%	based on student iep's			
1200	21120010200	5336	SPED ELEMENTARY - MEDICAID SERVICE PROVIDER	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00%				
1200	21120010200	5430	SPED ELEMENTARY - REPAIRS & MAINT SERVICES	396.00	396.00	62.42	333.58	0.00	0.00%				
1200	21120010200	5442	SPED ELEMENTARY - RENTAL OF EQUIPMENT	1,500.00	1,500.00	375.00	1,125.00	0.00	0.00%				
1200	21120010200	5531	SPED ELEMENTARY - TELEPHONE	1,851.00	1,851.00	481.41	1,399.35	(29.76)	-1.61%				
1200	21120030000	5561	SPED HIGH SCHOOL - TUITION OTHER LEA'S	26,342.90	26,342.90	47,411.64	5,274.16	(26,342.90)	-100.00%	based on student iep's			
1200	21120020200	5561	SPED MIDDLE - TUITION OTHER LEA'S	0.00	0.00	0.00	0.00	0.00	0.00%				
1200	21120030000	5563	SPED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	569,063.00	569,063.00	236,616.95	209,475.05	122,971.00	21.61%	based on student iep's			
1200	21120010200	5564	SPED ELEMENTARY - TUITION TO PRIVATE SCHOOL	64,901.64	64,901.64	200.00	9,010.00	55,691.64	85.81%	based on student iep's			
1200	21120030000	5564	SPED HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	224,748.40	224,748.40	74,856.60	137,498.00	12,393.80	5.51%	based on student iep's			
1200	21120020200	5564	SPED MIDDLE - TUITION TO PRIVATE SCHOOL	154,702.83	154,702.83	65,782.28	230,467.55	(141,547.00)	-91.50%	based on student iep's			
1200	21120010200	5580	SPED ELEMENTARY - MILEAGE REIMBURSEMENT	3,300.00	3,300.00	1,062.00	0.00	2,238.00	67.82%				
1200	21120010200	5610	SPED ELEMENTARY - SUPPLIES	500.00	500.00	1,333.68	191.32	(1,025.00)	-205.00%				
1200	21120010200	5643	SPED ELEMENTARY - INFORMATION ACCESS FEES	300.00	300.00	0.00	100.00	200.00	66.67%				
1200	21120010200	5810	SPED ELEMENTARY - DUES & FEES	1,075.00	1,075.00	880.00	370.00	(175.00)	-16.28%				
			1200 - Summary	1,946,776.35	1,946,776.35	603,763.33	1,225,601.52	117,411.50					
1230	21123010200	5112	ESY ELEMENTARY - TEACHER SALARIES	8,000.00	8,000.00	6,887.50	0.00	1,112.50	13.91%				
1230	21123010200	5114	ESY ELEMENTARY - PARAPROFESSIONAL	4,800.00	4,800.00	2,190.57	0.00	2,609.43	54.36%				
1230	21123010200	5220	ESY ELEMENTARY - FICA	979.20	979.20	694.46	0.00	284.74	29.08%				
1230	21123010200	5231	ESY ELEMENTARY - NHRS SUPPORT	536.16	536.16	0.00	0.00	536.16	100.00%				
1230	21123010200	5232	ESY ELEMENTARY - NHRS PROFESSIONAL	1,424.00	1,424.00	1,338.78	0.00	85.22	5.98%				
1230	21123010200	5330	ESY ELEMENTARY - OTHER PROF SVCS	14,848.40	14,848.40	6,716.00	2,400.00	5,732.40	38.61%				
1230	21123030200	5563	ESY HIGH SCHOOL - TUITION PUBLIC ACADEMIES	5,798.06	5,798.06	0.00	5,798.06	0.00	0.00%				
1230	21123010000	5564	ESY - TUITION TO PRIVATE SCHOOL	18,516.53	18,516.53	2,999.16	173.84	15,343.53	82.86%				
1230	21123030200	5564	ESY HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	11,140.89	11,140.89	6,521.64	3,150.00	1,469.25	13.19%				
1230	21123020200	5564	ESY MIDDLE - TUITION TO PRIVATE SCHOOL	1,940.00	1,940.00	975.00	100.00	865.00	44.59%				
1230	21123010200	5580	ESY ELEMENTARY - MILEAGE REIMBURSEMENT	75.00	75.00	0.00	0.00	75.00	100.00%				
1230	21123010200	5610	ESY ELEMENTARY - SUPPLIES	100.00	100.00	0.00	100.00	0.00	0.00%				
			1230 - Summary	68,158.24	68,158.24	28,323.11	11,721.90	28,113.23					
1260	21126010200	5114	ELL - PARAPROFESSIONAL	0.00	0.00	0.00	0.00	0.00	0.00%				
1260	21126010200	5220	ELL - FICA	0.00	0.00	0.00	0.00	0.00	0.00%				
1260	21126010200	5250	ELL - UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%				
1260	21126010200	5330	ELL - OTHER PROF SVCS	3,800.00	3,800.00	0.00	0.00	3,800.00	100.00%				

