

CANDIA SCHOOL BOARD
Thursday, January 7, 2021 6:00 p.m.
Henry W. Moore School Cafetorium
AGENDA

, **CALL TO ORDER** – Matt Woodrow, Board Chair

, , **PLEDGE OF ALLEGIANCE**

, , **PROOF OF POSTING** – Bill Rearick

, **MINUTES**

 \$ Approval of Public Hearing Minutes of November 24, 2020*

 %Approval of Board Minutes of December 3, 2020*

9 **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

9 **SUPERINTENDENT'S UPDATES***

9 **PINKERTON TRUSTEES UPDATES**

9 **REPORTS**

 \$ Reports of Administrators*

 %Reports of Standing Committees

, ; **OLD BUSINESS**

 \$ Goals*

 % Educating the Public on Warrant Articles - Discussion

 & Superintendent's Evaluation – Discussion

 ' % D V N H W E D O O 3 U R W R F R O V % : L C

; **NEW BUSINESS**

 \$ Snow Day Remote Learning - Discussion

 %Manifest Protocols – Discussion

 & School Board Responses and Clarifications to Budget Committee Statements

 ' Patriot Heating and Cooling Request

; , **FINANCIAL**

 \$ Budget Approval

 %Expenditure Report*

 & Manifest Approval

; , **PERSONNEL**

 \$ Co-Curricular Nominees*

; , **POLICIES**

 \$ First Reading*

 Policies GBA Equal Opportunity Employment, JLCA Feminine Hygiene Products,

 III Remote Learning, JLDDBB Suicide Prevention and Response, and JLCJ

 Concussions and Head Injuries

XIV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

XV. NON-PUBLIC SESSION RSA 91-A 3 Sections II (c)

XVI. INFORMATIONAL ITEMS/UPCOMING AGENDA

Enrollment Reports

1/28/21 Meeting: School District Moderator and Clerk

Informational: Soule, Leslie, Kidder, Sayward, and Loughman Memorandum re:
Annual Meeting Procedures and Options During the COVID-19 Pandemic

XVII. ADJOURNMENT

The next regularly scheduled Candia School Board Meetings will be held on Thursday, January 28, 2021 at 6:00 p.m. at the Henry W. Moore School Cafetorium.

The SAU Board will meet on February 17, 2021 at 6:30 p.m. This will be a remote meeting via Zoom.

The Candia School Board's Deliberative Session #1 will be held on February 3, 2021 at 6:00 p.m.

**Materials enclosed for Board review prior to meeting*

Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises

**CANDIA SCHOOL BOARD MEETING
THURSDAY, NOVEMBER 24, 2020 AT 5:00 P.M.
VIA ZOOM**

These minutes have not been approved.

CALL TO ORDER

Matt Woodrow, Board Chair, called the Zoom meeting to order at 6:00 p.m.

Board members Stephanie Helmig, Kristina Ickes, and Mark Chalbeck each stated they were in attendance and alone. Also in attendance were Principal, Becky Wing, Assistant Principal; Johnathon Banks, Superintendent, William (Bill) Rearick; Assistant Superintendent, Marge Polak, and Business Administrator, Amy Ransom.

Matt Woodrow read 'A Checklist To Ensure Meetings Are Compliant With The Right-to- Know Law During The State Of Emergency', then led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

OPEN PUBLIC HEARING

At 5:11 p.m., Matt Woodrow opened the Public Hearing on Supplemental Public School Response Fund, stating that the fund is designed to provide relief and support for unanticipated costs associated with the safe opening and operation of schools during the COVID-19 pandemic. SPSRF funds may reimburse COVID-19 related expenses incurred between 3/1/2020 and 12/30/2020. Examples of costs to be paid or recovered include technology to support in-person and remote learning, professional development, facilities, staffing, transportation and mental health services. The Candia School District will receive \$88,400. This allocation is based upon the 10/1/2019 enrollment of \$200/per student.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Resident Jennifer Maurice asked if water fountains could be purchased with the funds, to which Becky Wing stated that there are a few on order which will be reimbursed using these funds.

Resident Dick Snow asked what conditions were associated with this grant, and what the fine print says.

Marge Polak stated that the expenses must be COVID-19 related and purchased between 3/1/20 and 12/30/20. She said purchases for said related items will be reimbursed using these funds.

Mr. Snow asked if accepting it would affect revenues, to which Amy Ransom stated that they are getting guidance from the state, but it will most likely be put in a 'special revenue' line.

CLOSE PUBLIC HEARING

Matt Woodrow closed the Public Hearing.

Motion by Matt Woodrow, seconded by Mark Chalbeck, to accept the Supplemental Public School Response Fund in the amount of \$88,400. A roll call vote was taken. With all in favor, the motion carried.

ADJOURNMENT

Motion by Kristina Ickes, seconded by Mark Chalbeck, to adjourn the meeting at 5:20 p.m. A roll call vote was taken. With all in favor the motion carried.

The next regularly scheduled Candia School Board Meeting will be on Thursday, December 3, 2020 at **5:30 p.m.** at the Henry W. Moore School Cafetorium. This meeting will be followed by the Board's attendance at the Budget Committee Meeting.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary

**CANDIA SCHOOL BOARD MEETING
THURSDAY, DECEMBER 3, 2020 AT 5:30 P.M.
HENRY W. MOORE SCHOOL CAFETORIUM**

These minutes have not been approved.

CALL TO ORDER

Matt Woodrow, Board Chair, called the meeting to order at 5:58 p.m. Those attending were Board members Stephanie Helmig, and Dana Buckley. Mark Chalbeck joined via telephone and stated he was alone; Principal, Becky Wing, Assistant Principal, Johnathon Banks; Superintendent, William (Bill) Rearick, Assistant Superintendent, Marge Polak, and Business Administrator, Amy Ransom.

