CANDIA SCHOOL BOARD MEETING

Thursday, March 5, 2020 – 6:00 p.m.
LOCATION OF MEETING Henry W. Moore School Media Center

AGENDA

I. CALL TO ORDER: Matthew Woodrow, Board Chair
- A. Pledge of Allegiance

II. PROOF OF POSTING – Superintendent, William Rearick

III. PINKERTON ACADEMY LIAISON – Michelle Sangillo

IV. APPROVAL OF MINUTES
- A. Minutes of the Candia School Board Meeting on January 30, 2020*
- B. Non-Public (Sealed) Minutes of the Candia School Board Meeting on January 30, 2020

V. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

VI. INSTRUCTIONAL UPDATE - Becky Wing

VII. SUPERINTENDENT'S REPORT*

VIII. REPORT OF THE ASSISTANT SUPERINTENDENT*

IX. OLD BUSINESS
- A. Goals*
- B. After School Care*-Discussion
  - a. New Morning Schools
  - b. YMCA of Downtown Manchester

X. NEW BUSINESS
- A. Declining Enrollments-Discussion
- B. Bus Pass-Discussion
- C. VEX IQ Request*-B. Wing
- D. Catch My Breath Program-B. Wing
- E. Field Trip Request*

XI. FINANCE/OPERATIONS
- A. Expenditure Report*/Manifest Approval

XII. PERSONNEL (as necessary)

XIII. POLICIES
- A. 1st Reading* ADC/GBED/JICG Use and Possession in and on School Facilities and Grounds, AC Non-Discrimination, BEDG-R (EH-R) Access to Minutes and Public Records, and EBCA Emergency Plans.

NOTE: NO CHANGES SUGGESTED BY THE COMMITTEE OR THE BOARD AFTER THE FIRST READING WILL CONSTITUTE IT BEING 'REVIEWED' AND WILL NOT BE BEFORE THE BOARD FOR A SECOND READING.

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

XV. INFORMATIONAL ITEMS AND CORRESPONDENCE

XIII. ITEMS FOR NEXT/FUTURE AGENDA

-Farmers Market Use of Moore School Yard
-Deliberative Session Date Discussion
-Energy Audit

XIV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

XV. ADJOURNMENT

The next regularly scheduled Candia School Board Meeting will be held on Thursday, April 2, 2020 at 6:00 p.m. at the Henry W. Moore School Media Center.

**Materials enclosed for Board review prior to meeting*

GUIDELINES FOR PUBLIC COMMENT AT CANDIA SCHOOL BOARD MEETINGS

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

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

CANDIA SCHOOL BOARD MEETING
THURSDAY, JANUARY 30, 2020 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, Kristina Ickes, Mark Chalbeck and Stephanie Helmig (6:02 p.m.); Principal, Becky Wing; Assistant Principal, Michelle Lavallee; Technology Director, Chris Jamrog; and Superintendent, William (Bill) Rearick.

Becky Wing introduced the VEX IQ teams who led the attendees in the Pledge of Allegiance. Each of the four teams spoke to the board with their accomplishments within the VEX IQ program. The boys took questions from the board.

PROOF OF POSTING
Bill Rearick provided proof of posting.

SCHOOL DISTRICT MODERATOR AND SCHOOL DISTRICT CLERK
Moderator Clark Thyng and District Clerk Jennifer Maurice, were in attendance. Mr.Thyng stated that he reviewed the warrant articles. Matt stated that he will move the articles, and Stephanie Helmig will second them. Mr. Thyng welcomed Superintendent Rearick.

PINKERTON ACADEMY LIAISON
Michelle Sangillo reported to the board with activities at Pinkerton Academy that included:

- Annual Foreign Language Poetry Contest
- Freshman Academy Fundraising Challenge
- 2nd Semester started/Mid-terms are over
- Reports cards come out soon
- Bridgestock, Class of 2020 fundraiser
- Tabletop Discussions
- VEX EDR Teams going to States
- Pinkerton up for accreditation
- Upcoming Winter Dance, end of FBLA teams drive, February break

APPROVAL OF MINUTES
Motion by Kristina Ickes, seconded by Dana Buckley, to accept the minutes of the Candia School Board Meeting on January 2, 2019. With Stephanie Helmig abstaining, all others in favor, the motion carried.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD
Resident Lisa Cote stated that the Candia Community Women's Club Annual Loaf & Ladle will be held on February 14. This fundraiser helps with Candia's Fuel Assistance program.

OLD BUSINESS
Goals
The Goals changes were summarized by Bill Rearick.

NEW BUSINESS
Discussion on Superintendent's Evaluation
Matt Woodrow asked to move this discussion to the end of the agenda.

Matt Woodrow asked the board to amend the agenda to talk about after school care.
Bill Rearick provided proposals for two programs, New Morning and YMCA of Greater Manchester.
Discussion on each will be on the March agenda.

Draft 2020/2021 School Calendar
Bill Rearick explained the reason for reformatting the calendar. Discussion ensued relative to cancellation days being made up during April vacation.

Motion by Matt Woodrow, seconded by Stephanie Helmig to end the practice of using days from April vacation to make up cancelled days, and the motion carried unanimously.

Determine Retreat Date

The Board decided to have their retreat on Tuesday, Mary 26, 2020 at SNHU.

Stephanie Helmig asked to have discussion of bus passes added to the March agenda.

FINANCE/OPERATIONS

Expenditure Report and Manifest Approval

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the January 30, 2020, manifest in the amount of $1,036,248.05, and the motion carried unanimously.

POLICIES

The following policies were reviewed as a second reading: JLDBB Suicide Prevention and Response, KED Facilities or Services-Grievance Procedure, IFA Instructional Needs of Each Individual Student, IHCA Summer Activities, IMAH Daily Physical Activity, KA School, Community, and Home Relations, and IKE Promotion and Retention of Students.

Motion by Dana Buckley, seconded by Stephanie Helmig, to approve the policies as presented, and the motion carried unanimously.

RESIGNATION

Motion by Matt Woodrow, seconded by Mark Chalbeck, to approve the resignation, with regret, of Assistant Principal, Michelle Lavallee, effective June 30, 2020, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

NEXT / UPCOMING AGENDA ITEMS

March: After School Care
March: Bus Pass Discussion
April: Farmer's Market Use of Moore School Yard
April: 2021 Deliberative Session Date Discussion

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

At 7:02 p.m., motion by Matt Woodrow, seconded by Stephanie Helmig to go into non-public session 91:A3 Section II c. A poll vote was taken. With all in favor, the motion carried unanimously.

The board reconvened into a public session at 7:40 p.m.

Motion by Matt Woodrow, seconded by Kristina Ickes, to seal the non-public minutes in perpetuity, and the motion carried unanimously.

ADJOURNMENT

Motion by Kristina Ickes, seconded by Dana Buckley, to adjourn the meeting at 7:40p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be held Thursday, March 5, 2020 at 6:00 p.m. at the Henry W. Moore School Media Center.

The SAU Board will be meeting on Wednesday, February 19, 2020 at 6:30 p.m. at the Auburn Village School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary

VII.

Candia School District
Superintendent's Report
March 5, 2020

- On January 23rd, Matt, Marge and I attended the Pinkerton Winter Dinner. Before dinner, Pinkerton students who participate in the Architecture and Construction Program presented their design plans to remodel the rooms in the house that Pinkerton recently purchased for its CTE Program. Students had their plans posted around the room and were available to explain their design. Dr. Tim Powers provided updates on the following topics:

    1. Strategic Plan Update
    2. Campaign Update
    3. Fall Athletic Report
    4. Winter Mid-Season Report
    5. Requested items from Sending Town School Board Chairs

- On January 31st, I held a meeting with the SAU 15 principals. The meeting was held in the AVS conference room. The following topics were discussed at the meeting:

    1. Teacher Evaluation Schedule
    2. Deliberative Session Reminder
    3. PD Schedule 2020-21
    4. K-Transportation
    5. State Assessment Schedule

- On February 5th, I was interviewed by two students for the school newspaper. After the interview, I held my monthly meeting with Principal Wing. Later that evening, I attended the Deliberative Session.

Candia School Board Meeting
Assistant Superintendent Report
3-5-20

State-Wide Superintendent Training

- On January 13th I attended a training on the online reporting platform school districts use on a regular basis.
    - **i4see** (Initiative for School Empowerment and Excellence) – Student level data is collected including a variety of enrollment and general student placement reports. This information is used to calculate district/school adequacy funding.
    - **ESS** (Educator Statistics System) – Information is collected related to Immigrant Data; Class Size and Staffing; Central Office Personnel; Home Schooled Count; Teacher Attainment and Average Salary; SAU, District, and School Demographics; Critical Shortage; School Board; and School Health Profiles.
    - **iPlatform** This platform has three components. **iReport** provides information about schools and districts including student achievement, academic growth, school environment, finance and educator profiles. It also provides information on the 14 IDEA Indicators. **iExplore** includes more dynamic information about individual schools and comparative tools between schools, districts and state level information. **iDefine** includes a data dictionary that explains acronyms and specific data elements.