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		1260 - Summary	3,800.00	3,800.00	0.00	0.00	3,800.00					
1270	21127010200 5112	ADV LEARNER - TEACHER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00%				
1270	21127010200 5211	ADV LEARNER - HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%				
1270	21127010200 5212	ADV LEARNER - DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%				
1270	21127010200 5213	ADV LEARNER - LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%				
1270	21127010200 5214	ADV LEARNER - DISABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%				
1270	21127010200 5220	ADV LEARNER - FICA	0.00	0.00	0.00	0.00	0.00	0.00%				
1270	21127010200 5232	ADV LEARNER - NHRS PROFESSIONAL	0.00	0.00	0.00	0.00	0.00	0.00%				
1270	21127010200 5250	ADV LEARNER - UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%				
1270	21127010200 5563	ADV LEARNER - TUITION PUBLIC ACADEMIES	4,840.17	4,840.17	1,684.76	1,722.62	1,432.79	29.60%				
		1270 - Summary	4,840.17	4,840.17	1,684.76	1,722.62	1,432.79					
1410	21141010200 5111	COCURRICULAR - ADMIN/OTHER SALARIES	300.00	300.00	0.00	0.00	300.00	100.00%				
1410	21141010200 5112	COCURRICULAR - TEACHER SALARIES	4,400.00	4,400.00	600.00	3,900.00	(100.00)	-2.27%	before school math program			
1410	21141010200 5117	COCURRICULAR - CO-CURRICULAR SALARIES	13,448.00	13,448.00	0.00	643.00	12,805.00	95.22%				
1410	21141010200 5220	COCURRICULAR - FICA	1,388.33	1,388.33	45.90	347.44	994.99	71.67%				
1410	21141010200 5232	COCURRICULAR - NHRS PROFESSIONAL	3,176.95	3,176.95	106.80	694.22	2,375.93	74.79%				
1410	21141010200 5610	COCURRICULAR - SUPPLIES	1,885.00	1,885.00	1,080.02	0.00	804.98	42.70%				
1410	21141010200 5810	COCURRICULAR - DUES & FEES	2,035.00	2,035.00	725.00	292.50	1,017.50	50.00%				
		1410 - Summary	26,633.28	26,633.28	2,557.72	5,877.16	18,198.40					
1420	21142010200 5117	ATHLETICS - CO-CURRICULAR SALARIES	15,409.00	15,409.00	3,936.00	3.00	11,470.00	74.44%				
1420	21142010200 5220	ATHLETICS - FICA	1,178.79	1,178.79	300.34	0.21	878.24	74.50%				
1420	21142010200 5232	ATHLETICS - NHRS PROFESSIONAL	2,742.81	2,742.81	233.54	0.00	2,509.27	91.49%				
1420	21142010200 5330	ATHLETICS - OTHER PROF SVCS	4,303.00	4,303.00	4,303.00	0.00	0.00	0.00%				
1420	21142010200 5441	ATHLETICS - RENTAL OF LAND & BUILDING	4,177.50	4,177.50	0.00	4,177.50	0.00	0.00%				
1420	21142010200 5610	ATHLETICS - SUPPLIES	1,457.50	1,457.50	0.00	577.00	880.50	60.41%				
1420	21142010200 5739	ATHLETICS - OTHER EQUIPMENT	1,665.90	1,665.90	407.08	1,258.82	0.00	0.00%				
1420	21142010200 5810	ATHLETICS - DUES & FEES	580.00	580.00	0.00	580.00	0.00	0.00%				
		1420 - Summary	31,514.50	31,514.50	9,179.96	6,596.53	15,738.01					
2120	21212010200 5112	GUIDANCE - TEACHER SALARIES	71,704.00	71,704.00	16,547.04	55,156.92	0.04	0.00%				
2120	21212010200 5211	GUIDANCE - HEALTH INSURANCE	20,223.84	20,223.84	4,114.42	14,873.54	1,235.88	6.11%				
2120	21212010200 5212	GUIDANCE - DENTAL INSURANCE	783.27	783.27	242.69	532.23	8.35	1.07%				
2120	21212010200 5213	GUIDANCE - LIFE INSURANCE	69.00	69.00	25.00	50.00	(6.00)	-8.70%	rate inc not budgeted for utilization also caused increase			
2120	21212010200 5214	GUIDANCE - DISABILITY INSURANCE	182.85	182.85	70.52	136.84	(24.51)	-13.40%	rate inc not budgeted for utilization also caused increase			
2120	21212010200 5220	GUIDANCE - FICA	5,485.36	5,485.36	1,236.36	4,205.66	43.34	0.79%				
2120	21212010200 5232	GUIDANCE - NHRS PROFESSIONAL	12,763.31	12,763.31	2,945.40	9,817.93	(0.02)	0.00%				
2120	21212010200 5250	GUIDANCE - UNEMPLOYMENT INSURANCE	60.00	60.00	3.26	0.00	56.74	94.57%				
2120	21212010200 5260	GUIDANCE - WORKER'S COMPENSATION	336.36	336.36	341.89	0.00	(5.53)	-1.64%	based on wages & on prior year usage			
2120	21212010200 5330	GUIDANCE - OTHER PROF SVCS	5,076.63	5,076.63	5,164.76	250.00	(338.13)	-6.66%	testing			
		2120 - Summary	116,684.62	116,684.62	30,691.34	85,023.12	970.16					
2130	21213010200 5112	HEALTH - TEACHER SALARIES	45,444.00	45,444.00	11,349.00	37,830.00	(3,735.00)	-8.22%	new hire			
2130	21213010200 5120	HEALTH - SUBSTITUTE SALARIES	0.00	0.00	125.00	0.00	(125.00)	0.00%	not budgeted for			
2130	21213010200 5211	HEALTH - HEALTH INSURANCE	27,000.00	27,000.00	5,543.23	19,808.08	1,648.69	6.11%				
2130	21213010200 5212	HEALTH - DENTAL INSURANCE	1,389.42	1,389.42	448.34	926.28	14.80	1.07%				
2130	21213010200 5213	HEALTH - LIFE INSURANCE	69.00	69.00	12.50	62.50	(6.00)	-8.70%	rate inc not budgeted for utilization also caused increase			
2130	21213010200 5214	HEALTH - DISABILITY INSURANCE	115.88	115.88	24.18	103.62	(11.92)	-10.29%	rate inc not budgeted for utilization also caused increase			
2130	21213010200 5220	HEALTH - FICA	3,476.47	3,476.47	757.02	2,866.73	(147.28)	-4.24%	based on salaries			
2130	21213010200 5232	HEALTH - NHRS PROFESSIONAL	8,089.03	8,089.03	2,020.14	6,733.74	(664.85)	-8.22%	based on salaries			
2130	21213010200 5250	HEALTH - UNEMPLOYMENT INSURANCE	60.00	60.00	3.26	0.00	56.74	94.57%				
2130	21213010200 5260	HEALTH - WORKER'S COMPENSATION	213.18	213.18	216.69	0.00	(3.51)	-1.65%	based on wages & on prior year usage			

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2130	21213010200	5330	HEALTH - OTHER PROF SVCS	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00%				
2130	21213010200	5610	HEALTH - SUPPLIES	2,322.00	2,322.00	499.87	1,150.13	672.00	28.94%				
2130	21213010200	5641	HEALTH - TEXTBOOKS	100.00	100.00	0.00	0.00	100.00	100.00%				
2130	21213010200	5642	HEALTH - ELECTRONIC INFORMATION	347.00	347.00	302.25	0.00	44.75	12.90%				
2130	21213010200	5735	HEALTH - REPLACEMENT EQUIPMENT	4,066.90	4,066.90	0.00	0.00	4,066.90	100.00%				
2130	21213010200	5810	HEALTH - DUES & FEES	172.00	172.00	0.00	160.00	12.00	6.98%				
			2130 - Summary	96,864.88	96,864.88	21,301.48	73,641.08	1,922.32					
2140	21214010200	5330	PSYCH SERVICES - OTHER PROF SVCS	79,571.13	79,571.13	9,912.39	76,478.22	(6,819.48)	-8.57%	contracted from Learning Skills Acamdeny			
2140	21214010200	5610	PSYCH SERVICES - SUPPLIES	1,205.89	1,205.89	140.00	360.00	705.89	58.54%				
			2140 - Summary	80,777.02	80,777.02	10,052.39	76,838.22	(6,113.59)					
2150	21215010200	5330	SPEECH - OTHER PROF SVCS	103,740.00	103,740.00	11,435.16	103,329.02	(11,024.18)	-10.63%	contracted from Learning Skills Acamdeny			
2150	21215010200	5580	SPEECH - MILEAGE REIMBURSEMENT	200.00	200.00	0.00	0.00	200.00	100.00%				
			2150 - Summary	103,940.00	103,940.00	11,435.16	103,329.02	(10,824.18)					
2160	21216010200	5334	THERAPY SVCS - OT CONTRACTED SVCS	79,350.00	79,350.00	8,521.50	70,828.50	0.00	0.00%				
2160	21216010200	5610	THERAPY SVCS - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%				
			2160 - Summary	79,350.00	79,350.00	8,521.50	70,828.50	0.00					
2162	21216210200	5330	PHYSICAL THERAPY - OTHER PROF SVCS	2,800.00	2,800.00	0.00	0.00	2,800.00	100.00%				
			2162 - Summary	2,800.00	2,800.00	0.00	0.00	2,800.00					
2190	21219010200	5330	OTHER SUPPORT SERVICES - OTHER PROF SVCS	750.00	750.00	0.00	0.00	750.00	100.00%				
2190	21219010200	5550	OTHER SUPPORT SERVICES - PRINTING	500.00	500.00	0.00	250.00	250.00	50.00%				
2190	21219010200	5610	OTHER SUPPORT SERVICES - SUPPLIES	1,644.00	1,644.00	0.00	0.00	1,644.00	100.00%				
2190	21219010200	5810	OTHER SUPPORT SERVICES - DUES & FEES	0.00	0.00	0.00	0.00	0.00	0.00%				
			2190 - Summary	2,894.00	2,894.00	0.00	250.00	2,644.00					
2210	21221010200	5117	STAFF DEVELOPMENT - CO-CURRICULAR SALARIES	8,200.00	8,200.00	4,562.50	0.00	3,637.50	44.36%				
2210	21221010200	5220	STAFF DEVELOPMENT - FICA	627.30	627.30	345.59	0.00	281.71	44.91%				
2210	21221010200	5232	STAFF DEVELOPMENT - NHRS PROFESSIONAL	1,459.60	1,459.60	678.65	0.00	780.95	53.50%				
2210	21221010200	5291	STAFF DEVELOPMENT - ADMIN DIRECTED WORKSHOPS	1,750.00	1,750.00	750.00	120.00	880.00	50.29%				
2210	21221010200	5330	STAFF DEVELOPMENT - OTHER PROF SVCS	0.00	0.00	0.00	0.00	0.00	0.00%				
			2210 - Summary	12,036.90	12,036.90	6,336.74	120.00	5,580.16					
2220	21222010200	5111	MEDIA - ADMIN/OTHER SALARIES	61,818.24	61,818.24	14,265.72	47,552.52	0.00	0.00%				
2220	21222010200	5122	MEDIA - HEALTH INSURANCE BUYOUT	3,000.00	3,000.00	750.00	2,250.00	0.00	0.00%				
2220	21222010200	5213	MEDIA - LIFE INSURANCE	69.00	69.00	25.00	50.00	(6.00)	-8.70%	rate inc not budgeted for utilization also caused increase			
2220	21222010200	5214	MEDIA - DISABILITY INSURANCE	157.64	157.64	60.80	118.00	(21.16)	-13.42%	rate inc not budgeted for utilization also caused increase			
2220	21222010200	5220	MEDIA - FICA	4,958.60	4,958.60	1,148.70	3,810.00	(0.10)	0.00%				
2220	21222010200	5232	MEDIA - NHRS PROFESSIONAL	11,003.65	11,003.65	2,539.32	8,464.33	0.00	0.00%				
2220	21222010200	5250	MEDIA - UNEMPLOYMENT INSURANCE	60.00	60.00	3.26	0.00	56.74	94.57%				
2220	21222010200	5260	MEDIA - WORKER'S COMPENSATION	290.00	290.00	294.77	0.00	(4.77)	-1.64%	based on wages & on prior year usage			
2220	21222010200	5430	MEDIA - REPAIRS & MAINT SERVICES	1,677.00	1,677.00	1,495.05	0.00	181.95	10.85%				
2220	21222010200	5431	MEDIA - REPAIRS EQUIPMENT	400.00	400.00	0.00	0.00	400.00	100.00%				
2220	21222010200	5610	MEDIA - SUPPLIES	1,030.40	1,030.40	443.60	291.48	295.32	28.66%				
2220	21222010200	5615	MEDIA - AV SUPPLIES	250.00	250.00	0.00	0.00	250.00	100.00%				
2220	21222010200	5641	MEDIA - TEXTBOOKS	5,000.00	5,000.00	4,539.64	16.18	444.18	8.88%				
2220	21222010200	5644	MEDIA - PERIODICALS	305.90	305.90	74.88	0.00	231.02	75.52%				
2220	21222010200	5649	MEDIA - NON PRINT	6,571.74	6,571.74	2,907.00	0.00	3,664.74	55.77%				
			2220 - Summary	96,592.17	96,592.17	28,547.74	62,552.51	5,491.92					
2310	21231010200	5111	SCHOOL BOARD SERVICES - ADMIN/OTHER SALARIES	4,200.00	4,200.00	2,100.00	1,700.00	400.00	9.52%				
2310	21231010200	5113	SCHOOL BOARD SERVICES - TREASURER SALARIES	1,200.00	1,200.00	600.00	600.00	0.00	0.00%				
2310	21231010200	5115	SCHOOL BOARD SERVICES - SECRETARIAL SALARIES	2,250.00	2,250.00	450.00	0.00	1,800.00	80.00%				
2310	21231010200	5220	SCHOOL BOARD SERVICES - FICA	585.23	585.23	240.99	175.95	168.29	28.76%				