PLEDGE OF ALLEGIANCE

Matt Woodrow led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

MINUTES

Motion by Dana Buckley, seconded by Matt Woodrow, to approve the November 5, 2020 meeting minutes. A roll call vote was taken. With all in favor, the motion carried.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

SUPERINTENDENT'S UPDATES

Bill Rearick summarized his report that was in the packet for review and added that the state changed the quarantine period from 14 to 10 days.

REPORTS

Reports of Administrators

Reports of administrators were reviewed.

When asked about the parent survey, Becky said most comments stated that students would like more time with teachers. She said this is difficult due to the fact that many teachers are teaching multiple grade levels. Stephanie Helmig asked Becky if any homeschool students will be returning, to which Becky said none have notified her yet, but she expects some will return in the future. Becky stated that 11 students will be shifting from remote to in-person learning, and 3 will be shifting from in-person to remote learning.

Reports of Standing Committees

Matt Woodrow stated that he, Alan Villeneuve (Auburn School Board), and Wayne Goertel and Greg Martakos (Hooksett School Board) are the Pinkerton Sub-Committee members and will meet to figure out ways to open up communication with Pinkerton and to resolve issues regarding tuition rates.

OLD BUSINESS

Goals

Goals were reviewed.

Deliberative Session Location

The Board consensus was to hold their Deliberative Session #1 at the Candia Youth Athletic Association.

Use of Facilities

Becky Wing stated that there have been a few inquiries for the use of the facility.

Update to 2021/2022 Budget

Amy Ransom updated the Board of some savings in health and tuition rates with a net \$66,361.42.

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the new operating budget of \$9,439,642.00. A roll call vote was taken. With all in favor, the motion carried.

NEW BUSINESS

Winter Sports

Becky Wing said she has concerns with interleague basketball, due to the difficulty scheduling the venue, coaches, and buses. Athletic Director, Shauna Isham echoed Becky's concerns and, because of all the unknowns, she would be more comfortable with intra-mural basketball. Dana Buckley stated that he would support intra-mural basketball, but would not support players having to wear masks.

Motion by Matt Woodrow, seconded by Dana Buckley, to approve moving forward with inter-mural winter sports. A roll call vote was taken. With all in favor, the motion carried.

Educating the Public about Warrant Article

Discussion ensued relative how to convey information regarding the warrant articles to residents.

Discussion will be on the January 7, 2021 agenda.

Superintendent's Evaluation

Matt Woodrow stated that he will draft something in the next few weeks for the Board members to fill out and they will discuss further at their January 7, 2021.

Washington DC Trip

Becky Wing stated that last year Candia partnered with Raymond on the Washington, DC trip. This year, Raymond has chosen not to go, and Becky said it wasn't feasible for Candia to go either, as the only thing that is open is the zoo. She said Bennet Travel will refund families who have already paid.

FINANCIAL

Manifest Approval

Motion by Matt Woodrow, seconded by Mark Chalbeck, to approve the December 3, 2020 manifest in the amount of \$479,350.76. A roll call vote was taken. With all in favor, the motion carried.

The Expenditure and Revenue Reports were reviewed.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Resident Jennifer Maurice stated that in the Londonderry School District, all students participating in sports and theater are required to wear masks.

NON-PUBLIC SESSION RSA 91-A 3 SECTION II (a-l) –if necessary

No need.

INFORMATIONAL ITEMS/UPCOMING AGENDA

Enrollment Reports

Superintendent's Evaluation (1/7/21)-discussion

Educating the Public on Warrant Articles (1/28/21)-discussion

ADJOURNMENT

Motion by Dana Buckley, seconded by Matt Woodrow, to adjourn the meeting at 6:35 p.m. A roll call vote was taken, and the motion carried.

The next regularly scheduled Candia School Board Meeting will be on Thursday, January 7, 2021 at 6:00 p.m. at the Henry W. Moore School Cafetorium.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary

New Hampshire School Administrative Unit #15

90 Farmer Road
Hooksett, New Hampshire 03106-2125
Telephone (603) 622-3731 Fax (603) 669-4352

Margaret W. Polak
Assistant Superintendent

William J. Rearick
Superintendent of Schools

Amy R. Ransom
Business Administrator

**Candia School District
Superintendent's Report
January 7, 2021**

- On December 18th I attended the South Central Superintendent's virtual monthly meeting. A representative from the Department of Education provided an update on the status regarding the department's effort to develop an RFP for a student information system that could be used by every school district in the state. School districts currently use one of three student information systems, PowerSchool, Aspen and Infinite Campus. Whichever system the state purchases it would need to be compatible with these three systems.

The remainder of the meeting was spent discussing how COVID has negatively impacted staffing levels which has led to districts having to shift from in-person instruction to remote learning.

- Starting last month, I started holding weekly SAU principal's meetings. At these meetings, the principals discuss the challenges they are facing as a result of COVID and what they are doing to meet these challenges. I believe Becky finds these meetings helpful because she is given an opportunity to interact with her colleagues regarding on how to best address these challenges.
- On January 4th I held a virtual meeting which provided teachers who wanted to speak with me an opportunity to discuss any school related issue(s) they had questions about. You may recall that last year I was only able to hold one meeting as a result of the COVID outbreak. I found our discussion to be very informative, especially regarding how they and their students are adjusting to the COVID protocols that we implemented back in the fall.

**Candia School Board Meeting
Assistant Superintendent Report
1-7-21**

SAU #15 Curriculum Meetings

Weekly curriculum meetings continue to take place to address a variety of topics related to providing in-person and remote learning, curriculum priorities and pacing. Our most recent meeting also addressed report cards and the use of grades in PowerSchool and Schoology.

Supplemental Public-School Response Fund (SPSRF) Update

This fund (\$88,400) is designed to provide relief and support for unanticipated costs associated with the safe opening and operation of schools during the COVID-19 pandemic for the time period of 3/3/20 to 12/30/20.

The general fund will be reimbursed for costs associated with maintenance, food service and PPE. I have also been working with Becky Wing to determine additional needs for school operations during in-person and/or remote learning including technology, maintenance supplies/equipment and health supplies.