SAU-Wide Curriculum Meeting

- On 2-4-20 representatives from each district met to review procedures for accessing and revising curriculum documents. The group also made preliminary plans for summer curriculum projects and training opportunities. Additional information will be available in the upcoming months.
- The group made immediate plans to begin work on a new science pacing guide for grades k-5. Cheryl St. Pierre will be leading this work from Candia.
- Chris Harper worked on unit design with 8th grade science teachers from the three districts on 2/11/20. He will repeat the process with grade 7 on 3-10-20.

Administrators Meeting Update

- On 1/31/20 the Superintendent and I meet with the building principals throughout the SAU. Discussion included a number of management and instructional topics. Lori Collins provided a tour of the Auburn addition and renovation and everyone was very impressed with the changes and updates.

Classroom Walk-Throughs

- In February, Becky and I had the opportunity to take part in classroom walkthroughs. Our goal was to see reading/literacy instruction in various grade levels. Students were highly engaged during our visits.

Suicide prevention Education

- During the 2019 legislative session, RSA 193-J was passed to address the important issue of suicide prevention of school-aged children. This law becomes effective July 1, 2020. The first part of the law requires that districts develop a policy which guides the development and implementation of a plan to prevent, assess the risk of, intervene in, and respond to suicide.

  The second part of the law requires that each district provide annual training in suicide awareness and prevention to all faculty and staff. On 3-10-20, a trainer from the NH National Alliance on Mental Health will be in-district to provide training to Candia faculty and staff.

Candia School District
School Board Goals 2019-2020
3/5/20

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 5th/6th 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. • 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.	
	Utilize all facets of the teacher effectiveness system to support teachers and instructional practices.	
Finance & Facilities		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 *See Something Say Something* 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.

New Morning Schools

January 13, 2020

Henry W. Moore Elementary School
12 Deerfield Road
Candia, New Hampshire 03034

Dear Principal Wing and the School Board of SAU #15,

Thank you for giving New Morning Schools the opportunity to submit our proposal. New Morning Schools has a long history of serving the families of the Candia community through after school care programming. We are looking forward to continuing our service in the Candia community at Henry W. Moore Elementary School.

After school care has become a necessity for today's working parents. Parents love the convenience of programs housed right at their child's school. We are able to offer Candia families a unique mix of quality programming, flexible scheduling, and affordable rates.

The New Morning After School Program at Henry W. Moore is currently licensed to provide care for 50 children. New Morning specializes in school age programming for children ages 5 - 15 years old. Students in our Henry W. Moore program enjoy optional art projects, outdoor unstructured play as well as board games, gym games, and structured homework time. Beyond the program structure, students rely on the consistency of our program team who build meaningful relationships with each student in attendance. Positive feedback from parents reflect the relationships formed between our program team and the family, flexible scheduling, and the careful balance of structured and free time offered at the program daily. Parents also value the pay as you go policy which provides parents with significant savings because they are never billed for days when their child does not attendance. Also of note is our program's "screen-free" policy. Most importantly, parents trust that their children are safe and happy in the care of our program team. Accountability by a seasoned team of educators and support provided by a professional administrative staff ensure attention to detail, consistency of care and high-quality

programming each day. A parent recently reflected upon his family's experience with the New Morning program:

The New Morning after school program is an essential part of the daily flow for my kids and my family. Knowing that they do not need to travel anywhere which increases their safety but it is a mental help to parents who have their kids attend while working during the day. The current team of Rachel and company check every time when one of my kids is not there for whatever reason and that type of care has un-measurable value to a parent. Please use this note as you see fit as the ___ family will always vote and support this program at Henry Moore. Please let me know how else I can be of assistance in this matter.
- Current parent of two children who attend the after school program

The New Morning program at Henry W. Moore begins at 2:45 PM and ends at 6:00 PM. Students attending this program are billed $16/day when in attendance. We offer a generous discount for those families who set up automatic bill payment. In all our programs, we keep our prices as low as possible to be sure the programs are widely accessible. Reduced pricing and scholarships are available to students identified by school principals as being in profound need. We also accept New Hampshire Department of Health and Human Services Child Care Assistance payments.

New Morning is licensed to care for children by the NH Department of Health and Human Services, Child Care Licensing Unit. Although licensing requires a 1:15 staff to student ratio, we believe that a lower ratio provides a more meaningful program experience for students and staff. New Morning maintains a 1:10 staff to student ratio. Additionally, we believe strongly in the importance of professional development for our team members. All New Morning team members are required to meet minimum monthly professional development requirements. We are proud to offer a variety of paid in-house training events in addition to supporting professional development programs offered throughout the state. Our commitment to professional development helps to foster long-term engagement in the field of child care which ultimately results in our highly dedicated and consistent team of educators known by our families at Henry W. Moore.

New Morning Schools

We are excited to look ahead to serving the Henry W. Moore community with our extended care programs. We are always striving to improve our programs and seek regular feedback from parents, school administrators, students and team members. We are currently planning to enhance the program with the addition of community service projects, STEM challenges and music programming. We are confident in our ability to continue to meet the changing needs of the Henry W. Moore community and are eager to work together in the years to come.

We respectfully submit this proposal to continue to provide after school programming for students attending Henry W. Moore Elementary School.

Warmly,

Linda Degler

Owner, New Morning Schools

"Supporting Working Families"

New Morning Schools, LLC 23 Back River Road Bedford, NH 03110 www.newmorningschools.com
Phone (603) 669-3591 Fax (603) 626-5377 admin@ newmorningschools.com

New Morning Schools

Before and After School Program Agreement

between

New Morning Schools, Inc.

and

SAU #15, Candia School District

AGREEMENT made this 13th day of January, 2020, by and between the New Morning/ Henry W. Moore After School Program ("the Program"), a private corporation/contractor, and SAU #15/Candia School District, 90 Farmer Road, Hooksett, New Hampshire ("the district"), a corporation organized under RSA Chapter 194 of the laws of New Hampshire.

WHEREAS, the Program wishes to provide a supervised schedule of educational activities and child care for Henry W. Moore Elementary School children whose parents are not home in the morning or afternoon; and

WHEREAS, the District is willing to provide space in Henry W. Moore Elementary School buildings for such purpose:

Now therefore, it is agreed:

1. The District shall provide the Program space (as defined in #2 below) at Henry W. Moore Elementary for an annual rental fee of $2,000 for the period beginning the first day of the school for the 2020-2021 school year and ending on the last day of school in 2021.

   The District shall provide the Program space (as defined in #2 below) at Henry W. Moore Elementary for an annual rental fee of $2,000 for the period beginning the first day of the school for the 2021-2022 school year and ending on the last day of school in 2022.

   The District shall provide space at the Henry W. Moore Elementary School for the following rental fees and dates:

   2020-2021 $2,000

2021-2022 $2,000

The rental fee shall be invoiced in two equal payments, in advance. Payments shall be made to SAU #15/Candia School District, 90 Farmer Road, Hooksett, New Hampshire, 03106.

2. The space to be provided to the Program will ordinarily consist of the all-purpose room at the school, and will be determined by agreement between the Program and the principal of the school. In addition, other facilities at the school may be made available to the Program upon approval by the Principal.

3. The number of children participating shall not exceed the licensed capacity of the vendor.

4. The Program is solely responsible for its conduct and activities, and shall maintain liability insurance in the amount of $1,000,000 during the term of this Agreement. A certificate of insurance stating that the Program uses school district facilities must be provided by August 15th each year. The insurance certificate must list the Candia School District as an additional insured. Certificates of insurance shall be filed with the Business Administrator.

New Morning Schools agrees to indemnify, defend and hold harmless the School District from and against any and all damage, loss, injury, cost or expense (including attorney's fees related to defending claims to enforcing this indemnity provision) suffered or incurred by the School District as a consequence of services provided by New Morning Schools which are not due to the negligence or intentional acts of the School District, its agents or employees.

NEW MORNING SCHOOLS, LLC

By: _____ Date: 1-13-2020

SAU #15 CANDIA SCHOOL DISTRICT

By: _____ Date: _____

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

IX.B.b.

YMCA of Downtown Manchester
(A branch of The Granite YMCA)
School's Out Program (SOP) Proposal to the Candia School District
January 27, 2020

YMCA OF DOWNTOWN MANCHESTER PARTNERSHIP AND HISTORY

The YMCA of Downtown Manchester has been invested in providing a safe structured environment for the youth in our community through our before and after school child care program and are very interested in continuing to do so by expanding to the Candia School District. The Y has enjoyed a partnership with the Manchester School District, for over 35 years, making significant gains in program structure and curriculum.

Our mission at the Y is to create a community where all are welcome. The Y builds a healthy spirit, mind and body in children, and families while instilling the values of caring, honesty, respect, and responsibility through our practices and programs. The Y is a cause driven organization and our cause is strengthening our community with a focus on youth development, healthy living and social responsibility. The Y nurtures the potential of every youth and teen, improves the nation's health and well being and provides opportunities to give back and support our neighbors. The Y board, staff and other volunteers are working hard to develop programs that serve the needs of the Manchester and surrounding communities through a variety of programs and services.