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Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining	Notes			
2310	21231010200 5231	SCHOOL BOARD SERVICES - NHRS SUPPORT	251.33	251.33	50.28	0.00	201.05	79.99%				
2310	21231010200 5332	SCHOOL BOARD SERVICES - AUDIT EXPENSES	7,110.00	7,110.00	3,004.59	4,105.41	0.00	0.00%				
2310	21231010200 5341	SCHOOL BOARD SERVICES - LEGAL & CONSULTING	12,500.00	12,500.00	888.00	0.00	11,612.00	92.90%				
2310	21231010200 5342	SCHOOL BOARD SERVICES - DISTRICT MEETING SERVICES	750.00	750.00	0.00	0.00	750.00	100.00%				
2310	21231010200 5614	SCHOOL BOARD SERVICES - DISTRICT MEETING SUPPLIES	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00%				
2310	21231010200 5618	SCHOOL BOARD SERVICES - TREASURER SUPPLIES	750.00	750.00	0.00	0.00	750.00	100.00%				
2310	21231010200 5810	SCHOOL BOARD SERVICES - DUES & FEES	5,000.00	5,000.00	3,954.65	638.33	407.02	8.14%				
		2310 - Summary	37,096.56	37,096.56	11,288.51	7,219.69	18,588.36					
2320	21232010200 5590	SAU SERVICES - SAU SERVICES	164,630.00	164,630.00	95,000.00	69,630.00	0.00	0.00%				
		2320 - Summary	164,630.00	164,630.00	95,000.00	69,630.00	0.00					
2410	21241010200 5111	PRINCIPAL SERVICES - ADMIN/OTHER SALARIES	98,000.00	98,000.00	34,601.58	65,358.42	(1,960.00)	-2.00%	raises per school board			
2410	21241010200 5115	PRINCIPAL SERVICES - SECRETARIAL SALARIES	56,474.56	56,474.56	17,689.05	38,843.77	(58.26)	-0.10%				
2410	21241010200 5118	PRINCIPAL SERVICES - ASSISTANT PRINCIPAL SALAR	82,000.00	82,000.00	28,384.65	53,615.35	0.00	0.00%				
2410	21241010200 5211	PRINCIPAL SERVICES - HEALTH INSURANCE	44,183.04	44,183.04	8,680.59	32,807.36	2,695.09	6.10%				
2410	21241010200 5212	PRINCIPAL SERVICES - DENTAL INSURANCE	3,912.65	3,912.65	1,018.29	2,856.62	37.74	0.96%				
2410	21241010200 5213	PRINCIPAL SERVICES - LIFE INSURANCE	190.44	190.44	63.00	125.04	2.40	1.26%				
2410	21241010200 5214	PRINCIPAL SERVICES - DISABILITY INSURANCE	439.75	439.75	178.92	329.76	(68.93)	-15.67%	rate inc not budgeted for utilization also caused increase			
2410	21241010200 5220	PRINCIPAL SERVICES - FICA	17,512.96	17,512.96	5,907.50	12,037.26	(431.80)	-2.47%	based on 2% increase			
2410	21241010200 5231	PRINCIPAL SERVICES - NHRS SUPPORT	4,451.55	4,451.55	1,552.77	2,933.02	(34.24)	-0.77%				
2410	21241010200 5232	PRINCIPAL SERVICES - NHRS PROFESSIONAL	30,696.61	30,696.61	11,211.57	21,177.33	(1,692.29)	-5.51%	based on 2% increase			
2410	21241010200 5240	PRINCIPAL SERVICES - TUITION REIMBURSEMENT	7,155.00	7,155.00	0.00	0.00	7,155.00	100.00%				
2410	21241010200 5241	PRINCIPAL SERVICES - WORKSHOP REIMB PROF	2,500.00	2,500.00	525.00	0.00	1,975.00	79.00%				
2410	21241010200 5244	PRINCIPAL SERVICES - SECRETARIAL WORKSHOP	850.00	850.00	0.00	0.00	850.00	100.00%				
2410	21241010200 5250	PRINCIPAL SERVICES - UNEMPLOYMENT INSURANCE	240.00	240.00	13.05	0.00	226.95	94.56%				
2410	21241010200 5260	PRINCIPAL SERVICES - WORKER'S COMPENSATION	1,065.44	1,065.44	1,082.97	0.00	(17.53)	-1.65%	based on wages & on prior year usage			
2410	21241010200 5430	PRINCIPAL SERVICES - REPAIRS & MAINT SERVICES	4,130.00	4,130.00	142.93	1,351.07	2,636.00	63.83%				
2410	21241010200 5442	PRINCIPAL SERVICES - RENTAL OF EQUIPMENT	2,520.00	2,520.00	630.00	1,890.00	0.00	0.00%				
2410	21241010200 5531	PRINCIPAL SERVICES - TELEPHONE	7,800.00	7,800.00	2,011.88	7,864.50	(2,076.38)	-26.62%	new ip phones			
2410	21241010200 5534	PRINCIPAL SERVICES - POSTAGE	1,700.00	1,700.00	1,700.00	0.00	0.00	0.00%				
2410	21241010200 5540	PRINCIPAL SERVICES - ADVERTISING	500.00	500.00	0.00	0.00	500.00	100.00%				
2410	21241010200 5550	PRINCIPAL SERVICES - PRINTING	1,200.00	1,200.00	220.00	585.00	395.00	32.92%				
2410	21241010200 5580	PRINCIPAL SERVICES - MILEAGE REIMBURSEMENT	1,250.00	1,250.00	77.25	0.00	1,172.75	93.82%				
2410	21241010200 5610	PRINCIPAL SERVICES - SUPPLIES	500.00	500.00	124.40	50.00	325.60	65.12%				
2410	21241010200 5641	PRINCIPAL SERVICES - TEXTBOOKS	310.50	310.50	0.00	42.40	268.10	86.34%				
2410	21241010200 5644	PRINCIPAL SERVICES - PERIODICALS	450.00	450.00	129.00	0.00	321.00	71.33%				
2410	21241010200 5810	PRINCIPAL SERVICES - DUES & FEES	2,880.00	2,880.00	2,729.00	0.00	151.00	5.24%				
		2410 - Summary	372,912.50	372,912.50	118,673.40	242,496.90	11,742.20					
2600	21260010200 5111	MAINTENANCE - ADMIN/OTHER SALARIES	59,534.34	59,534.34	21,020.22	39,704.81	(1,190.69)	-2.00%	raises per school board			
2600	21260010200 5116	MAINTENANCE - CUSTODIAL SALARIES	82,771.04	82,771.04	30,208.59	56,620.77	(4,058.32)	-4.90%	summer work			
2600	21260010200 5211	MAINTENANCE - HEALTH INSURANCE	48,226.08	48,226.08	9,468.49	35,875.96	2,881.63	5.98%				
2600	21260010200 5212	MAINTENANCE - DENTAL INSURANCE	2,155.00	2,155.00	557.74	1,576.76	20.50	0.95%				
2600	21260010200 5213	MAINTENANCE - LIFE INSURANCE	139.44	139.44	53.52	104.04	(18.12)	-12.99%	rate inc not budgeted for utilization also caused increase			
2600	21260010200 5214	MAINTENANCE - DISABILITY INSURANCE	290.67	290.67	59.73	115.95	114.99	39.56%				
2600	21260010200 5220	MAINTENANCE - FICA	10,886.36	10,886.36	3,699.53	7,350.75	(163.92)	-1.51%	based on 2% increase			
2600	21260010200 5231	MAINTENANCE - NHRS SUPPORT	12,732.51	12,732.51	4,293.72	8,624.88	(186.09)	-1.46%	based on 2% increase			
2600	21260010200 5232	MAINTENANCE - NHRS PROFESSIONAL	0.00	0.00	105.91	0.00	(105.91)	0.00%	based on wages for summer work			
2600	21260010200 5250	MAINTENANCE - UNEMPLOYMENT INSURANCE	300.00	300.00	16.31	0.00	283.69	94.56%				
2600	21260010200 5260	MAINTENANCE - WORKER'S COMPENSATION	3,460.25	3,460.25	3,517.19	0.00	(56.94)	-1.65%	based on wages & on prior year usage			
2600	21260010200 5411	MAINTENANCE - WATER/SEWERAGE	6,835.85	6,835.85	3,608.75	3,606.25	(379.15)	-5.55%	additional water testing			