South Central Curriculum, Instruction, Assessment Group

South Central Assistant Superintendents have continued to meet monthly. The next meeting will take place January 15, 2021. Topics this year have included in-person and remote learning options, health protocols, assessments, learning management systems and online programming. State-wide updates have been provided related to a student information system to replace the i4see system used for student attendance and other reports as well as the review of the state minimum standards (Ed 306 Rules). Implementation of required state assessments has also been a discussion point.

Updates

Wonders Reading	
January-February	<ul style="list-style-type: none"> Becky, John and I will be meeting with our reading consultant to assess our needs for ongoing support and grade level training to be offered after the holiday break.
Online & Remote Learning	Schoology, Seesaw, Online Curricular Resources
Ongoing	<ul style="list-style-type: none"> Expectations for the implementation of the platforms will be reviewed and adjustments will be made as appropriate Provide ongoing in-school support for teachers Provide after-school work sessions to enhance online instruction Provide information to families to support remote learning
School Reentry - COVID 19	
Ongoing	<ul style="list-style-type: none"> Weekly Educational Institutional Partner call with Dr. Chan, State Epidemiologist continue to take place. This information helps to inform and guide our practice.

Enrollment Update

Grade	Total Enrolled in Moore School	VLACS	Total Remote	Total In-person	Class 1 Size/Room Capacity	Class 2 Size/Room Capacity	Class 3 Size/Room Capacity
K	31	0	2	29	9/10	10/10	10/12
1	25	0	5	20	20/18		
2	18	0	3	15	15/17		
3	29	0	5	24	12/12	12/13	
4	37	0	7	30	9/9	10/10	11/10
5	35	1	6	28	14/16	14/16	
6	35	0	6	29	15/16	14/16	
7	25	0	11	14	14/16		
8	34	0	8	26	11/16	15/16	
	269	1	53	215			

Student Services Update

The student service team has continued to support students across settings in a variety of targeted ways. Team members within the Moore School have met regularly about individual student progress in both literacy and mathematics. They have participated in professional development activities to target student areas of need including academics as well as executive functioning and social skills. There have been ongoing IEP team meetings for students within the Moore School as well as students attending high schools, charter schools, pre-schools, and out of district schools. Partnerships with community groups have continued with outreach to families in need around the holidays.



Holiday Spirit Week

Students and staff participated in a holiday spirit week from December 21-23. Events included holiday hat day, holiday pajama day, cookie decorating, door decorating and an ugly sweater contest. Remote and in-person students alike enjoyed the days that were sponsored by HMS Student Council.



Technology Update

Mr. Jamrog continues to support technology in the building from teacher computers, projectors and student devices along with supporting the families learning remotely. Recently he completed an upgrade to the cable modem and internet speeds for the building increasing download speeds by up to five times. This will help with bandwidth from the new devices added to the network this year. Mr. Jamrog also worked with BrightArrow to support sending report cards via email for the first time this December.

Respectfully Submitted,


Becky L. Wing, Principal

Upcoming Events

1/18: Martin Luther King Jr. /Civil Rights Day: No School
2/10: Principal Night, 5:30pm
2/22-26: February Vacation: No School

Candia School District
School Board Goals 2020 – 2021
 1-7-21

IX.A.

In Process

Ongoing

Complete

Long Range Planning	Implement School Reentry Plan	Technology
Analyze enrollment data and identify opportunities and problems. Create a plan for population fluctuations.	Develop health and safety protocols based on state health guidelines. Update regularly based on new guidance.	Identify faculty/staff minimum competencies required for the implementation of online and remote learning.
	Focus on effective core instruction that meets the needs of all students and holds high expectations for all students.	
	Assist students in re-establishing relationships with faculty/staff and peers.	Explore hardware needs for short-term and/or long-term remote learning based on current experiences.
	Assist students with adjustment to “new normal” – new school procedures and protocols.	
	Identify academic learning targets for all students.	
Implement the new K-5 reading program with the assistance of ongoing training and consultation.	Update Technology Plan to address needs related to increased online and remote learning.	
Finance & Facilities	Online and Remote Learning	School Board Functions
Maintain an updated facilities plan.	Continue to support teachers and administrators in effectively using our Learning Management System and our digital portfolio Seesaw (Grs. K-2) through ongoing training and consultation.	Explore video recording of school board meetings.
	Provide ongoing support for remote teachers and families to ensure positive and successful experiences for all involved.	
Develop a funding strategy to address facility updates and repairs.	Practice online instruction and learning to ensure readiness for sudden shifts in learning models.	

Candia School District
Expenditure Report as of December 31, 2020
(unaudited)