We are beginning to plan for the upcoming program year and look forward to the potential partnership with the Candia School District through our School's Out Program (SOP). It is our pleasure to enter into discussions with you regarding this proposal.

PURPOSE OF THIS PROPOSAL

- The YMCA is proposing a one year contract for the 2020-2021 school year with two options years (for a total of three years) for the operation of our before and after school programs at Henry W. Moore Elementary school.
- The YMCA of Downtown Manchester continues to have an established, on-site based, after school sites serving youth, kindergartnen through 5th grade, an Early Learning Center which serves children ages 6 months thru kindergarten, and an after school site at the YMCA serving students from other Elementary schools in which the YMCA is not on site in Manchester. We also have a Teen Center available for use after school for students in grades 6-12.
- We transport daily from most Manchester elementary schools along with middle schools and high schools.

PROGRAM PHILOSOPHY

- The School's Out Program is built on three concepts: family, child and Y traditions. It is not enough to just provide a place for children to play. The place must help the whole family cope, grow, and prosper. A child spends a tremendous amount of time away from their home. This time should provide a "blending" of goals, positive growth, value development and work ethic. The Y School's Out Program best blends

the “home” values the families strive to attain, the “school” value, which is a love and desire for all types of life-long learning, and the Y values.

PROGRAM GOALS & ACTIVITIES

All our SOP Childcare programs strive to:

- Provide a safe, caring, and educational environment for elementary & middle school youth of all backgrounds during out of school hours;
- Provide support and education to help strengthen family relationships;
- Provide opportunities for youth to improve their social competencies and practice values-based conflict resolution;
- Incorporate the values or Caring, Honesty, Respect and Responsibility in every activity.

Before School Program Schedule (***times vary based on start times for each school):

6:30 Arrival, table games, arts and crafts activities
7:15 Group Game, physical activity
8:15*** Clean up – dismissal to school staff

After School Program Schedule (***times vary based on dismissal times for each school):

3:00*** Children arrive, quiet activity, snack served – healthy snack is provided daily by the Y.
3:35 Outdoor/whole group physical activity time
4:05 Homework/Quiet reading time
4:30 Large group: theme of the day, team building, program announcements.
4:50 Small group activity based on theme of the day & volunteer schedule
5:15 Activity Choice time: gym games, mentoring, art & crafts, individual games
6:00 Dismissal

Program Activities and Benefits:

- Gathering and connecting, relationship-building conversations, greeting youth warmly, homework help, child and staff directed activities, reading or drawing, educational games and a craft activity are daily observable characteristics of our program activities.

- The themes of our conversations and activities are based on a variety of topics such as health, character development, community activities, or service learning. We also employ the CATCH program (Coordinated Approach to Child Health) that provides active play and nutrition education (30 minutes per day) to make optimal use of our limited time with children.

- Because these programs occur on school property, it is essential that the program areas be left clean and set for the next group using it; all participants spend the last 15 minutes ensuring that this process is completed which demonstrates both caring and responsibility.

- All of our child care programs thru the Y are licensed by the NH Bureau of the Child Care Licensing, which means that we adhere to the strictest standards available for maintaining the quality of programming and offer structured activities with low staff

to child ratios. We also follow state and Y of the USA guidelines when hiring staff with the proper credentials.

Child Guidance Policy:

- The Y understands that all child behavior is a form of communication.

- Our School Age Child/Middle School care Program emphasizes a child's choice of activities during out-of-school hours. Should the Y recognize an individual child's need for direction in the development of positive behavioral choices we will use redirection – Guidance towards choosing a more appropriate activity or learning center, logical consequences – providing the opportunity for the student to make appropriate choice once informed of the resulting consequence, and rarely will we need to use loss of choice.

COMMUNICATION: PARENTS, SCHOOL PERSONNEL & COMMUNITY AGENCIES

- The Y seeks to serve the family as a unit and highly values the opportunity to communicate with parents. Positive updates and suggestions for change help parents "link" their child's Y experience to their home and school environment. Monthly calendars and newsletters help inform parents of our Y activities, themes, events and daily schedules and daily conversations. Communication is also done thru Remind which is a FREE app each of our programs use.

- Communication with parents is essential for this the development of strong relationships with families. With behavioral challenges this is especially true. Ongoing daily and/or formal meetings to identify an action plan often help us facilitate a child meeting with his or her success.

- The Y's staff will strive to effectively communicate with school administration staff, teachers, guidance staff, and janitorial staff. It is the goal of the School's Out Program to build a strong collaborative relationship through open communication and monthly reports.

PLAN FOR COORDINATING PROGRAMS

- The Y offers after school child care whenever school is open. Full day care (7:00 AM to 6:00 P.M), is available for an additional fee at the Downtown branch on snow days, some school holidays, and during school vacations. Since most of our programs are located in the school, there is ongoing communication about school events, activities, and programs. The Y staff will be flexible and make adjustments throughout the year to accommodate any special needs that the hosting school may have (such as not using the gym on days when there is a home basketball game or moving to alternative space so a cafeteria can be used for a school-wide family dinner starting at 5:30). Additionally, the Y staff will encourage students and families to participate in ongoing school efforts such as Read Across America or other incentive programs the school endorses. Finally, the Y works with various personnel in the school to ensure that youth enrolled in our programs also have access to out-of-school activities such as an enrichment program or additional academic assistance.

- The Y is well connected and a collaborator in our community. Staff members at the Downtown branch serve within and alongside other local agencies, maximizing resources for the greater good. This continual connection provides an ongoing source

of information about community events and activities, and, when appropriate, these opportunities are shared with families served by our programs.

PROCESS FOR MONITORING PROGRAM QUALITY

Since the Y is such a large provider of school aged child care, the Association has adopted the following quality standards:

- Each site will have a clearly established daily routine designed to fit that location's needs and time frames. Character development activities will play a prominent role in the curriculum and ongoing schedule. Each site will have a basic curriculum that is planned in coordination with one of our full time teacher/administrators.

- Each site compares themselves against the Y of the USA Quality Check guidelines and identifies areas for celebration and improvement.

- Staff training is an essential element of quality programming. The following is a minimum training plan:

  a) 5 days of training at the beginning of each school year
     a. 3 additional full days of training throughout the school year
  b) New staff orientation throughout the year
  c) Monthly whole staff trainings
  d) Monthly Site Director meetings/trainings
  e) All staff hold a current certification in CPR, First Aid, and are to attend a Child Abuse Prevention Training within 90 days of employment (online portion is completed before first day of work).
  f) Additional shared and certification trainings as needed.

- Consistent job descriptions have been developed across the association. Staff participates in an annual review process, as well as a mid-year evaluation.

- The School's Out Program has the attention of a full-time administrator who will be at the school site weekly. These visits allow us to evaluate staff, curriculum, children's engagement in activities, and child behavior. In addition, it allows us to assess the site for state licensing requirements as well as safety and adherence to school expectations. Along with on-site visits, we also employ the use of semi-annual parent surveys, peer reviews, and staff evaluations. We regularly encourage feedback from children, families, and host staff at all times.

OVERSITE COMMITTEE AGREEMENT

- The YMCA of Downtown Manchester will provide program representation to Henry W. Moore administration and/or the Candia SAU, at the district's request, and will submit required reports in a timely manner.

FEE STRUCTURE

- After school care: $80 to attend all 5 days per week, $71 for 4 days per week, $60 for 3 days per week, or $46 for 1-2 days per week. Days must be chosen at time of registration, but can be changed with notice based on availability.

- Before school care: $39 to attend all 5 days per week, $35 for 4 days per week, $29 for 3 days per week, or $20 for 1-2 days per week. Days must be chosen at time of registration, but can be changed with notice based on availability.

- $5 weekly discount on total cost if registered 5 days/week for both morning and afternoon program.

- $10 morning add-ons and $15 afternoon add-ons can be accommodated for days not registered pending space availability and prior arrangements with the Site Director or Child Care Director.

- This includes the early dismissal days, and covers families up until 6:00 PM daily. There is an additional late fee charged to parents for each 5 minutes past the scheduled site closing time.

- The Y School's Out Program is licensed by the Bureau of Child Care Licensing, and we do accept State reimbursement for child care.

  $5 weekly discount on the total cost for second or more child(ren) of full fee paying families.

  ****Financial Assistance is available based on request and eligibility.** In lieu of a rental/space fee, the Y will allocate financial support for child/families in need in Candia to participate in the after school programs.

FISCAL AGENT

- Since all of these programs are Y operated, no other fiscal agent is required. The Y will manage all fees and expenses associated with the program. In addition, parent tuitions will be paid via autodeduct, so that no fees are exchanged on site at the school.