Candia School District
Expenditure Report as of October 30, 2019 (unaudited)

Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining	Notes			
2600	21260010200 5430	MAINTENANCE - REPAIRS & MAINT SERVICES	10,960.00	10,960.00	3,046.21	6,683.54	1,230.25	11.22%				
2600	21260010200 5432	MAINTENANCE - REPAIRS BUILDINGS	20,000.00	20,000.00	5,466.50	4,172.71	10,360.79	51.80%				
2600	21260010200 5433	MAINTENANCE - REPAIRS GROUNDS	7,850.00	7,850.00	3,600.00	3,500.00	750.00	9.55%				
2600	21260010200 5434	MAINTENANCE - BUILDING IMPROVEMENTS	152,046.75	152,046.75	154,989.63	2,497.38	(5,440.26)	-3.58%	summer work			
2600	21260010200 5435	MAINTENANCE - REPAIRS MAINT EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%				
2600	21260010200 5436	MAINTENANCE - REPAIRS SECURITY SYSTEM	500.00	500.00	240.00	1,131.00	(871.00)	-174.20%	security monitoring			
2600	21260010200 5437	MAINTENANCE - GARBAGE REMOVAL	5,100.00	5,100.00	1,236.18	3,763.82	100.00	1.96%				
2600	21260010200 5521	MAINTENANCE - PROPERTY/LIABILITY INS	15,861.00	15,861.00	11,921.84	0.00	3,939.16	24.84%				
2600	21260010200 5580	MAINTENANCE - MILEAGE REIMBURSEMENT	200.00	200.00	0.00	0.00	200.00	100.00%				
2600	21260010200 5610	MAINTENANCE - SUPPLIES	5,700.00	5,700.00	1,121.43	28.30	4,550.27	79.83%				
2600	21260010200 5612	MAINTENANCE - MAINTENANCE SUPPLIES	15,225.00	15,225.00	5,075.21	5,420.18	4,729.61	31.06%				
2600	21260010200 5619	MAINTENANCE - SUPPLIES GROUNDS	500.00	500.00	0.00	0.00	500.00	100.00%				
2600	21260010200 5622	MAINTENANCE - ELECTRICITY	40,000.00	40,000.00	0.00	40,000.00	0.00	0.00%				
2600	21260010200 5624	MAINTENANCE - OIL	40,000.00	40,000.00	10,875.00	29,125.00	0.00	0.00%				
2600	21260010200 5626	MAINTENANCE - GASOLINE	150.00	150.00	0.00	0.00	150.00	100.00%				
2600	21260010200 5731	MAINTENANCE - NEW EQUIPMENT	1,382.99	1,382.99	1,294.23	0.00	88.76	6.42%				
2600	21260010200 5735	MAINTENANCE - REPLACEMENT EQUIPMENT	568.50	568.50	311.52	88.48	168.50	29.64%				
		2600 - Summary	544,375.78	544,375.78	275,787.45	249,990.58	18,597.75					
2700	21270010200 5517	REG ED TRANSPORTATION - ATHLETIC TRANS	12,700.00	12,700.00	0.00	12,700.00	0.00	0.00%				
2700	21270010200 5518	REG ED TRANSPORTATION - FIELD TRIPS	6,981.05	6,981.05	0.00	4,700.00	2,281.05	32.67%				
2700	21270010200 5519	REG ED TRANSPORTATION - TRANSPORTATION	284,845.97	284,845.97	28,304.57	256,541.40	0.00	0.00%				
2700	21270010261 5519	SPED TRANSPORTATION - TRANSPORTATION	262,526.96	262,526.96	18,714.64	206,285.36	37,526.96	14.29%				
		2700 - Summary	567,053.98	567,053.98	47,019.21	480,226.76	39,808.01					
2814	21281400000 5330	EVALUATION SERVICES - OTHER PROF SVCS	1.00	1.00	0.00	0.00	1.00	100.00%				
		2814 - Summary	1.00	1.00	0.00	0.00	1.00					
2835	21283510200 5330	PRE EMPLOYMENT PHYSICAL - OTHER PROF SVCS	250.00	250.00	0.00	0.00	250.00	100.00%				
		2835 - Summary	250.00	250.00	0.00	0.00	250.00					
2840	21284010200 5111	IT - ADMIN/OTHER SALARIES	66,000.00	66,000.00	23,303.07	44,016.93	(1,320.00)	-2.00%	raises per school board			
2840	21284010200 5211	IT - HEALTH INSURANCE	26,160.96	26,160.96	3,704.91	14,038.89	8,417.16	32.17%				
2840	21284010200 5212	IT - DENTAL INSURANCE	1,570.52	1,570.52	214.00	665.36	691.16	44.01%				
2840	21284010200 5213	IT - LIFE INSURANCE	69.00	69.00	25.00	50.00	(6.00)	-8.70%	rate inc not budgeted for utilization also caused increase			
2840	21284010200 5214	IT - DISABILITY INSURANCE	168.30	168.30	66.20	128.56	(26.46)	-15.72%	rate inc not budgeted for utilization also caused increase			
2840	21284010200 5220	IT - FICA	5,049.00	5,049.00	1,695.96	3,360.37	(7.33)	-0.15%	based on 2% increase			
2840	21284010200 5231	IT - NHRS SUPPORT	7,372.20	7,372.20	2,602.98	4,916.69	(147.47)	-2.00%	based on 2% increase			
2840	21284010200 5240	IT - TUITION REIMBURSEMENT	2,880.00	2,880.00	960.00	960.00	960.00	33.33%				
2840	21284010200 5241	IT - WORKSHOP REIMB PROF	825.00	825.00	0.00	0.00	825.00	100.00%				
2840	21284010200 5250	IT - UNEMPLOYMENT INSURANCE	60.00	60.00	3.26	0.00	56.74	94.57%				
2840	21284010200 5260	IT - WORKER'S COMPENSATION	309.61	309.61	314.70	0.00	(5.09)	-1.64%	based on wages & on prior year usage			
2840	21284010200 5330	IT - OTHER PROF SVCS	1,500.00	1,500.00	230.00	0.00	1,270.00	84.67%				
2840	21284010200 5431	IT - REPAIRS EQUIPMENT	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%				
2840	21284010200 5610	IT - SUPPLIES	5,000.00	5,000.00	1,782.92	17.08	3,200.00	64.00%				
2840	21284010200 5650	IT - SOFTWARE	7,168.25	7,168.25	6,055.26	0.00	1,112.99	15.53%				
2840	21284010200 5735	IT - REPLACEMENT EQUIPMENT	30,984.71	30,984.71	31,930.00	690.00	(1,635.29)	-5.28%	summer work			
2840	21284010200 5810	IT - DUES & FEES	540.00	540.00	0.00	200.00	340.00	62.96%				
		2840 - Summary	157,157.55	157,157.55	72,888.26	69,043.88	15,225.41					
2900	21290010200 5111	WAGE POOL - ADMIN/OTHER SALARIES	11,776.15	11,776.15	0.00	0.00	11,776.15	100.00%				
		2900 - Summary	11,776.15	11,776.15	0.00	0.00	11,776.15					
4100	21410010200 5710	SITE ACQUISITION - LAND & IMPROVEMENTS	1.00	1.00	0.00	0.00	1.00	100.00%				
		4100 - Summary	1.00	1.00	0.00	0.00	1.00					