							XI.B.
Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
21110010200 5112	REG ED - TEACHER SALARIES	1,339,563.82	1,394,670.75	534,570.40	842,649.43	17,450.92	1.25%
21110010200 5114	REG ED - PARAPROFESSIONAL	23,553.12	23,553.12	870.41	-	22,682.71	96.30%
21110010200 5120	REG ED - SUBSTITUTE SALARIES	25,000.00	25,000.00	575.00	-	24,425.00	97.70%
21110010200 5122	REG ED - HEALTH INSURANCE BUYOUT	18,936.65	18,936.65	10,968.32	10,968.32	(2,999.99)	-15.84%
21110010200 5211	REG ED - HEALTH INSURANCE	403,909.68	403,909.68	180,513.96	167,348.91	56,046.81	13.88%
21110010200 5212	REG ED - DENTAL INSURANCE	20,842.53	20,842.53	10,081.82	8,636.97	2,123.74	10.19%
21110010200 5213	REG ED - LIFE INSURANCE	1,867.56	1,867.56	950.28	797.28	120.00	6.43%
21110010200 5214	REG ED - DISABILITY INSURANCE	3,907.47	3,907.47	1,938.06	1,710.42	258.99	6.63%
21110010200 5220	REG ED - FICA	105,731.45	108,560.57	40,378.56	65,046.66	3,135.35	2.89%
21110010200 5232	REG ED - NHRS PROFESSIONAL	238,442.36	245,025.19	95,192.40	149,991.44	(158.65)	-0.06%
21110010200 5240	REG ED - TUITION REIMBURSEMENT	25,000.00	25,000.00	3,677.50	1,030.00	20,292.50	81.17%
21110010200 5241	REG ED - WORKSHOP REIMB PROF	6,200.00	6,200.00	474.00	538.00	5,188.00	83.68%
21110010200 5250	REG ED - UNEMPLOYMENT INSURANCE	1,536.00	1,536.00	-	-	1,536.00	100.00%
21110010200 5260	REG ED - WORKER'S COMPENSATION	6,319.70	6,319.70	5,714.27	-	605.43	9.58%
21110010200 5320	REG ED - PROFESSIONAL EDUCATIONAL	627.00	627.00	-	-	627.00	100.00%
21110010200 5330	REG ED - OTHER PROF SVCS	500.00	500.00	-	-	500.00	100.00%
21110010200 5430	REG ED - REPAIRS & MAINT SERVICES	3,679.00	3,679.00	473.11	3,205.89	-	0.00%
21110010200 5431	REG ED - REPAIRS EQUIPMENT	300.00	300.00	-	-	300.00	100.00%
21110010200 5442	REG ED - RENTAL OF EQUIPMENT	7,740.00	7,740.00	2,580.00	5,160.00	-	0.00%
21110010200 5580	REG ED - MILEAGE REIMBURSEMENT	300.00	300.00	-	-	300.00	100.00%
21110010200 5610	REG ED - SUPPLIES	12,000.00	12,000.00	3,891.29	2,082.73	6,025.98	50.22%
21110010200 5641	REG ED - TEXTBOOKS	300.00	300.00	-	-	300.00	100.00%
21110010206 5641	FOREIGN LANGUAGE - TEXTBOOKS	796.00	796.00	-	-	796.00	100.00%
21110010208 5610	ART - SUPPLIES	2,293.20	2,293.20	(394.26)	2,242.61	444.85	19.40%
21110010218 5610	HEALTH - SUPPLIES	798.10	798.10	-	-	798.10	100.00%
21110010223 5610	MATH - SUPPLIES	1,033.36	1,033.36	36.00	199.18	798.18	77.24%
21110010223 5643	MATH - INFORMATION ACCESS FEES	4,587.70	4,587.70	4,587.70	-	-	0.00%
21110010223 5645	MATH - PRACTICE BOOKS	7,062.21	7,062.21	7,062.21	-	-	0.00%
21110010224 5610	MUSIC - SUPPLIES	920.00	920.00	-	-	920.00	100.00%
21110010224 5643	MUSIC - INFORMATION ACCESS FEES	699.84	699.84	488.50	-	211.34	30.20%
21110010224 5731	MUSIC - NEW EQUIPMENT	66.87	66.87	-	-	66.87	100.00%
21110010225 5610	PHYS ED - SUPPLIES	529.98	529.98	-	-	529.98	100.00%
21110010227 5610	READING - SUPPLIES	237.84	237.84	-	-	237.84	100.00%
21110010227 5643	READING - INFORMATION ACCESS FEES	1,046.55	1,046.55	-	-	1,046.55	100.00%
21110010227 5645	READING - PRACTICE BOOKS	4,021.00	4,021.00	7,949.44	-	(3,928.44)	-97.70%
21110010229 5610	SCIENCE - SUPPLIES	3,262.55	3,262.55	-	-	3,262.55	100.00%
21110010229 5641	SCIENCE - TEXTBOOKS	-	-	-	-	-	0.00%
21110010229 5643	SCIENCE - INFORMATION ACCESS FEES	1,755.00	1,755.00	1,680.00	265.00	(190.00)	-10.83%
21110010230 5610	SOCIAL STUDIES - SUPPLIES	539.67	539.67	-	-	539.67	100.00%
	1100 - Summary	\$2,275,906.21	\$2,340,425.09	\$914,258.97	\$1,261,872.84	\$164,293.28	
21110530200 5561	REG ED HIGH SCHOOL - TUITION OTHER LEA'S	173,503.00	173,503.00	136,348.25	31,221.75	5,933.00	3.42%
21110530200 5563	REG ED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	1,799,840.00	1,799,840.00	880,438.96	879,151.04	40,250.00	2.24%
	1105 - Summary	\$1,973,343.00	\$1,973,343.00	\$1,016,787.21	\$910,372.79	\$46,183.00	
21120010200 5111	SPED ELEMENTARY - ADMIN/OTHER SALARIES	\$87,609.17	\$87,609.17	\$42,978.39	\$42,978.40	\$1,652.38	1.89%
21120010200 5112	SPED ELEMENTARY - TEACHER SALARIES	\$148,215.00	\$160,112.00	\$61,135.00	\$85,041.50	\$13,935.50	8.70%
21120010200 5114	SPED ELEMENTARY - PARAPROFESSIONAL	\$153,184.82	\$153,184.82	\$47,253.50	\$58,136.01	\$47,795.31	31.20%
21120010200 5115	SPED ELEMENTARY - SECRETARIAL SALARIES	\$26,939.25	\$26,939.25	\$10,887.38	\$16,411.00	(\$359.13)	-1.33%
21120010200 5117	SPED ELEMENTARY - CO-CURRICULAR SALARIES	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00	100.00%

Candia School District
Expenditure Report as of December 31, 2020
(unaudited)

Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
21120010200 5122	SPED ELEMENTARY - HEALTH INSURANCE BUYOUT	\$3,000.00	\$3,000.00	\$0.00	\$2,250.00	\$750.00	25.00%
21120010200 5211	SPED ELEMENTARY - HEALTH INSURANCE	\$134,975.16	\$134,975.16	\$52,945.28	\$48,898.08	\$33,131.80	24.55%
21120010200 5212	SPED ELEMENTARY - DENTAL INSURANCE	\$3,488.86	\$3,488.86	\$1,604.94	\$1,942.83	(\$58.91)	-1.69%
21120010200 5213	SPED ELEMENTARY - LIFE INSURANCE	\$570.72	\$570.72	\$223.42	\$249.74	\$97.56	17.09%
21120010200 5214	SPED ELEMENTARY - DISABILITY INSURANCE	\$690.80	\$690.80	\$285.06	\$211.02	\$194.72	28.19%
21120010200 5220	SPED ELEMENTARY - FICA	\$33,150.52	\$34,060.65	\$10,967.41	\$15,630.21	\$7,463.03	21.91%
21120010200 5231	SPED ELEMENTARY - NHRS SUPPORT	\$1,953.75	\$1,953.75	\$1,234.51	\$1,833.11	(\$1,113.87)	-57.01%
21120010200 5232	SPED ELEMENTARY - NHRS PROFESSIONAL	\$41,682.59	\$43,800.25	\$18,529.55	\$22,787.55	\$2,483.15	5.67%
21120010200 5240	SPED ELEMENTARY - TUITION REIMBURSEMENT	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	100.00%
21120010200 5241	SPED ELEMENTARY - WORKSHOP REIMB PROF	\$795.00	\$795.00	\$375.00	\$0.00	\$420.00	52.83%
21120010200 5244	SPED ELEMENTARY - SECRETARIAL WORKSHOP	\$375.00	\$375.00	\$0.00	\$0.00	\$375.00	100.00%
21120010200 5250	SPED ELEMENTARY - UNEMPLOYMENT INSURANCE	\$1,020.00	\$1,020.00	\$0.00	\$0.00	\$1,020.00	100.00%
21120010200 5260	SPED ELEMENTARY - WORKER'S COMPENSATION	\$2,175.93	\$2,175.93	\$1,967.48	\$0.00	\$208.45	9.58%
21120010200 5330	SPED ELEMENTARY - OTHER PROF SVCS	\$179,389.00	\$179,389.00	\$0.00	\$84,278.00	\$95,111.00	53.02%
21120010200 5336	SPED ELEMENTARY - MEDICAID SERVICE PROVIDER	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.00%
21120010200 5430	SPED ELEMENTARY - REPAIRS & MAINT SERVICES	\$367.00	\$367.00	\$0.00	\$0.00	\$367.00	100.00%
21120010200 5442	SPED ELEMENTARY - RENTAL OF EQUIPMENT	\$1,500.00	\$1,500.00	\$633.11	\$2,366.89	(\$1,500.00)	-100.00%
21120010200 5531	SPED ELEMENTARY - TELEPHONE	\$1,850.00	\$1,850.00	\$1,039.92	\$934.92	(\$124.84)	-6.75%
21120010200 5564	SPED ELEMENTARY - TUITION TO PRIVATE SCHOOL	\$9,210.00	\$9,210.00	\$0.00	\$0.00	\$9,210.00	100.00%
21120010200 5580	SPED ELEMENTARY - MILEAGE REIMBURSEMENT	\$3,500.00	\$3,500.00	\$113.36	\$0.00	\$3,386.64	96.76%
21120010200 5610	SPED ELEMENTARY - SUPPLIES	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
21120010200 5643	SPED ELEMENTARY - INFORMATION ACCESS FEES	\$200.00	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
21120010200 5810	SPED ELEMENTARY - DUES & FEES	\$1,075.00	\$1,075.00	\$980.00	\$1,100.00	(\$1,005.00)	-93.49%
21120020200 5320	SPED MIDDLE - PROFESSIONAL EDUCATIONAL	\$0.00	\$0.00	\$31,318.56	\$32,121.60	(\$63,440.16)	0.00%
21120020200 5330	SPED MIDDLE - OTHER PROF SVCS	\$0.00	\$0.00	\$69,680.50	\$110,166.50	(\$179,847.00)	0.00%
21120020200 5561	SPED MIDDLE - TUITION OTHER LEA'S	\$0.00	\$0.00	\$31,360.00	\$43,269.87	(\$74,629.87)	0.00%
21120020200 5564	SPED MIDDLE - TUITION TO PRIVATE SCHOOL	\$243,742.22	\$243,742.22	\$87,173.33	\$102,137.47	\$54,431.42	22.33%
21120030000 5320	SPED HIGH SCHOOL - PROFESSIONAL EDUCATIONAL	\$79,943.00	\$79,943.00	\$0.00	\$64,813.50	\$15,129.50	18.93%
21120030000 5330	SPED HIGH SCHOOL - OTHER PROF SVCS	\$0.00	\$0.00	\$2,060.00	\$14,500.00	(\$16,560.00)	0.00%
21120030000 5561	SPED HIGH SCHOOL - TUITION OTHER LEA'S	\$52,685.80	\$52,685.80	\$50,758.26	\$0.00	\$1,927.54	3.66%
21120030000 5563	SPED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	\$609,371.70	\$609,371.70	\$276,808.50	\$315,067.50	\$17,495.70	2.87%
21120030000 5564	SPED HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	\$193,762.20	\$193,762.20	\$65,837.55	\$188,372.42	(\$60,447.77)	-31.20%
	1200 - Summary	\$2,024,022.49	\$2,038,947.28	\$868,150.01	\$1,260,498.12	(\$89,700.85)	
21123010000 5564	ESY - TUITION TO PRIVATE SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21123010200 5112	ESY ELEMENTARY - TEACHER SALARIES	\$7,200.00	\$7,200.00	\$5,787.50	\$0.00	\$1,412.50	19.62%
21123010200 5114	ESY ELEMENTARY - PARAPROFESSIONAL	\$4,200.00	\$4,200.00	\$0.00	\$0.00	\$4,200.00	100.00%
21123010200 5220	ESY ELEMENTARY - FICA	\$872.10	\$872.10	\$442.75	\$0.00	\$429.35	49.23%
21123010200 5231	ESY ELEMENTARY - NHRS SUPPORT	\$469.14	\$469.14	\$0.00	\$0.00	\$469.14	100.00%
21123010200 5232	ESY ELEMENTARY - NHRS PROFESSIONAL	\$1,281.60	\$1,281.60	\$1,030.18	\$0.00	\$251.42	19.62%
21123010200 5330	ESY ELEMENTARY - OTHER PROF SVCS	\$12,288.40	\$12,288.40	\$6,732.97	\$2,937.03	\$2,618.40	21.31%
21123010200 5580	ESY ELEMENTARY - MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21123010200 5610	ESY ELEMENTARY - SUPPLIES	\$100.00	\$100.00	\$0.00	\$65.00	\$35.00	35.00%
21123020200 5564	ESY MIDDLE - TUITION TO PRIVATE SCHOOL	\$8,938.04	\$8,938.04	\$8,173.00	\$0.00	\$765.04	8.56%
21123030200 5563	ESY HIGH SCHOOL - TUITION PUBLIC ACADEMIES	\$6,087.96	\$6,087.96	\$0.00	\$0.00	\$6,087.96	100.00%
21123030200 5564	ESY HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	\$13,337.09	\$13,337.09	\$2,285.44	\$0.00	\$11,051.65	82.86%
	1230 - Summary	\$54,774.33	\$54,774.33	\$24,451.84	\$3,002.03	\$27,320.46	
21126010200 5114	ELL - PARAPROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21126010200 5220	ELL - FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21126010200 5250	ELL - UNEMPLOYMENT INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21126010200 5330	ELL - OTHER PROF SVCS	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%