STAFF REQUIREMENTS

- All Y child care programs are licensed by the State of New Hampshire Bureau of Child Care Standards and Licensing. Y programs consistently meet and frequently exceed staffing guidelines.

- As one of the city's largest employer of young adults, we consider our membership and current employees as a significant source of recruitment. Our existing relationships with local colleges are another actively used source to find staff.

- Current staffing for the School's Out Program includes a full time Senior Director of Child Care, School's Out Program Coordinator as well as a Site Director for the Henry W. Moore schools will be on site along with qualified staff.

- Any program requires a minimum of two staff people, one of whom must be site director qualified (20 years or older, at least 2000 hours working with school-age children and a minimum of 12 credits in a related field). Additional SOP sites would be run by members of our current staff who are experienced in developing program experiences for children, enriching a school community, and skilled at developing positive relationships with families and host staff.

Prepared and submitted by M Goodnow, Associate Executive Director, January 27, 2020

Candia School District

Henry W. Moore School
12 Deerfield Road, Candia, NH 03034
(603) 483-2251
candia.sau15.net

Becky L. Wing
Principal

Michelle E. Lavallee
Assistant Principal

Kathryn Duncan
Director of Student Services

X.C.

Date: March 5, 2020

To: Candia School Board

From: Becky Wing, Lisa Cote, Catherine Sangillo & Mary Sheys

Re: Request for funds

We would like to ask the Candia School Board to consider supporting VEX IQ Lancer Team 2701A in their quest to become World Champions.

Team 2701A received the Excellence Award, the highest possible honor, at the New Hampshire/Vermont State Championships in February. The Excellence Award is the highest award presented in the VEX IQ programs. The recipient of this award is a team that exemplifies overall excellence in all components of the VEX IQ challenge:

- Design Award ranking
- Teamwork Challenge Qualification Matches ranking
- Robot Skills Challenge ranking
- Other judged award rankings
- Quality of the team's interview with the Judges
- High quality VEX robotics program
- Engineering Notebook must be clear, complete and organized
- Team conduct

This team excels in all areas and is a shining example of dedication, devotion, hard work and teamwork. We are very proud of their accomplishments.

In 2018, the Candia School Board supported the VEX team with $1597 toward the expenses related to Worlds 2018. In 2019, the Candia School Board supported the VEX team with $1792 toward the expenses related to Worlds 2019. This amount was used to pay airfare for the three team members and coach as well as fund the coach's hotel cost. This year we are asking the board to consider supporting the team with $1972. This amount would be used to pay airfare for the three team members and one coach. We are not asking for funds for the coach's hotel cost as the coaches are also team parents and do not need a separate room.

As we have done for the past two years, team 2701A will also do their own fundraising to help defray the cost of registration fees, hotel accommodations for team members, team shirts, and VEX IQ parts needed to modify the robots to compete at the world level.

Thank you for considering this request.

REQUEST FOR EDUCATIONAL FIELD TRIP

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

Grade: 6th **School**: Henry W. Moore School **Date**: 01/24/2020
Trip: To the Museum of Science in Boston, MA to view, interact with, and learn from the various exhibits, presentations, and show that the museum has to offer and continue to complement and enrich the curriculum taught in grade 6

Date of Trip: 3/24/20 **Estimated Miles:** 57.9

Departure Time: 8:30 am **Return by:** 4:30 pm

Number of Pupils: 24 **Adults:** 4

Teacher(s): Mrs, St.Pierre, Ms. Sheys, two paras? or one para and one admin

Number of Buses: 1

Number of Chaperones: 0

Cost to Student: $8

Educational Objectives:

Please See Attachments

Approved: X _____ School Principal **Date:** *1/27/20*

Approved: _____ **Date:** *1/30/20*

Assistant Superintendent

☑ **Does Require School Board Approval*** **Date:** _____

☐ **Does Not Require School Board Approval**

Standards:

- SS.GE.6.1.1 Translate mental maps into appropriate graphics to display geographic information and answer geographic questions, e.g., countries through which a person would travel between Cairo and Nairobi. (Themes: C: People, Places and Environment, J: Human Expression and Communication)

- SS.GE.6.1.2 Apply the spatial concepts of location, distance, direction, scale, movement, and region, e.g., the relative and absolute location of the student's community, or the diffusion of the English language to the United States. (Themes: C: People, Places and Environment, F: Global Transformation)

- SS.GE.6.1.3 Utilize maps, globes, graphs, charts, models, and databases to analyze spatial distributions and patterns, e.g., climate zones, natural resources, or population density. (Themes: C: People, Places and Environment)

- SS.GE.6.2.2 Describe how places and regions preserve culture, e.g., songs or traditions. (Themes: E: Cultural Development, Interaction, and Change, J: Human Expression and Communication)

- SS.GE.6.4.4 Analyze the spatial patterns of settlement, e.g., urbanization along river, agriculture on fertile plains, or nomadic lifestyles in steppes and deserts. (Themes: C: People, Places and Environment, E: Cultural Development, Interaction, and Change)

- SS.GE.6.5.3 Appreciate how characteristics of different physical environments provide opportunities human activities or place constraints on human activities, e.g., winter sports tourism or annual flood patterns. (Themes: C: People, Places and Environment)

- SS.GE.6.4.2 Know the types and historical patterns of human migration, e.g., ethnic cleansing, overcoming physical barriers, or famine. (Themes: A: Conflict and Cooperation, C: People, Places and Environment, I: Patterns of Social and Political Interaction)

- CCSS.MATH.CONTENT.6.RP.A.1 Understand the concept of a ratio and use ratio language to describe a ratio relationship between two quantities. *For example, "The ratio of wings to beaks in the bird house at the zoo was 2:1, because for every 2 wings there was 1 beak." "For every vote candidate A received, candidate C received nearly three votes."*

- CCSS.MATH.CONTENT.6.RP.A.2 Understand the concept of a unit rate a/b associated with a ratio a:b with $b \neq 0$, and use rate language in the context of a ratio relationship. *For example, "This recipe has a ratio of 3 cups of flour to 4 cups of sugar, so there is 3/4 cup of flour for each cup of sugar." "We paid $75 for 15 hamburgers, which is a rate of $5 per hamburger."*1

- CCSS.MATH.CONTENT.6.RP.A.3 Use ratio and rate reasoning to solve real-world and mathematical problems, e.g., by reasoning about tables of equivalent ratios, tape diagrams, double number line diagrams, or equations.

- CCSS.MATH.CONTENT.6.RP.A.3.A Make tables of equivalent ratios relating quantities with whole-number measurements, find missing values in the tables, and plot the pairs of values on the coordinate plane. Use tables to compare ratios.

- LS4.D: Biodiversity and Humans
    - Changes in biodiversity can influence humans' resources, such as food, energy, and medicines, as well as ecosystem services that humans rely on—for example, water purification and recycling. (secondary)

- ETS1.B: Developing Possible Solutions
    - There are systematic processes for evaluating solutions with respect to how well they meet the criteria and constraints of a problem. (secondary)

- LS2.C: Ecosystem Dynamics, Functioning, and Resilience
    - Ecosystems are dynamic in nature; their characteristics can vary over time. Disruptions to any physical or biological component of an ecosystem can lead to shifts in all its populations.

- LS4.D: Biodiversity and Humans

- Changes in biodiversity can influence humans' resources, such as food, energy, and medicines, as well as ecosystem services that humans rely on—for example, water purification and recycling. (secondary)

- ETS1.B: Developing Possible Solutions
  - There are systematic processes for evaluating solutions with respect to how well they meet the criteria and constraints of a problem. (secondary)

- LS2.A: Interdependent Relationships in Ecosystems Organisms, and populations of organisms, are dependent on their environmental interactions both with other living things and with nonliving factors. In any ecosystem, organisms and populations with similar requirements for food, water, oxygen, or other resources may compete with each other for limited resources, access to which consequently constrains their growth and reproduction. Growth of organisms and population increases are limited by access to resources.

- LS2.B: Cycle of Matter and Energy Transfer in Ecosystems
  - Food webs are models that demonstrate how matter and energy is transferred between producers, consumers, and decomposers as the three groups interact within an ecosystem. Transfers of matter into and out of the physical environment occur at every level. Decomposers recycle nutrients from dead plant or animal matter back to the soil in terrestrial environments or to the water in aquatic environments. The atoms that make up the organisms in an ecosystem are cycled repeatedly between the living and nonliving parts of the ecosystem.

- Developing and Using Models
  - Modeling in 6–8 builds on K–5 and progresses to developing, using and revising models to support explanations, describe, test, and predict more abstract phenomena and design systems.
  - Develop models to describe unobservable mechanisms.

- Cause and Effect
  - Cause and effect relationships may be used to predict phenomena in natural or designed systems.

- ESS2.C: The Roles of Water in Earth's Surface Processes Water's movements—both on the land and underground —cause weathering and erosion, which change the land's surface features and create underground formations.

- MS-ESS2-2. Construct an explanation based on evidence for how geoscience processes have changed Earth's surface at varying time and spatial scales.