Candia School District
Expenditure Report as of October 30, 2019 (unaudited)

Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining	Notes			
5110	21511010200 5910	PRINCIPAL OF DEBT - PRINCIPAL OF DEBT	1.00	1.00	0.00	0.00	1.00	100.00%				
		5110 - Summary	1.00	1.00	0.00	0.00	1.00					
5120	21512010200 5830	INTEREST ON DEBT - INTEREST	1.00	1.00	0.00	0.00	1.00	100.00%				
		5120 - Summary	1.00	1.00	0.00	0.00	1.00					
5221	21522110200 5930	FOOD SERVICE TRANSFER - FUND TRANSFERS	1.00	1.00	0.00	0.00	1.00	100.00%				
		5221 - Summary	1.00	1.00	0.00	0.00	1.00					
5230	21523000000 5930	CAPITAL PROJECTS TRANSFER - FUND TRANSFERS	1.00	1.00	0.00	0.00	1.00	100.00%				
		5230 - Summary	1.00	1.00	0.00	0.00	1.00					
5252	21525200000 5930	EXPENDABLE TRUST TRANSFER - FUND TRANSFERS	1.00	1.00	0.00	0.00	1.00	100.00%				
		5252 - Summary	1.00	1.00	0.00	0.00	1.00					
5310	21531010200 5890	CHARTER SCHOOL - MISC EXPENDITURES	0.00	0.00	0.00	2,700.00	(2,700.00)	0.00%	based on student iep's			
		5310 - Summary	0.00	0.00	0.00	2,700.00	(2,700.00)					
		Overall - Total	8,668,624.84	8,668,624.84	2,764,783.25	5,482,404.40	421,437.19					
			8,668,624.84	8,668,624.84	2,764,783.25	5,483,999.40	419,842.19					

Candia School District
Gen Fund Revenue Report - October 2019

								XI.B.
BUDGET UNIT	Account	BUDGET UNIT Title	Budget	Period Receipts	YTD Receipts	Balance		18-19 YTD Receipts
21111100000	4000	CURRENT APPROPRIATION	6,326,141.00	700,000.00	3,250,000.00	3,076,141.00		6,223,441.00
21141100000	4000	BUS FARES	6,000.00	197.50	6,583.00	(583.00)		13,157.00
21151000000	4000	INTEREST	150.00	0.00	0.00	150.00		169.89
21191000000	4000	RENTALS	0.00	0.00	0.00	0.00		1,640.00
21198000000	4000	REFUND OF PY EXPENSE	0.00	0.00	820.00	(820.00)		15,843.48
21199000000	4000	OTHER LOCAL REVENUE	1,500.00	95.20	95.20	1,404.80		393.13
21311100000	4000	STATE ADEQUACY GRANT	973,026.00	0.00	194,605.00	778,421.00		855,876.42
21311200000	4000	STATE EDUCATION TAX	977,308.00	0.00	0.00	977,308.00		1,011,499.00
21319000000	4000	OTHER STATE AID	0.00	0.00	0.00	0.00		3,912.18
21322000000	4000	KINDERGARTEN AID	17,000.00	0.00	4,710.00	12,290.00		26,253.26
21323000000	4000	CATASTROPHIC AID	45,000.00	0.00	0.00	45,000.00		38,893.84
21458000000	4000	MEDICAID REIMBURSEMENT	22,500.00	0.00	0.00	22,500.00		41,605.14
21525200000	4000	EXPENDABLE TRUST	0.00	0.00	0.00	0.00		761.63
		Total	8,368,625.00	700,292.70	3,456,813.20	4,911,811.80		8,233,445.97

XII.A.

CANDIA POLICIES 2nd Reading				
			Committee Mtg. Date:	September 24, 2019
			1st Reading Date:	October 3, 2019
			2nd Reading Date:	November 7, 2019
POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	STATUS	Board Changes
Nondiscrimination Policy Notice	AC			No Changes
Family Medical Leave Act	GCCBC		Recommended	No Changes
Transfer of Appropriation	DBJ			No Changes
School Bus Scheduling and Routing	EEAC			No Changes
Communication Devices	JICJ			Eliminated
Staff Ethics	GBEA		Recommended	No Changes
Mandatory Code of Conduct Reporting-All Employees	NEW	GBEAB	Recommended	No Changes
Staff Conduct	NEW	GBEB	Recommended	No Changes

**CANDIA SCHOOL DISTRICT
NONDISCRIMINATION POLICY NOTICE**

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, **familial** 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, **or any other classes protected under RSA 354-A**. 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

Revised: January 3, 2019

**CANDIA SCHOOL DISTRICT
FAMILY AND MEDICAL LEAVE ACT**

CURRENT POLICY:

Pursuant to the Family and Medical Leave Act of 1993, the Candia School District will provide up to 12 weeks of unpaid family/medical leave per year for employees eligible for such leave. The following policy outlines the basic requirements for obtaining leave, the amount of leave that may be taken, and how the leave relates to other time off provided by the Candia School District.

Eligibility

Employees who have worked for the Candia School District for at least 12 months and who have worked at least 1,250 hours in the 12 months preceding the date that requested leave is to begin are eligible for family/medical leave. Employees also must work within 75 miles of at least 50 other employees of the same school district to be eligible. Employees who do not satisfy these requirements are not eligible for family/medical leave, but may be eligible for other leave under other school district policies.

Employees may take family/medical leave in the following circumstances:

1. To care for a newborn child, so long as leave is completed by the child's first birthday;
2. Care of a child through adoption or foster care, so long as the leave is completed by one year following initial placement;
3. To care for a spouse, child or parent of the employee who requires such care because of a serious health condition; or
4. Because the employee has a serious health condition which renders him/her unable to perform his/her job.

Amount of Family/Medical Leave

In no event can family/medical leave last for longer than 12 weeks per year. The year, for these purposes, shall be July 1 through June 30. Employees who wish to take family/medical leave will be required to substitute any accrued but unused vacation and other leave for family/medical leave (i.e., use of other leave will count as concurrent use of family/medical leave). If other accrued leave is exhausted in less than 12 weeks, employees may augment such leave with family/medical leave until the total of all leave equals 12 weeks. No additional vacation or sick leave will accrue while an employee is on family/medical leave. However, upon returning to work, employees will continue to accrue vacation and other leave.

An employee who is taking family/medical leave on account of a serious medical condition of himself/herself, a spouse, a child, or a parent may take leave intermittently or on a reduced-schedule basis. Employees taking family/medical leave for any other reason are not entitled to leave on an intermittent or reduced-schedule basis. When necessary, an employee on intermittent or reduced-schedule leave may be transferred to another position, with no loss in pay or benefits, which will more easily accommodate the need for leave.

Special Rules for Teachers

Congress created special rules for teachers who must take family/medical leave intermittently due to their own or covered relatives' serious health conditions. If the teacher would be on leave for more than 20 percent of the working days in the period for which the teacher seeks intermittent leave, the Candia School District may require the teacher to elect either (1) to take non-intermittent leave for the period not to exceed the duration of the planned medical treatment or (2) to transfer temporarily to an available alternative position that the employee is qualified to hold, that has equivalent pay and benefits, and that better accommodates intermittent leave than the employee's regular position.