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Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
	1260 - Summary	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	
21127010200 5112	ADV LEARNER - TEACHER SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21127010200 5211	ADV LEARNER - HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21127010200 5212	ADV LEARNER - DENTAL INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21127010200 5213	ADV LEARNER - LIFE INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21127010200 5214	ADV LEARNER - DISABILITY INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21127010200 5220	ADV LEARNER - FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21127010200 5232	ADV LEARNER - NHRS PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21127010200 5250	ADV LEARNER - UNEMPLOYMENT INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21127010200 5563	ADV LEARNER - TUITION PUBLIC ACADEMIES	\$1,613.39	\$1,613.39	\$0.00	\$0.00	\$1,613.39	100.00%
	1270 - Summary	\$1,613.39	\$1,613.39	\$0.00	\$0.00	\$1,613.39	
21141010200 5111	COCURRICULAR - ADMIN/OTHER SALARIES	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00	100.00%
21141010200 5112	COCURRICULAR - TEACHER SALARIES	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$4,800.00	100.00%
21141010200 5117	COCURRICULAR - CO-CURRICULAR SALARIES	\$19,916.00	\$19,916.00	\$3,936.00	\$410.00	\$15,570.00	78.18%
21141010200 5220	COCURRICULAR - FICA	\$1,913.72	\$1,913.72	\$301.12	\$31.43	\$1,581.17	82.62%
21141010200 5232	COCURRICULAR - NHRS PROFESSIONAL	\$4,399.45	\$4,399.45	\$627.63	\$73.12	\$3,698.70	84.07%
21141010200 5610	COCURRICULAR - SUPPLIES	\$980.00	\$980.00	\$124.55	\$0.00	\$855.45	87.29%
21141010200 5810	COCURRICULAR - DUES & FEES	\$2,250.00	\$2,250.00	\$625.00	\$0.00	\$1,625.00	72.22%
	1410 - Summary	\$34,559.17	\$34,559.17	\$5,614.30	\$514.55	\$28,430.32	
21142010200 5117	ATHLETICS - CO-CURRICULAR SALARIES	\$15,409.00	\$15,409.00	\$5,083.50	\$0.00	\$10,325.50	67.01%
21142010200 5220	ATHLETICS - FICA	\$1,178.79	\$1,178.79	\$387.72	\$0.00	\$791.07	67.11%
21142010200 5232	ATHLETICS - NHRS PROFESSIONAL	\$2,742.80	\$2,742.80	\$437.79	\$0.00	\$2,305.01	84.04%
21142010200 5330	ATHLETICS - OTHER PROF SVCS	\$5,250.00	\$5,250.00	\$1,044.00	\$0.00	\$4,206.00	80.11%
21142010200 5441	ATHLETICS - RENTAL OF LAND & BUILDING	\$5,580.00	\$5,580.00	\$0.00	\$0.00	\$5,580.00	100.00%
21142010200 5610	ATHLETICS - SUPPLIES	\$1,652.25	\$1,652.25	\$0.00	\$0.00	\$1,652.25	100.00%
21142010200 5739	ATHLETICS - OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21142010200 5810	ATHLETICS - DUES & FEES	\$580.00	\$580.00	\$0.00	\$0.00	\$580.00	100.00%
	1420 - Summary	\$32,392.84	\$32,392.84	\$6,953.01	\$0.00	\$25,439.83	
21212010200 5112	GUIDANCE - TEACHER SALARIES	\$71,703.96	\$73,138.02	\$28,130.00	\$45,008.04	(\$0.02)	0.00%
21212010200 5211	GUIDANCE - HEALTH INSURANCE	\$20,616.96	\$20,616.96	\$9,172.58	\$9,576.36	\$1,868.02	9.06%
21212010200 5212	GUIDANCE - DENTAL INSURANCE	\$783.27	\$783.27	\$367.69	\$428.52	(\$12.94)	-1.65%
21212010200 5213	GUIDANCE - LIFE INSURANCE	\$75.00	\$75.00	\$37.50	\$37.50	\$0.00	0.00%
21212010200 5214	GUIDANCE - DISABILITY INSURANCE	\$211.53	\$211.53	\$105.78	\$105.78	(\$0.03)	-0.01%
21212010200 5220	GUIDANCE - FICA	\$5,485.36	\$5,595.07	\$2,095.48	\$3,432.36	\$67.23	1.20%
21212010200 5232	GUIDANCE - NHRS PROFESSIONAL	\$12,763.30	\$13,018.57	\$5,007.10	\$8,011.43	\$0.04	0.00%
21212010200 5250	GUIDANCE - UNEMPLOYMENT INSURANCE	\$60.00	\$60.00	\$0.00	\$0.00	\$60.00	100.00%
21212010200 5260	GUIDANCE - WORKER'S COMPENSATION	\$336.36	\$336.36	\$304.14	\$0.00	\$32.22	9.58%
21212010200 5330	GUIDANCE - OTHER PROF SVCS	\$5,590.86	\$5,590.86	\$5,683.50	\$0.00	(\$92.64)	-1.66%
	2120 - Summary	\$117,626.60	\$119,425.64	\$50,903.77	\$66,599.99	\$1,921.88	
21213010200 5112	HEALTH - TEACHER SALARIES	\$49,179.00	\$50,928.00	\$24,821.10	\$30,336.90	(\$4,230.00)	-8.31%
21213010200 5120	HEALTH - SUBSTITUTE SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21213010200 5211	HEALTH - HEALTH INSURANCE	\$27,529.20	\$27,529.20	\$14,724.01	\$10,298.26	\$2,506.93	9.11%
21213010200 5212	HEALTH - DENTAL INSURANCE	\$1,389.42	\$1,389.42	\$787.12	\$625.26	(\$22.96)	-1.65%
21213010200 5213	HEALTH - LIFE INSURANCE	\$75.00	\$75.00	\$38.25	\$36.75	\$0.00	0.00%
21213010200 5214	HEALTH - DISABILITY INSURANCE	\$145.08	\$145.08	\$78.42	\$66.66	\$0.00	0.00%
21213010200 5220	HEALTH - FICA	\$3,762.20	\$3,896.00	\$1,750.05	\$2,320.78	(\$174.83)	-4.49%
21213010200 5232	HEALTH - NHRS PROFESSIONAL	\$8,753.86	\$9,065.18	\$4,418.19	\$5,399.97	(\$752.98)	-8.31%
21213010200 5250	HEALTH - UNEMPLOYMENT INSURANCE	\$60.00	\$60.00	\$0.00	\$0.00	\$60.00	100.00%
21213010200 5260	HEALTH - WORKER'S COMPENSATION	\$230.70	\$230.70	\$208.60	\$0.00	\$22.10	9.58%
21213010200 5330	HEALTH - OTHER PROF SVCS	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%