- ESS2.A: Earth's Materials and Systems
    - The planet's systems interact over scales that range from microscopic to global in size, and they operate over fractions of a second to billions of years. These interactions have shaped Earth's history and will determine its future.

- MS-LS1-8. Gather and synthesize information that sensory receptors respond to stimuli by sending messages to the brain for immediate behavior or storage as memories.

- PS4.A: Wave Properties
    - A sound wave needs a medium through which it is transmitted.

- PS4.B: Electromagnetic Radiation
    - When light shines on an object, it is reflected, absorbed, or transmitted through the object, depending on the object's material and the frequency (color) of the light.
    - The path that light travels can be traced as straight lines, except at surfaces between different transparent materials (e.g., air and water, air and glass) where the light path bends.
    - A wave model of light is useful for explaining brightness, color, and the frequency-dependent bending of light at a surface between media.
    - However, because light can travel through space, it cannot be a matter wave, like sound or water waves.

Field Trip Bus Parking

The Boston Autoport in Charlestown is available for short-term motor coach and school bus parking. It is a privately owned and operated facility and is not affiliated with the Museum of Science. **Ongoing state construction at the adjacent Longfellow Bridge may cause traffic delays. Please plan extra time for your return trip to the Museum.**

Services

The Boston Autoport accommodates up to 50 motor coaches and buses per day. Services include:

- 24-hour security
- Drivers' dormitory (prearranged use)
- Fuel facility
- Rest area

Note: No passengers are allowed in the facility—drivers only.

Payment

Establish credit or pay cash at time of arrival. Companies can establish an account by calling Kathy Tarlowski: 617-242-2300, ext. 1107.

- Price per motor coach: $30
- Price per school bus: $25

Check-In

- Call ahead: 617-293-6247.
- Use directions at right.
- Fill out an invoice.
- Follow attendant to designated parking spot.
- After parking the vehicle, the driver may go to the driver facility in the dormitory or wait in the bus. Walking around the facility is NOT allowed.

Directions *(Map on reverse side)*

The Boston Autoport is located 1.2 miles from the Museum of Science at 300 Terminal Street Boston, MA 02128. Call ahead before arriving: 617-293-6247.

- Follow this route EXACTLY. Arrivals from Terminal Street will be refused admission.

From the Museum driveway:

- Turn right out of Museum driveway and get into center lane.
- Cross Leverett Circle intersection and bear right onto Martha Rd. (Do not enter tunnel.)
- At second light, take left onto Causeway St.
- Take second left onto North Washington St. and cross Charlestown Bridge.
- Right onto Chelsea St. and proceed to Autoport entrance.

NOTE TO BUS DRIVERS:
You will need extra time to enter and exit the Museum due to adjacent/ongoing road construction. For updates: **massdot.state.ma.us/charlesriverbridges**

SD-16-9004

Candia School District
Expenditure Report as of February 27, 2020
(unaudited)

XI.A.

Function	Account Number		Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1100	21110010200	5112	REG ED - TEACHER SALARIES	1,404,435.86	1,404,435.86	754,385.54	603,236.13	46,814.19	3.33%
1100	21110010200	5114	REG ED - PARAPROFESSIONAL	22,015.11	22,015.11	12,378.74	9,568.83	67.54	0.31%
1100	21110010200	5120	REG ED - SUBSTITUTE SALARIES	43,950.00	43,950.00	6,632.00	0.00	37,318.00	84.91%
1100	21110010200	5122	REG ED - HEALTH INSURANCE BUYOUT	19,853.68	19,853.68	9,468.32	9,468.33	917.03	4.62%
1100	21110010200	5211	REG ED - HEALTH INSURANCE	410,320.20	410,320.20	254,520.97	149,838.76	5,960.47	1.45%
1100	21110010200	5212	REG ED - DENTAL INSURANCE	20,214.13	20,214.13	15,231.51	6,430.88	(1,448.26)	-7.16%
1100	21110010200	5213	REG ED - LIFE INSURANCE	1,745.76	1,745.76	1,221.29	751.27	(226.80)	-12.99%
1100	21110010200	5214	REG ED - DISABILITY INSURANCE	3,571.42	3,571.42	2,556.38	1,538.74	(523.70)	-14.66%
1100	21110010200	5220	REG ED - FICA	114,911.32	114,911.32	57,975.63	47,442.31	9,493.38	8.26%
1100	21110010200	5232	REG ED - NHRS PROFESSIONAL	252,099.64	252,099.64	133,552.61	107,376.42	11,170.61	4.43%
1100	21110010200	5240	REG ED - TUITION REIMBURSEMENT	25,000.00	25,000.00	6,236.13	6,790.12	11,973.75	47.90%
1100	21110010200	5241	REG ED - WORKSHOP REIMB PROF	6,200.00	6,200.00	724.85	2,086.15	3,389.00	54.66%
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%
1100	21110010200	5320	REG ED - PROFESSIONAL EDUCATIONAL	400.00	400.00	1,062.00	400.00	(1,062.00)	-265.50%
1100	21110010200	5330	REG ED - OTHER PROF SVCS	750.00	750.00	0.00	1,125.00	(375.00)	-50.00%
1100	21110010200	5430	REG ED - REPAIRS & MAINT SERVICES	3,679.00	3,679.00	1,694.04	1,984.96	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	4,120.00	3,620.00	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	2,743.78	0.00	(359.83)	-15.09%
1100	21110010218	5610	HEALTH - SUPPLIES	734.75	734.75	540.72	187.55	6.48	0.88%
1100	21110010223	5610	MATH - SUPPLIES	520.00	520.00	520.82	0.00	(0.82)	-0.16%
1100	21110010224	5610	MUSIC - SUPPLIES	970.00	970.00	0.00	926.34	43.66	4.50%
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	6,436.91	1,070.31	5,692.78	43.13%
1100	21110010229	5610	SCIENCE - SUPPLIES	2,215.00	2,215.00	0.00	598.92	1,616.08	72.96%
1100	21110010206	5641	FOREIGN LANGUAGE - TEXTBOOKS	7,631.40	7,631.40	7,268.62	0.00	362.78	4.75%
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	488.50	0.00	216.50	30.71%
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	3,676.81	0.00	344.19	8.56%
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	135.96	2,290.04	83.55%

Candia School District
Expenditure Report as of February 27, 2020
(unaudited)

Function	Account Number		Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1100	**- Summary**		**1100 - Summary**	**2,395,974.19**	**2,395,974.19**	**1,304,471.77**	**955,547.33**	**135,955.09**	
1105	21110530200	5561	REG ED HIGH SCHOOL - TUITION OTHER LEA'S	248,703.00	248,703.00	178,943.00	72,938.00	(3,178.00)	-1.28%
1105	21110530200	5563	REG ED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	1,495,026.00	1,495,026.00	1,161,133.66	393,226.34	(59,334.00)	-3.97%
1105	**- Summary**		**1105 - Summary**	**1,743,729.00**	**1,743,729.00**	**1,340,076.66**	**466,164.34**	**(62,512.00)**	
1200	21120010200	5111	SPED ELEMENTARY - ADMIN/OTHER SALARIES	82,618.98	82,618.98	55,100.57	29,170.79	(1,652.38)	-2.00%
1200	21120010200	5112	SPED ELEMENTARY - TEACHER SALARIES	138,142.00	138,142.00	77,115.34	55,319.28	5,707.38	4.13%
1200	21120010200	5114	SPED ELEMENTARY - PARAPROFESSIONAL	178,105.80	178,105.80	80,938.72	52,307.73	44,859.35	25.19%
1200	21120010200	5115	SPED ELEMENTARY - SECRETARIAL SALARIES	24,210.13	24,210.13	6,609.40	451.90	17,148.83	70.83%
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	1,500.00	4,500.00	0.00	0.00%
1200	21120010200	5211	SPED ELEMENTARY - HEALTH INSURANCE	114,319.14	114,319.14	70,200.55	38,971.80	5,146.79	4.50%
1200	21120010200	5212	SPED ELEMENTARY - DENTAL INSURANCE	3,488.86	3,488.86	2,455.66	999.40	33.80	0.97%
1200	21120010200	5213	SPED ELEMENTARY - LIFE INSURANCE	545.88	545.88	365.44	227.84	(47.40)	-8.68%
1200	21120010200	5214	SPED ELEMENTARY - DISABILITY INSURANCE	562.94	562.94	437.44	194.96	(69.46)	-12.34%
1200	21120010200	5220	SPED ELEMENTARY - FICA	32,851.10	32,851.10	15,771.97	10,824.50	6,254.63	19.04%
1200	21120010200	5231	SPED ELEMENTARY - NHRS SUPPORT	4,435.56	4,435.56	1,248.13	670.95	2,516.48	56.73%
1200	21120010200	5232	SPED ELEMENTARY - NHRS PROFESSIONAL	39,357.76	39,357.76	23,534.51	15,039.23	784.02	1.99%
1200	21120010200	5240	SPED ELEMENTARY - TUITION REIMBURSEMENT	3,500.00	3,500.00	1,809.00	0.00	1,691.00	48.31%
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%
1200	21120030000	5320	SPED HIGH SCHOOL - PROFESSIONAL EDUCATIONAL	112,352.81	112,352.81	30,334.40	63,735.26	18,283.15	16.27%
1200	21120010200	5330	SPED ELEMENTARY - OTHER PROF SVCS	147,940.88	147,940.88	98,819.06	76,816.82	(27,695.00)	-18.72%
1200	21120010200	5336	SPED ELEMENTARY - MEDICAID SERVICE PROVIDER	5,000.00	5,000.00	71.48	4,928.52	0.00	0.00%
1200	21120010200	5430	SPED ELEMENTARY - REPAIRS & MAINT SERVICES	396.00	396.00	153.90	242.10	0.00	0.00%
1200	21120010200	5442	SPED ELEMENTARY - RENTAL OF EQUIPMENT	1,500.00	1,500.00	750.00	850.00	(100.00)	-6.67%
1200	21120010200	5531	SPED ELEMENTARY - TELEPHONE	1,851.00	1,851.00	1,136.57	744.19	(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%
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	351,763.01	94,328.99	122,971.00	21.61%
1200	21120010200	5564	SPED ELEMENTARY - TUITION TO PRIVATE SCHOOL	64,901.64	64,901.64	4,836.00	6,624.00	53,441.64	82.34%
1200	21120030000	5564	SPED HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	224,748.40	224,748.40	148,722.75	58,613.85	17,411.80	7.75%
1200	21120020200	5564	SPED MIDDLE - TUITION TO PRIVATE SCHOOL	154,702.83	154,702.83	186,203.21	82,038.98	(113,539.36)	-73.39%
1200	21120010200	5580	SPED ELEMENTARY - MILEAGE REIMBURSEMENT	3,300.00	3,300.00	1,810.37	0.00	1,489.63	45.14%
1200	21120010200	5610	SPED ELEMENTARY - SUPPLIES	500.00	500.00	1,579.69	368.22	(1,447.91)	-289.58%
1200	21120010200	5643	SPED ELEMENTARY - INFORMATION ACCESS FEES	300.00	300.00	38.85	100.00	161.15	53.72%
1200	21120010200	5810	SPED ELEMENTARY - DUES & FEES	1,075.00	1,075.00	1,130.00	120.00	(175.00)	-16.28%
1200	**- Summary**		**1200 - Summary**	**1,946,776.35**	**1,946,776.35**	**1,214,004.08**	**604,258.47**	**128,513.80**	
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%