Special provisions also limit teachers' rights to take family/medical leave, either intermittent or non-intermittent, close to the end of an academic term. The United States Department of Labor's regulations define "academic term" to mean a semester. If a teacher wishes to begin family/medical leave (for any purpose) more than five weeks before the end of the term and to return with less than three weeks left in the term, the Candia School District may require the teacher to remain on leave until the end of the term. If the employee wishes to begin family/medical leave (for any purpose except his/her own serious health condition) more than three but less than five weeks before the end of the term and to return during the last two weeks of the term, the Candia School District may require the teacher to remain on leave until the end of the term. If the teacher wishes to begin family/medical leave (for any purpose except his/her own serious health condition) during the last three weeks of the term and wishes to take leave of more than five working days, the Candia School District may require the teacher to remain on leave until the end of the term.

Health and Other Insurance Benefits

During family/medical leave, an employee's health insurance will continue on the same basis as when the employee was on active status. If this requires employee contribution for health insurance, the employee must make timely premium payments in order to maintain insurance for himself/herself and dependents. If an employee does not return from family/medical leave, the Candia School District is entitled to collect all health premiums paid during the family/medical leave from the employee.

It may be necessary for the employee to continue other benefits as well, such as disability or life insurance, in order to be entitled to the same coverage upon return from leave. Employees will be required to pay premiums for any coverage which must be continued during the leave.

Notice of Leave

Employees seeking leave must provide, to the extent practicable, 30 days notice that they intend to take family/medical leave. If an employee does not provide at least 30 days notice, an explanation must be provided as to why less notice was given. The Candia School District may either permit the employee to begin the leave as requested or require him/her to wait 30 days until after notice was provided to begin leave.

Certification of Need for Leave

Each employee requesting family/medical leave on account of a medical condition of the employee, spouse, child or parent must provide certification from a health care provider which sets forth:

1. The date the serious health condition commenced and the health care provider's best medical judgment concerning the probable duration of the condition;
2. Diagnosis of the serious health condition;
3. Indication of whether in-patient hospitalization is required;
4. A statement of whether the employee is unable to perform his/her job because of the health condition or is needed to care for the spouse, child or parent with the condition; and
5. If intermittent or reduced-leave schedules are requested, the dates of expected medical treatment and the duration of such treatment.

Medical certification must be provided within 15 days after the request for leave is made. Employees who do not provide this information in a timely manner may be denied leave.

Reinstatement

At the beginning of the family/medical leave, the employee is to inform the Superintendent of his/her expected return date. Except as otherwise provided by law, employees will be returned to the same or an equivalent position to the position occupied before the leave begins. An equivalent position is one that is similar in terms of pay, benefits and terms and conditions of employment. Under certain conditions a "key employee" may not be reinstated to the same or a similar position.

If the employee takes leave on account of his/her serious medical condition, he/she will be required to present a medical certification of his/her fitness for duty before being permitted to return. If an employee fails to provide this certification within 50 days after the conclusion of the leave, the employee may be terminated.

Adopted: June 2, 2005

Legal Reference:

Title 29 § 2601 et. seq.

PREFERRED POLICY:

Consistent with the federal Family and Medical Leave Act of 1993, the School District recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks during any twelve (12) month period. The intent of this policy is to summarize the Act as it applies to eligible employees of the School District. Employees should consult regulations that implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional or different provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 1,250 hours during the prior twelve months, and be employed at a work-site where at least 50 employees are employed by the District within a 75-mile radius of that work-site.

Family leave shall be provided when a son or daughter is born to the employee or when one is placed with the employee for adoption or foster care. Medical leave shall be provided for the serious health condition of the employee, or in order for the employee to take care of a spouse, child, or parent who has a serious health condition rendering him/her unable to perform the functions of his/her job.

An employee may elect, or the District may require, an employee to use accrued paid vacation, personal, or family leave for purposes of family leave. An employee may elect, or the District may require, an employee to use accrued vacation, personal, or medical/sick leave for purposes of medical leave.

The employee shall notify the District of his/her request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The District may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent, or his/her designee, may reassign a teacher consistent with the teacher's agreement, to a different grade level, building, or other assignment, consistent with the employee's certification.

The District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

The user of this policy is also directed to the applicable provisions of any Collective Bargaining Agreements in the district.

Legal Reference:

Title 29 B 2601 et. seq.

**CANDIA SCHOOL DISTRICT
TRANSFER OF APPROPRIATION**

It is the intent of the School Board to limit its spending to the amount specified for each line item. However, **when the Superintendent or his/her designee feels it is appropriate for a function transfer, it will be brought before the board for approval the Superintendent is authorized to transfer funds between line items when necessary to achieve School Board policy goals, except that excess.**

Funds may not be transferred from the Unemployment Compensation line item.

To the greatest extent practical, the Board will be kept apprised of the discretionary transfer of such funds.

Adopted: February 3, 2000

Statutory References:

RSA 32:10 Transfer of Appropriations, RSA 282-A:71, III, Unemployment Compensation

**CANDIA SCHOOL DISTRICT
SCHOOL BUS SCHEDULING AND ROUTING**

It is the policy of the Candia School Board to transport elementary school children along approved bus routes from their home and back along a similar route.

The pick up or discharge of students at stops other than their legal home may be permitted upon written request by the parent(s)/guardian(s) of the child. In order to effectively design the bus routes, this long-term arrangement request should be in the hands of the transportation supervisor by August of each year. Granting of this request will be based on the following criteria:

- a. Safety of the child
- b. Age of child
- c. Space on bus
- d. Length of time of the arrangement
- e. Number of students at the bus stop
- f. Convenience to the School District

The Candia School Board authorizes the administration to make minor adjustments in the bus routes, which are consistent with the following guidelines:

1. Changes in bus route stops may be instituted by the administration.
2. Bus stops are to be at locations that minimize the danger to students, buses, and the public.
3. The walking distance limit along a bus route shall be no more than 0.6 miles.
4. The walking distance to a bus stop from off the bus route may be up to 1.5 miles.
5. Buses that travel on Class VI, town non-maintained roads are subject to school board approval.
6. The maximum length of time for a student to ride a regular education bus to and from school shall be one hour and fifteen minutes per run.
7. Elementary bus students will not be allowed to cross ~~Business Route 101 or Route 27~~ **Routes 101, 43, or 27.**
8. Students may be required to transfer buses in order to improve the efficiency of the total transportation system.
9. The time scheduling of bus routes will be for maximum efficiency for the Candia School District.
10. Students may be allowed to change from one bus to another for after-school activities under the following conditions:
 - a. A request is made in writing, one day in advance from the student's parent/guardian to the Principal and/or designee.
 - b. The seating capacity of the bus is not exceeded.
 - c. The request will cause no undue problems.
 - d. Priorities for handling requests will be determined by the Principal and/or designee.

11. Students living on a main road are only allowed to board the bus from the side on which they live.

Adopted: April 3, 2003

Revised: November 5, 2015

**CANDIA SCHOOL DISTRICT
STAFF ETHICS**

CURRENT POLICY:

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

EMPLOYEE CONFLICT OF INTEREST

Employees will not engage in, or have financial interest in, any activities that raise a reasonable question of conflict of interest with their duties and responsibilities as employees. This includes, but is not limited to:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to pupils or their parents.
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the district.
3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the district.
4. School employees will not solicit or sell for personal gain any educational materials or equipment in the attendance areas served by the school to which they are assigned. Nor will any employees make available lists of names of students or parents to anyone for sales purposes.

Adopted: June 1, 2000

PREFERRED POLICY:

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

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

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

B. Additional Ethical Standards.

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

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.
- Obey and implement the School Board's policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.
- Refrain from using personal, political, social or religious beliefs, values or attitudes to direct or influence curriculum, student behavior, student attitudes, or discussion amongst students or in any other way alter the perception of students.
- Refrain from showing favoritism towards any specific political, social or religious beliefs, values or attitudes that may be expressed by students.

- Commit to the prevention of harassment or intimidation of students by other students and/or staff for expressing political, social or religious beliefs, values or attitudes that may differ from those being expressed by others.
- Acknowledge the first amendment rights of students at all times.