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Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
21213010200 5610	HEALTH - SUPPLIES	\$2,322.00	\$2,322.00	\$159.94	\$551.46	\$1,610.60	69.36%
21213010200 5641	HEALTH - TEXTBOOKS	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	100.00%
21213010200 5642	HEALTH - ELECTRONIC INFORMATION	\$523.00	\$523.00	\$530.62	\$0.00	(\$7.62)	-1.46%
21213010200 5735	HEALTH - REPLACEMENT EQUIPMENT	\$0.00	\$0.00	\$119.31	\$0.00	(\$119.31)	0.00%
21213010200 5810	HEALTH - DUES & FEES	\$150.00	\$150.00	\$0.00	\$0.00	\$150.00	100.00%
	2130 - Summary	\$98,219.46	\$100,413.58	\$47,635.61	\$49,636.04	\$3,141.93	
21214010200 5330	PSYCH SERVICES - OTHER PROF SVCS	\$91,345.34	\$91,345.34	\$33,623.13	\$11,896.40	\$45,825.81	50.17%
21214010200 5610	PSYCH SERVICES - SUPPLIES	\$953.35	\$953.35	\$253.75	\$746.25	(\$46.65)	-4.89%
21214020200 5330	PSYCH SERVICES MIDDLE - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21214030000 5330	PSYCH SERVICES SECONDARY - OTHER PROF SVCS	\$0.00	\$0.00	\$989.25	\$5,440.68	(\$6,429.93)	0.00%
	2140 - Summary	\$92,298.69	\$92,298.69	\$34,866.13	\$18,083.33	\$39,349.23	
21215010200 5330	SPEECH - OTHER PROF SVCS	\$110,299.78	\$110,299.78	\$27,794.90	\$60,150.10	\$22,354.78	20.27%
21215010200 5580	SPEECH - MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21215020200 5330	SPEECH MIDDLE - OTHER PROF SVCS	\$0.00	\$0.00	\$3,081.25	\$17,686.25	(\$20,767.50)	0.00%
21215030000 5330	SPEECH SECONDARY - OTHER PROF SVCS	\$0.00	\$0.00	\$2,755.30	\$12,626.00	(\$15,381.30)	0.00%
	2150 - Summary	\$110,299.78	\$110,299.78	\$33,631.45	\$90,462.35	(\$13,794.02)	
21216010200 5334	THERAPY SVCS - OT CONTRACTED SVCS	\$82,863.00	\$82,863.00	\$34,155.00	\$52,425.00	(\$3,717.00)	-4.49%
21216010200 5610	THERAPY SVCS - SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21216020200 5330	OT MIDDLE - OTHER PROF SVCS	\$0.00	\$0.00	\$2,115.00	\$7,875.00	(\$9,990.00)	0.00%
21216030000 5330	OT SECONDARY - OTHER PROF SVCS	\$0.00	\$0.00	\$110.55	\$1,363.45	(\$1,474.00)	0.00%
	2160 - Summary	\$82,863.00	\$82,863.00	\$36,380.55	\$61,663.45	(\$15,181.00)	
21216210200 5330	PHYSICAL THERAPY - OTHER PROF SVCS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
	2162 - Summary	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	
21219010200 5330	OTHER SUPPORT SERVICES - OTHER PROF SVCS	\$1,245.00	\$1,245.00	\$495.00	\$0.00	\$750.00	60.24%
21219010200 5550	OTHER SUPPORT SERVICES - PRINTING	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
21219010200 5610	OTHER SUPPORT SERVICES - SUPPLIES	\$1,644.00	\$1,644.00	\$0.00	\$0.00	\$1,644.00	100.00%
21219010200 5810	OTHER SUPPORT SERVICES - DUES & FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	2190 - Summary	\$3,389.00	\$3,389.00	\$495.00	\$0.00	\$2,894.00	
21221010200 5117	STAFF DEVELOPMENT - CO-CURRICULAR SALARIES	\$8,312.00	\$8,312.00	\$8,445.00	\$4,000.00	(\$4,133.00)	-49.72%
21221010200 5220	STAFF DEVELOPMENT - FICA	\$635.87	\$635.87	\$636.96	\$304.49	(\$305.58)	-48.06%
21221010200 5232	STAFF DEVELOPMENT - NHRS PROFESSIONAL	\$1,479.54	\$1,479.54	\$680.85	\$0.00	\$798.69	53.98%
21221010200 5291	STAFF DEVELOPMENT - ADMIN DIRECTED WORKSHOPS	\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	100.00%
21221010200 5330	STAFF DEVELOPMENT - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	2210 - Summary	\$12,177.41	\$12,177.41	\$9,762.81	\$4,304.49	(\$1,889.89)	
21222010200 5111	MEDIA - ADMIN/OTHER SALARIES	\$60,837.00	\$61,454.91	\$24,013.90	\$38,422.25	(\$981.24)	-1.60%
21222010200 5122	MEDIA - HEALTH INSURANCE BUYOUT	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$0.00	0.00%
21222010200 5213	MEDIA - LIFE INSURANCE	\$75.00	\$75.00	\$37.50	\$37.50	\$0.00	0.00%
21222010200 5214	MEDIA - DISABILITY INSURANCE	\$179.47	\$179.47	\$91.20	\$91.20	(\$2.93)	-1.63%
21222010200 5220	MEDIA - FICA	\$4,883.53	\$4,930.80	\$1,951.86	\$3,054.05	(\$75.11)	-1.52%
21222010200 5232	MEDIA - NHRS PROFESSIONAL	\$10,828.99	\$10,938.98	\$4,274.50	\$6,839.16	(\$174.68)	-1.60%
21222010200 5250	MEDIA - UNEMPLOYMENT INSURANCE	\$60.00	\$60.00	\$0.00	\$0.00	\$60.00	100.00%
21222010200 5260	MEDIA - WORKER'S COMPENSATION	\$285.39	\$285.39	\$258.05	\$0.00	\$27.34	9.58%
21222010200 5430	MEDIA - REPAIRS & MAINT SERVICES	\$1,807.00	\$1,807.00	\$1,505.05	\$0.00	\$301.95	16.71%
21222010200 5431	MEDIA - REPAIRS EQUIPMENT	\$400.00	\$400.00	\$0.00	\$0.00	\$400.00	100.00%
21222010200 5610	MEDIA - SUPPLIES	\$1,030.40	\$1,030.40	\$239.76	\$0.00	\$790.64	76.73%
21222010200 5615	MEDIA - AV SUPPLIES	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	100.00%
21222010200 5641	MEDIA - TEXTBOOKS	\$5,000.00	\$5,000.00	\$2,565.10	\$0.00	\$2,434.90	48.70%
21222010200 5644	MEDIA - PERIODICALS	\$95.45	\$95.45	\$74.88	\$0.00	\$20.57	21.55%
21222010200 5649	MEDIA - NON PRINT	\$6,850.00	\$6,850.00	\$3,457.00	\$1,000.00	\$2,393.00	34.93%
	2220 - Summary	\$95,582.23	\$96,357.40	\$39,968.80	\$50,944.16	\$5,444.44	