Candia School District
Expenditure Report as of February 27, 2020
(unaudited)

Function	Account Number		Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
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	0.00	8,132.40	54.77%
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	2,700.00	1,919.25	17.23%
1230	21123020200	5564	ESY MIDDLE - TUITION TO PRIVATE SCHOOL	1,940.00	1,940.00	975.00	0.00	965.00	49.74%
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**		**1230 - Summary**	**68,158.24**	**68,158.24**	**28,323.11**	**8,771.90**	**31,063.23**	
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%
1260	**- Summary**		**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	2,536.60	870.78	1,432.79	29.60%
1270	**- Summary**		**1270 - Summary**	**4,840.17**	**4,840.17**	**2,536.60**	**870.78**	**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	3,356.25	2,643.75	(1,600.00)	-36.36%
1410	21141010200	5117	COCURRICULAR - CO-CURRICULAR SALARIES	13,448.00	13,448.00	7,051.99	7,051.99	(655.98)	-4.88%
1410	21141010200	5220	COCURRICULAR - FICA	1,388.33	1,388.33	774.86	739.30	(125.83)	-9.06%
1410	21141010200	5232	COCURRICULAR - NHRS PROFESSIONAL	3,176.95	3,176.95	1,643.58	1,569.94	(36.57)	-1.15%
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	1,377.50	0.00	657.50	32.31%
1410	**- Summary**		**1410 - Summary**	**26,633.28**	**26,633.28**	**15,284.20**	**12,004.98**	**(655.90)**	
1420	21142010200	5117	ATHLETICS - CO-CURRICULAR SALARIES	15,409.00	15,409.00	6,723.50	2,790.50	5,895.00	38.26%
1420	21142010200	5220	ATHLETICS - FICA	1,178.79	1,178.79	513.03	213.42	452.34	38.37%
1420	21142010200	5232	ATHLETICS - NHRS PROFESSIONAL	2,742.81	2,742.81	437.79	204.19	2,100.83	76.59%
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	109.96	1,083.80	263.74	18.10%
1420	21142010200	5739	ATHLETICS - OTHER EQUIPMENT	1,665.90	1,665.90	467.08	1,198.82	0.00	0.00%

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1420	21142010200	5810	ATHLETICS - DUES & FEES	580.00	580.00	0.00	580.00	0.00	0.00%
1420	**- Summary**		**1420 - Summary**	**31,514.50**	**31,514.50**	**12,554.36**	**10,248.23**	**8,711.91**	
2120	21212010200	5112	GUIDANCE - TEACHER SALARIES	71,704.00	71,704.00	38,609.76	33,094.20	0.04	0.00%
2120	21212010200	5211	GUIDANCE - HEALTH INSURANCE	20,223.84	20,223.84	12,584.84	6,403.12	1,235.88	6.11%
2120	21212010200	5212	GUIDANCE - DENTAL INSURANCE	783.27	783.27	567.29	207.63	8.35	1.07%
2120	21212010200	5213	GUIDANCE - LIFE INSURANCE	69.00	69.00	50.00	25.00	(6.00)	-8.70%
2120	21212010200	5214	GUIDANCE - DISABILITY INSURANCE	182.85	182.85	141.04	66.32	(24.51)	-13.40%
2120	21212010200	5220	GUIDANCE - FICA	5,485.36	5,485.36	2,872.95	2,524.02	88.39	1.61%
2120	21212010200	5232	GUIDANCE - NHRS PROFESSIONAL	12,763.31	12,763.31	6,872.59	5,890.64	0.08	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%
2120	21212010200	5330	GUIDANCE - OTHER PROF SVCS	5,076.63	5,076.63	5,164.76	250.00	(338.13)	-6.66%
2120	**- Summary**		**2120 - Summary**	**116,684.62**	**116,684.62**	**67,208.38**	**48,460.93**	**1,015.31**	
2130	21213010200	5112	HEALTH - TEACHER SALARIES	45,444.00	45,444.00	25,687.80	22,698.00	(2,941.80)	-6.47%
2130	21213010200	5120	HEALTH - SUBSTITUTE SALARIES	0.00	0.00	375.00	0.00	(375.00)	0.00%
2130	21213010200	5211	HEALTH - HEALTH INSURANCE	27,000.00	27,000.00	16,858.75	8,492.56	1,648.69	6.11%
2130	21213010200	5212	HEALTH - DENTAL INSURANCE	1,389.42	1,389.42	1,042.04	332.58	14.80	1.07%
2130	21213010200	5213	HEALTH - LIFE INSURANCE	69.00	69.00	37.50	37.50	(6.00)	-8.70%
2130	21213010200	5214	HEALTH - DISABILITY INSURANCE	115.88	115.88	72.54	55.26	(11.92)	-10.29%
2130	21213010200	5220	HEALTH - FICA	3,476.47	3,476.47	1,674.32	1,720.04	82.11	2.36%
2130	21213010200	5232	HEALTH - NHRS PROFESSIONAL	8,089.03	8,089.03	4,572.47	4,040.24	(523.68)	-6.47%
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%
2130	21213010200	5330	HEALTH - OTHER PROF SVCS	4,000.00	4,000.00	2,259.39	1,740.61	0.00	0.00%
2130	21213010200	5610	HEALTH - SUPPLIES	2,322.00	2,322.00	1,195.77	450.00	676.23	29.12%
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	150.00	0.00	22.00	12.79%
2130	**- Summary**		**2130 - Summary**	**96,864.88**	**96,864.88**	**54,447.78**	**39,566.79**	**2,850.31**	
2140	21214010200	5330	PSYCH SERVICES - OTHER PROF SVCS	79,571.13	79,571.13	48,198.57	38,192.04	(6,819.48)	-8.57%
2140	21214010200	5610	PSYCH SERVICES - SUPPLIES	1,205.89	1,205.89	200.25	299.75	705.89	58.54%
2140	**- Summary**		**2140 - Summary**	**80,777.02**	**80,777.02**	**48,398.82**	**38,491.79**	**(6,113.59)**	
2150	21215010200	5330	SPEECH - OTHER PROF SVCS	103,740.00	103,740.00	53,795.16	60,969.02	(11,024.18)	-10.63%
2150	21215010200	5580	SPEECH - MILEAGE REIMBURSEMENT	200.00	200.00	0.00	0.00	200.00	100.00%
2150	**- Summary**		**2150 - Summary**	**103,940.00**	**103,940.00**	**53,795.16**	**60,969.02**	**(10,824.18)**	
2160	21216010200	5334	THERAPY SVCS - OT CONTRACTED SVCS	79,350.00	79,350.00	39,406.89	42,498.11	(2,555.00)	-3.22%
2160	21216010200	5610	THERAPY SVCS - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%
2160	**- Summary**		**2160 - Summary**	**79,350.00**	**79,350.00**	**39,406.89**	**42,498.11**	**(2,555.00)**	
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**		**2162 - Summary**	**2,800.00**	**2,800.00**	**0.00**	**0.00**	**2,800.00**	