C. Dissemination.

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

**CANDIA SCHOOL DISTRICT
MANDATORY CODE OF CONDUCT REPORTING – ALL EMPLOYEES**

A. General.

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

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

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

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

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

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

If the person who is the subject of the alleged misconduct/violation is the Superintendent, then the Covered Individual shall report the suspected violation to the Assistant Superintendent, Business Administrator, or Human Resources Director, who is hereby granted authority to consult with the District’s attorney on the matter.

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

2. Any initial report made relative to A.1 or A.2 above, may be made orally in the first instance, but must be supplemented with a written report as soon as practicable after the initial report, but in no

event longer than two business days. Upon request of the Covered Individual, the recipient of the report shall provide a copy of said report to the Covered Individual with a signed "received" annotation, such that the Covered Individual may document his/her State mandated obligation to report.

C. Self-Reporting of Certain Crimes.

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

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

D. Provisions Applicable to Principals.

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

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

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

F. Procedures.

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

G. Dissemination.

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

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

CANDIA SCHOOL DISTRICT STAFF CONDUCT

A. General Provisions.

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

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

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

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

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

C. Dissemination.

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

XII.B.

CANDIA POLICIES 1st Reading				
			Committee Mtg. Date:	October 22, 2019
			1st Reading Date:	November 7, 2019
			2nd Reading Date:	December 5, 2019
POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	STATUS	Committee Recommendations
Student Transportation Services	EEA			Language questioned by board meeting at October meeting. Italicized is clarification provided by NHSBA attorney. Language changes made regarding high school.
Education of Homeless Children and Unaccompanied Youth	JFABD		Priority/Required by Law	Some language changes. Addition of paragraph.
Education of Children in Foster Care	NEW	JFABE	Recommended	Recommend adopting NHSBA with added language
Student Due Process	JIA		Recommended	Slight change to language
Student Discipline and Due Process	JICD		Priority/Required by Law	Strike #6. There is no 'probation'.
Reporting Child Abuse or Neglect	JLF		Priority/Required by Law	Preferred NHSBA suggested policy

CANDIA SCHOOL DISTRICT
STUDENT TRANSPORTATION SERVICES

The Candia School District shall provide transportation for pupils in the school district consistent with provisions of RSA 189:6, 189:9 and 189:9-a, provided they live one mile or more from the school. The following policies shall apply:

Per RSA 193:12, students who are deemed legal residents of the school district pursuant to a divorce decree or parenting plan developed under RSA 461-A will not necessarily be provided transportation. The Superintendent or designee will make all determinations as to whether transportation will be provided in such circumstances. The Superintendent or designee's decision will be final.

Attorney Will Phillips: "Per 461-A, a parenting plan may allow for parents, living in different towns, to agree that the child(ren) may attend in a district other than their legal residence. In that case, the transportation is not provided to or from a different town".

General Operating Policy

- A. Bus routes shall be established by the transportation provider subject to review by the Superintendent or designee. Routes will be developed annually and posted.
- B. Pupils who attend charter public schools within the district and pupils who attend private schools shall be entitled to the same transportation privileges within the District as are provided for pupils in public school.

Attorney Will Phillips: "District is legally responsible to, while using established routes, provide transportation to charter school students. Because the language in the law slightly differs from that of parochial schools, it could be interpreted to pick-up/drop-off at the public school ('regular route' as noted in the law). Parochial school law is clear that the district is responsible to pick-up/drop-off at their school".

- C. Bus stops shall be established under the direction of the Superintendent or designee. A bus stop so established will be designated as authorized when the Superintendent has approved its designation as such. Drivers may not load or unload pupils at other than authorized bus stops.

Student Conduct on School Buses

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal in writing. The school Principal or designee will have the authority delegated by the Superintendent to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the School Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in

accordance with the student discipline code. Suspensions in excess of twenty consecutive days must be ratified by the Board (RSA 189:9a).

Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the student transportation policies shall direct that request to either the school Principal or the manager of the transportation provider.

Matters of student conduct should be referred to the Principal while routing and scheduling should be directed to the transportation provider. Should the parent not be satisfied with the results, an appeal can be made to the Office of the Superintendent of Schools. If the individual remains dissatisfied, the individual may request an appeal to the Candia School Board through the Superintendent of Schools.

High School Transportation

The Candia School District provides transportation for its students who attend ~~Trinity High School and~~ the high school of which the district maintains a tuition agreement. ~~In order to assist the district in the cost associated with this service, students will be charged to ride the buses. The School Board will determine the cost per student for this service. Procedures for ticket purchases and payments will be under the direction of the Principal.~~

Revised: March 24, 1987
Adopted: April 6, 2000
Revised: March 8, 2007
Revised: November 6, 2014
Revised: January 5, 2017

Legal References:
RSA 189:6, RSA 189.8,
RSA 189:9, RSA 189-9-a
RSA 189:9, RSA 193:12,
RSA 194-B:2 V

**CANDIA SCHOOL DISTRICT
ADMISSION OF HOMELESS STUDENTS**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as ~~(per NCLB definitions)~~ lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. ~~Awaiting foster care placement;~~
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in previous examples.

The Superintendent and/or designee shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, the parent or guardian of homeless students may request enrollment in the school in which the attendance area is where the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his/her school of origin in this district; the districts will make reasonable efforts to coordinate the transportation services necessary for the student.

The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review the district policies that may act as barriers to the enrollment of homeless students.

All staff shall take reasonable steps to ensure that homeless students are not segregated or stigmatized, their homeless status is not revealed or alluded to in the presence of other students, and that educational decisions are made in the best interests of those students.

Adopted: August 7, 2003

Statutory References:

- 20 U.S.C. 1232g (Family Educational Rights and Privacy Act – “FERPA”)
- 20 U.S.C. 1701-1758 (Equal Educational Opportunities Act of 1974 – “EEOA”)
- 20 U.S.C. 6311 (g)(1)(E) and 6312(c)(5) (provisions in ESSA regarding obligations to students in foster care)
- 42 U.S.C. 671 (a)(10) and 675 (1)(G) (child welfare agency requirements related to supporting normalcy for children in foster care and ensuring educational stability of children in foster care)
- 42 U.S.C. §11431 and §11432 (McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth)
- Public Law 110-351, The Fostering Connections to Success and Increasing Adoptions Act of 2008
- 34 C.F.R. 200.30 (f)(1)(iii) (ESSA’s definition of “foster care”)
- Plyler v. Doe, 457 U.S. 202 (1982)
- RSA 193:12, Legal Residence Required
- “N.H. Guidance on ESSA and Foster Care to Ensure that the Educational Needs of Children and Youth in Foster Care are Being Addressed”, January 2017, NHDOE and NHDHHS

**CANDIA SCHOOL DISTRICT
EDUCATION OF CHILDREN IN FOSTER CARE**

SUGGESTED POLICY:

It is the Board's intent to remove barriers to the identification, enrollment and retention in school of children who are in foster care. All staff shall take reasonable steps to ensure that children in foster care are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Definition.

Under guidance issued jointly by NHDOE and the N.H. Department of Health and Human Services, and for the purposes of this Policy, "foster care" shall mean "24 hour substitute care for children placed away from their parents or guardians for whom the child welfare agency has placement and care responsibility. This includes children in foster family homes, shelters, relative foster homes, group homes and residential facilities, regardless of whether the foster care facility is licensed or whether payments are made by the state." To the extent required under applicable law, a child in foster care under this policy also includes children whom an appropriate child welfare agency indicates are awaiting a foster care placement. (Note: children awaiting foster care may also qualify as homeless)

The District shall coordinate with other districts and with local child welfare agencies and other agencies or programs providing services to students in foster care as needed. The coordination requirements apply to both situations (i) when a student who is a resident of the District is placed in foster care in another district, or (ii) when a student residing in another district is placed foster care in a home within this District.

The Superintendent is responsible for providing any required assurances to applicable state and federal agencies that the District is complying with applicable requirements related to ensuring the educational stability of children in Foster care; and for reasonably monitoring compliance with such assurances.

B. District Point of Contact with Child Welfare Agencies.

The Superintendent shall designate a staff member to serve as the District's point of contact (the "Foster Care POC") between the New Hampshire Division of Children, Youth and Families ("DCYF"), NHDOE, other districts, and other child welfare agencies. The main duty of the Foster Care POC is to facilitate the prompt and appropriate placement, transfer, and enrollment of students in foster care, pursuant to applicable state and federal statutes, regulations and guidance. Additionally, the Foster Care POC shall work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

The District shall provide training opportunities and other technical assistance to the Foster Care POC and other appropriate district staff regarding the District's obligations to students in foster care.