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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**		**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	7,587.50	2,500.00	(1,887.50)	-23.02%
2210	21221010200	5220	STAFF DEVELOPMENT - FICA	627.30	627.30	572.19	191.05	(135.94)	-21.67%
2210	21221010200	5232	STAFF DEVELOPMENT - NHRS PROFESSIONAL	1,459.60	1,459.60	772.10	0.00	687.50	47.10%
2210	21221010200	5291	STAFF DEVELOPMENT - ADMIN DIRECTED WORKSHOPS	1,750.00	1,750.00	1,909.00	0.00	(159.00)	-9.09%
2210	21221010200	5330	STAFF DEVELOPMENT - OTHER PROF SVCS	0.00	0.00	0.00	0.00	0.00	0.00%
2210	**- Summary**		**2210 - Summary**	**12,036.90**	**12,036.90**	**10,840.79**	**2,691.05**	**(1,494.94)**	
2220	21222010200	5111	MEDIA - ADMIN/OTHER SALARIES	61,818.24	61,818.24	33,286.68	28,531.56	0.00	0.00%
2220	21222010200	5122	MEDIA - HEALTH INSURANCE BUYOUT	3,000.00	3,000.00	1,500.00	1,500.00	0.00	0.00%
2220	21222010200	5213	MEDIA - LIFE INSURANCE	69.00	69.00	50.00	25.00	(6.00)	-8.70%
2220	21222010200	5214	MEDIA - DISABILITY INSURANCE	157.64	157.64	121.60	57.20	(21.16)	-13.42%
2220	21222010200	5220	MEDIA - FICA	4,958.60	4,958.60	2,661.17	2,297.31	0.12	0.00%
2220	21222010200	5232	MEDIA - NHRS PROFESSIONAL	11,003.65	11,003.65	5,925.07	5,078.64	(0.06)	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%
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	715.07	547.60	(232.27)	-22.54%
2220	21222010200	5615	MEDIA - AV SUPPLIES	250.00	250.00	0.00	225.22	24.78	9.91%
2220	21222010200	5641	MEDIA - TEXTBOOKS	5,000.00	5,000.00	4,539.64	456.11	4.25	0.09%
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**		**2220 - Summary**	**96,592.17**	**96,592.17**	**53,574.19**	**38,718.64**	**4,299.34**	
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	1,050.00	0.00	1,200.00	53.33%
2310	21231010200	5220	SCHOOL BOARD SERVICES - FICA	585.23	585.23	286.91	175.95	122.37	20.91%
2310	21231010200	5231	SCHOOL BOARD SERVICES - NHRS SUPPORT	251.33	251.33	117.32	0.00	134.01	53.32%
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	9,044.00	700.00	2,756.00	22.05%
2310	21231010200	5342	SCHOOL BOARD SERVICES - DISTRICT MEETING SERVICES	750.00	750.00	0.00	260.00	490.00	65.33%
2310	21231010200	5614	SCHOOL BOARD SERVICES - DISTRICT MEETING SUPPLIES	2,500.00	2,500.00	0.00	249.56	2,250.44	90.02%
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	4,318.15	500.00	181.85	3.64%
2310	**- Summary**		**2310 - Summary**	**37,096.56**	**37,096.56**	**20,520.97**	**8,290.92**	**8,284.67**	
2320	21232010200	5590	SAU SERVICES - SAU SERVICES	164,630.00	164,630.00	140,000.00	24,630.00	0.00	0.00%
2320	**- Summary**		**2320 - Summary**	**164,630.00**	**164,630.00**	**140,000.00**	**24,630.00**	**0.00**	

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2410	21241010200	5111	PRINCIPAL SERVICES - ADMIN/OTHER SALARIES	98,000.00	98,000.00	65,358.54	34,601.46	(1,960.00)	-2.00%
2410	21241010200	5115	PRINCIPAL SERVICES - SECRETARIAL SALARIES	56,474.56	56,474.56	35,260.91	21,452.81	(239.16)	-0.42%
2410	21241010200	5118	PRINCIPAL SERVICES - ASSISTANT PRINCIPAL SALAR	82,000.00	82,000.00	53,615.45	28,384.55	0.00	0.00%
2410	21241010200	5211	PRINCIPAL SERVICES - HEALTH INSURANCE	44,183.04	44,183.04	27,260.16	14,227.79	2,695.09	6.10%
2410	21241010200	5212	PRINCIPAL SERVICES - DENTAL INSURANCE	3,912.65	3,912.65	2,643.27	1,231.64	37.74	0.96%
2410	21241010200	5213	PRINCIPAL SERVICES - LIFE INSURANCE	190.44	190.44	126.00	62.04	2.40	1.26%
2410	21241010200	5214	PRINCIPAL SERVICES - DISABILITY INSURANCE	439.75	439.75	357.84	150.84	(68.93)	-15.67%
2410	21241010200	5220	PRINCIPAL SERVICES - FICA	17,512.96	17,512.96	11,289.99	6,442.88	(219.91)	-1.26%
2410	21241010200	5231	PRINCIPAL SERVICES - NHRS SUPPORT	4,451.55	4,451.55	2,933.01	1,552.78	(34.24)	-0.77%
2410	21241010200	5232	PRINCIPAL SERVICES - NHRS PROFESSIONAL	30,696.61	30,696.61	21,177.41	11,211.51	(1,692.31)	-5.51%
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	770.00	0.00	1,730.00	69.20%
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%
2410	21241010200	5430	PRINCIPAL SERVICES - REPAIRS & MAINT SERVICES	4,130.00	4,130.00	657.39	836.61	2,636.00	63.83%
2410	21241010200	5442	PRINCIPAL SERVICES - RENTAL OF EQUIPMENT	2,520.00	2,520.00	1,260.00	1,260.00	0.00	0.00%
2410	21241010200	5531	PRINCIPAL SERVICES - TELEPHONE	7,800.00	7,800.00	4,685.54	3,668.84	(554.38)	-7.11%
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	155.98	155.50	188.52	37.70%
2410	21241010200	5550	PRINCIPAL SERVICES - PRINTING	1,200.00	1,200.00	625.00	180.00	395.00	32.92%
2410	21241010200	5580	PRINCIPAL SERVICES - MILEAGE REIMBURSEMENT	1,250.00	1,250.00	473.40	0.00	776.60	62.13%
2410	21241010200	5610	PRINCIPAL SERVICES - SUPPLIES	500.00	500.00	145.82	225.00	129.18	25.84%
2410	21241010200	5641	PRINCIPAL SERVICES - TEXTBOOKS	310.50	310.50	42.40	0.00	268.10	86.34%
2410	21241010200	5644	PRINCIPAL SERVICES - PERIODICALS	450.00	450.00	188.00	0.00	262.00	58.22%
2410	21241010200	5810	PRINCIPAL SERVICES - DUES & FEES	2,880.00	2,880.00	2,729.00	0.00	151.00	5.24%
2410	**- Summary**		**2410 - Summary**	**372,912.50**	**372,912.50**	**234,551.13**	**125,644.25**	**12,717.12**	
2600	21260010200	5111	MAINTENANCE - ADMIN/OTHER SALARIES	59,534.34	59,534.34	39,704.86	21,020.17	(1,190.69)	-2.00%
2600	21260010200	5116	MAINTENANCE - CUSTODIAL SALARIES	82,771.04	82,771.04	55,308.69	30,109.87	(2,647.52)	-3.20%
2600	21260010200	5211	MAINTENANCE - HEALTH INSURANCE	48,226.08	48,226.08	28,044.69	17,299.76	2,881.63	5.98%
2600	21260010200	5212	MAINTENANCE - DENTAL INSURANCE	2,155.00	2,155.00	1,368.92	765.58	20.50	0.95%
2600	21260010200	5213	MAINTENANCE - LIFE INSURANCE	139.44	139.44	107.04	50.52	(18.12)	-12.99%
2600	21260010200	5214	MAINTENANCE - DISABILITY INSURANCE	290.67	290.67	119.45	56.23	114.99	39.56%
2600	21260010200	5220	MAINTENANCE - FICA	10,886.36	10,886.36	6,847.68	3,902.97	135.71	1.25%
2600	21260010200	5231	MAINTENANCE - NHRS SUPPORT	12,732.51	12,732.51	8,120.54	4,617.86	(5.89)	-0.05%
2600	21260010200	5232	MAINTENANCE - NHRS PROFESSIONAL	0.00	0.00	105.91	0.00	(105.91)	0.00%
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%
2600	21260010200	5411	MAINTENANCE - WATER/SEWERAGE	6,835.85	6,835.85	5,548.75	1,976.25	(689.15)	-10.08%
2600	21260010200	5430	MAINTENANCE - REPAIRS & MAINT SERVICES	10,960.00	10,960.00	8,749.71	2,417.66	(207.37)	-1.89%
2600	21260010200	5432	MAINTENANCE - REPAIRS BUILDINGS	20,000.00	20,000.00	10,402.62	2,148.55	7,448.83	37.24%