C. Best Interest Enrollment Determinations, Disputes and Enrollment.

Generally, a student in foster care will remain in his/her school of origin, unless there is a determination that it is not in the student's best interest. The Foster Care POC shall assist DCYF or any other child welfare agency to make a "best interest determination" education decision, particularly the determination of whether or not it is in the best interest of the student in foster care to remain in his/her school of origin or to enroll in a new school. Unless local procedures are established in accordance with state and federal law, the District will use the model procedures prepared jointly by the NHDOE and DCYF.

If the determination is that the best interests of a child is not to remain in the school of origin, and instead placed within a new school within this District, the child in foster care shall be immediately enrolled in the new school ("receiving school"), even if any documents or records otherwise required for enrollment are not immediately available.

If there are disputes regarding a determination regarding the best interest determination for a child in foster care, it is expected that DCYF and the separate school districts, both sending and receiving, will work collaboratively at the local level to resolve the issue. Should there be no resolution, RSA 193.12, V-b, requires the Department of Health and Human Services to request in writing that the two Superintendents involved resolve the dispute. If the residency dispute remains unresolved after 10 days after such request, the Department of Health and Human Services shall request that the Commissioner of the Department of Education determine the residence of the child for purposes of school enrollment.

If a school within the District is a receiving school, such receiving school shall accept the student's certified coursework as if it had been completed at the receiving school. To the extent such coursework is not aligned with the curriculum, the awarded credit may be elective, but it must be counted toward required credits for advancement or graduation.

D. Transportation.

When the District is notified that a student in foster care needs, or may need, transportation to a District school, the Foster Care POC will take steps to establish an individualized plan that addresses transportation to maintain the student in his/her school of origin will be arranged, provided and funded for the duration of time that the student in foster care is attending his/her school of origin.

In establishing such a plan, the Foster Care POC and other district staff shall follow any existing transportation procedures, systems-level plan or agreement that the District, acting in collaboration with DCYF and/or other departments of human services, has adopted or otherwise expressly agreed to implement for the cost-effective transportation of the student. Out of District transportation of children in foster care shall be provided in accordance with DCYF's or other child welfare agency's authority to use child welfare funding for school of origin transportation.

If there are disputes regarding the provision or funding of transportation, the school district foster care point of contact and child welfare agency representative will contact their respective Supervisor and Superintendent of the school to resolve the dispute. To the extent feasible and appropriate, the school districts involved should ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce school transitions.

All staff shall take reasonable steps to ensure that homeless students are not segregated or stigmatized, their homeless status is not revealed or alluded to in the presence of other students, and that educational decisions are made in the best interests of those students.

Legal References:

- 20 U.S.C. 1232g (Family Educational Rights and Privacy Act – “FERPA”)
- 20 U.S.C. 1701-1758 (Equal Educational Opportunities Act of 1974 – “EEOA”)
- 20 U.S.C. 6311 (g)(1)(E) and 6312(c)(5) (provisions in ESSA regarding obligations to students in foster care)
- 42 U.S.C. 671 (a)(10) and 675 (1)(G) (child welfare agency requirements related to supporting normalcy for children in foster care and ensuring educational stability of children in foster care)
- 42 U.S.C. §11431 and §11432 (McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth)
- Public Law 110-351, The Fostering Connections to Success and Increasing Adoptions Act of 2008
- 34 C.F.R. 200.30 (f)(1)(iii) (ESSA’s definition of “foster care”)
- Plyler v. Doe, 457 U.S. 202 (1982)
- RSA 193:12, Legal Residence Required
- “N.H. Guidance on ESSA and Foster Care to Ensure that the Educational Needs of Children and Youth in Foster Care are Being Addressed”, January 2017, NHDOE and NHDHHS

**CANDIA SCHOOL DISTRICT
STUDENT DUE PROCESS RIGHTS**

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

Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language or presented orally upon request.

Legal References:

RSA 189:15, Regulations, NH Code of Administrative Rules, Section Ed 306.04(a)(3), Policy Development, Discipline, NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline, NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures

Adopted: April 5, 2001
Revised: June 6, 2019

CANDIA SCHOOL DISTRICT
STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS

Safe School Zone

Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

Definitions

1. Removal from the classroom means a student is sent to the building Principal, or designee's office. It is within the discretion of the person in charge of the classroom to remove the student.
2. Detention means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal, or designee, is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, or designee,.
3. An in-school suspension means the student will attend school but will be temporarily removed from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
4. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.
5. A restriction from school activities means a student will attend school, classes, and practice but will not participate in school extra-curricular activities.
- ~~6. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.~~
7. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building Principal, or designee, may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation

The building Principal, or designee, is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any conduct that causes material or substantial

disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies, is otherwise inappropriate, or prohibited by law.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

1. The building Principal, or designee, is authorized to suspend a student for ten (10) school days or less for gross misconduct, for neglect, or refusal to conform to school district policies and rules. The Principal, or designee, shall consult with the Superintendent prior to issuing any suspension.

A. Pursuant to Ed 317.04(a)(1), a suspension of ten (10) school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct, for neglect, or refusal to conform to the reasonable policies and rules of the school under RSA 193:13, I.

B. As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

2. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of ten (10) school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the School Board, but must comply with the requirements of Department of Education Administrative Rule 317.04, Disciplinary Procedures, subsection (f)(3)g.

A. Pursuant to Ed 317.04(a)(2), a suspension in excess of ten (10) school days shall be considered a "long-term suspension."

B. A long-term suspension may be issued for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board.

3. Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

4. Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).

5. Due process standards for long-term suspensions (more than ten (10) days) will adhere to the requirements of Ed 317.04(f)(2).

Process for Expulsion

1. Any pupil may be expelled by the School Board for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle

as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board.

2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.

3. The District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.

4. An expulsion will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request.

Notice

Any time there is an instance of disciplinary action mentioned in Paragraph #1, as well as any infraction covered in this policy, parents will be notified. This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

Adopted: June 7, 2001

Adopted: November 7, 2002

Revised: June 5, 2008

Revised: March 7, 2018

Legal Reference:

RSA 193:14, IV, RSA 189:15, Regulations, RSA 193:13, Suspension & Expulsion of Pupils, RSA 193-D, NH Ed Rule Sect. Ed. 306.04(a)(3), Discipline, Section Ed. 306.04 (f), Student Discipline Policy, Sect. Ed. 317.04 Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures

**CANDIA SCHOOL DISTRICT
REPORTING CHILD ABUSE OR NEGLECT**

CURRENT POLICY:

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal. The principal shall then immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services. The principal will then notify the Superintendent that such a report to Health and Human Services has been made.

A written report shall be made by the principal within 24 hours. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Health and Human Services.

The Board recommends all school district employees receive routine training or information on how to identify child abuse and neglect.

The Principal or Administrator of each school shall post a sign in a public area within the school that is readily accessible to students, in the form provided by the New Hampshire Department of Health and Human Services, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website.

Adopted: January 9, 1985

Adopted: June 7, 2001

Revised: October 2, 2008

Revised: March 7, 2018

Legal References:

NH Admin Rules, Sec. Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect, RSA 169-C:29, Persons Required to Report, RSA 169-C:30, Nature and Content of Report, RSA 169-C:31, Immunity from Liability, and RSA 169-C:34, III, Duties of the Department of Health and Human Services, and RSA 189:72, Child Abuse or Neglect Information

PREFERRED POLICY:

A. Statutorily Mandated Reporting – All Persons

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

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

The report should contain:

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

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

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

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

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

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

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

2. Principal's Action upon Receiving Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or

has been notified, and then notify the Superintendent that such a report to DCYF has been made.

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

3. Requirements for Reporting of Other Acts.

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

C. Signage and Notification.

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

D. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

Legal References:

NH Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report
RSA 169-C, Child Protection Act
RSA 169-C:29-39, Reporting Law
RSA 189:72, Child Abuse or Neglect Information
RSA 193-D:4, Safe School Zones, Written Report Required

XIII.A.

**CANDIA SCHOOL DISTRICT
2019-2020
CO-CURRICULAR ASSIGNMENT NOMINATIONS**

LAST NAME	FIRST NAME	ACTIVITY	COMPENSATION
Sangilla	Catherine	Robotics (1/3)	\$ 546.66
Colon	Brian	Girls' Basketball	\$ 1,640.00