Candia School District
Expenditure Report as of February 27, 2020
(unaudited)

Function	Account Number		Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2600	21260010200	5433	MAINTENANCE - REPAIRS GROUNDS	7,850.00	7,850.00	4,200.00	2,900.00	750.00	9.55%
2600	21260010200	5434	MAINTENANCE - BUILDING IMPROVEMENTS	152,046.75	152,046.75	155,439.63	2,497.38	(5,890.26)	-3.87%
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	1,286.00	420.00	(1,206.00)	-241.20%
2600	21260010200	5437	MAINTENANCE - GARBAGE REMOVAL	5,100.00	5,100.00	2,884.42	2,115.58	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	1,199.66	0.00	4,500.34	78.95%
2600	21260010200	5612	MAINTENANCE - MAINTENANCE SUPPLIES	15,225.00	15,225.00	9,576.55	5,363.13	285.32	1.87%
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	24,960.52	15,039.48	0.00	0.00%
2600	21260010200	5624	MAINTENANCE - OIL	40,000.00	40,000.00	22,108.71	28,766.29	(10,875.00)	-27.19%
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**		**2600 - Summary**	**544,375.78**	**544,375.78**	**403,145.44**	**141,555.76**	**(325.42)**	
2700	21270010200	5517	REG ED TRANSPORTATION - ATHLETIC TRANS	12,700.00	12,700.00	5,514.81	7,185.19	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	142,539.55	142,306.42	0.00	0.00%
2700	21270010261	5519	SPED TRANSPORTATION - TRANSPORTATION	262,526.96	262,526.96	70,392.77	154,607.23	37,526.96	14.29%
2700	**- Summary**		**2700 - Summary**	**567,053.98**	**567,053.98**	**218,447.13**	**308,798.84**	**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**		**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**		**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	44,016.91	23,303.09	(1,320.00)	-2.00%
2840	21284010200	5211	IT - HEALTH INSURANCE	26,160.96	26,160.96	11,648.87	6,094.93	8,417.16	32.17%
2840	21284010200	5212	IT - DENTAL INSURANCE	1,570.52	1,570.52	597.44	281.92	691.16	44.01%
2840	21284010200	5213	IT - LIFE INSURANCE	69.00	69.00	50.00	25.00	(6.00)	-8.70%
2840	21284010200	5214	IT - DISABILITY INSURANCE	168.30	168.30	132.40	62.36	(26.46)	-15.72%
2840	21284010200	5220	IT - FICA	5,049.00	5,049.00	3,203.64	1,779.45	65.91	1.31%
2840	21284010200	5231	IT - NHRS SUPPORT	7,372.20	7,372.20	4,916.74	2,602.96	(147.50)	-2.00%
2840	21284010200	5240	IT - TUITION REIMBURSEMENT	2,880.00	2,880.00	1,920.00	0.00	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%
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	2,166.77	17.08	2,816.15	56.32%
2840	21284010200	5650	IT - SOFTWARE	7,168.25	7,168.25	6,363.21	3,702.90	(2,897.86)	-40.43%
2840	21284010200	5735	IT - REPLACEMENT EQUIPMENT	30,984.71	30,984.71	32,620.00	0.00	(1,635.29)	-5.28%

Candia School District
Expenditure Report as of February 27, 2020
(unaudited)

Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2840	21284010200 5810	IT - DUES & FEES	540.00	540.00	200.00	0.00	340.00	62.96%
2840	**- Summary**	**2840 - Summary**	**157,157.55**	**157,157.55**	**108,383.94**	**37,869.69**	**10,903.92**	
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**	**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**	**4100 - Summary**	**1.00**	**1.00**	**0.00**	**0.00**	**1.00**	
5110	21511010200 5910	PRINCIPAL OF DEBT - PRINCIPAL OF DEBT	1.00	1.00	0.00	0.00	1.00	100.00%
5110	**- Summary**	**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**	**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**	**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**	**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**	**5252 - Summary**	**1.00**	**1.00**	**0.00**	**0.00**	**1.00**	
5310	21531010200 5890	CHARTER SCHOOL - MISC EXPENDITURES	0.00	0.00	1,665.00	1,035.00	(2,700.00)	0.00%
5310	**- Summary**	**5310 - Summary**	**0.00**	**0.00**	**1,665.00**	**1,035.00**	**(2,700.00)**	
		Overall - Total	**8,668,624.84**	**8,668,624.84**	**5,371,636.40**	**3,006,461.82**	**319,651.62**	

CANDIA POLICIES **First Reading** XIII.A.

2nd Board Reading Date:
1st Board Reading Date:
Committee Meeting Date: 2/20/2020

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	STATUS	DATE REVIEWED	SUGGESTED RECOMMENDATIONS
Use and Possession in and on School Facilities and Grounds	ADC/GBED/ JICG	**ADC**	Priority/Required by Law	NHSBA Fall Update	Adopt NHSBA suggested policy. Combine all three policies into one document.
NonDiscrimination Policy Notice	AC		Priority/Required by Law	NHSBA Fall Update	Add language from NHSBA suggested policy and to have board review every two years.
Access to Minutes and Public Records *Change to:* **Administrative Procedure for Public Access to District Records "Right to Know Requests"**	BEDG-R	**EH-R**	Not categorized	NHSBA Fall Update	Title Change. Change code to EH-R as more appropriate to 'Access to Minutes and Public Records' policy than 'Minutes' policy. Add language from NHSBA suggested policy.
Emergency Plans	EBCA		Recommended	NHSBA Fall Update	Reviewed. No suggested changes.

CSD File: ADC
~~*Same as GBED and JICG*~~

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

CURRENT POLICY

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

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

A. Definitions

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

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

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

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

B. Students

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

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

C. Employees

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

Initial responsibility for enforcement of this prohibition shall rest with building principals, or

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

D. All other persons

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

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

E. Implementation and Notice - Administrative Rules and Procedures.

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

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

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

Legal References:
RSA 155:64 - 77, Indoor Smoking Act
RSA 126-K:2, Definitions
RSA 126-K:6, Possession and Use of Tobacco Products by Minors
RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Adopted: February 9, 1988
Adopted: October 7, 1999
Revised: August 7, 2003
Revised: April 7, 2016
Revised: January 3, 2019

(NHSBA) SUGGESTED POLICY

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are

further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

<u>Definitions</u>. These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.
"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

"E-cigarette'' means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that *may or may not contain* nicotine *or e-liquid*. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-*b*.

"E-liquid" means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

"Liquid nicotine'' means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

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

A. <u>Students</u>

No student shall purchase, attempt to purchase, possess or use any tobacco product, *device,* E-cigarette, *E-liquid,* or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.
Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

B. <u>Employees</u>

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

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

C. <u>All other persons</u>

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

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

D. <u>Implementation and Notice - Administrative Rules and Procedures</u>.

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

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

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

Legal References:
RSA 155:64 – 77, Indoor Smoking Act
RSA 126-K:2, Definitions
RSA 126–K:6, Possession and Use of Tobacco Products by Minors
RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

CSD File: AC

CANDIA SCHOOL DISTRICT
NON-DISCRIMINATION 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.

Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy GBAA.

2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy JBAA.

3. Reports or complaints of discrimination on the basis of disability should be made under Board policy AC, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED; and

4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights ("OCR"), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. **Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov**
   ***Note:* Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.**

2. **New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov**

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

Staff Assigned Roles

Human Rights Officer-Human Resource Director
Title IX Coordinator-Assistant Superintendent
504 Coordinator-School Counselor

This policy will be reviewed every two years.

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
Revised: November 7, 2019

CSD File: EH-R ~~BEDG-R~~

CANDIA SCHOOL DISTRICT
~~ACCESS TO MINUTES AND SCHOOL PUBLIC DISTRICT RECORDS~~
ADMINISTRATIVE PROCEDURE FOR PUBLIC ACCESS TO DISTRICT RECORDS "RIGHT TO KNOW REQUESTS"

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

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

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

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

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

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

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

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

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

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

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

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

11. All District records shall be retained, deleted or destroyed in accordance with board policy.

Adopted: May 7, 2009
Revised: January 5, 2017
Revised: December 6, 2017
Revised: December 6, 2018

CSD File: EBCA

CANDIA SCHOOL DISTRICT
EMERGENCY PLANS

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

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

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

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

Legal Reference:
RSA 189:64, Emergency Response Plans

Adopted: November 4, 1993
Adopted: April 6, 2000
Revised: February 1, 2018
Reviewed: January 3, 2019