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Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
21260010200 5250	MAINTENANCE - UNEMPLOYMENT INSURANCE	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00	100.00%
21260010200 5260	MAINTENANCE - WORKER'S COMPENSATION	\$3,586.58	\$3,586.58	\$3,242.99	\$0.00	\$343.59	9.58%
21260010200 5330	MAINTENANCE - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21260010200 5411	MAINTENANCE - WATER/SEWERAGE	\$6,835.85	\$6,835.85	\$5,068.48	\$2,532.52	(\$765.15)	-11.19%
21260010200 5430	MAINTENANCE - REPAIRS & MAINT SERVICES	\$10,960.00	\$10,960.00	\$11,593.87	\$3,359.22	(\$3,993.09)	-36.43%
21260010200 5432	MAINTENANCE - REPAIRS BUILDINGS	\$20,000.00	\$20,000.00	\$1,727.00	\$1,630.00	\$16,643.00	83.22%
21260010200 5433	MAINTENANCE - REPAIRS GROUNDS	\$7,850.00	\$7,850.00	\$2,930.00	\$4,170.00	\$750.00	9.55%
21260010200 5434	MAINTENANCE - BUILDING IMPROVEMENTS	\$0.00	\$0.00	\$2,108.83	\$0.00	(\$2,108.83)	0.00%
21260010200 5435	MAINTENANCE - REPAIRS MAINT EQUIPMENT	\$1,000.00	\$1,000.00	\$338.75	\$0.00	\$661.25	66.13%
21260010200 5436	MAINTENANCE - REPAIRS SECURITY SYSTEM	\$500.00	\$500.00	\$905.50	\$0.00	(\$405.50)	-81.10%
21260010200 5437	MAINTENANCE - GARBAGE REMOVAL	\$5,100.00	\$5,100.00	\$1,206.07	\$3,793.93	\$100.00	1.96%
21260010200 5521	MAINTENANCE - PROPERTY/LIABILITY INS	\$12,518.00	\$12,518.00	\$13,645.00	\$0.00	(\$1,127.00)	-9.00%
21260010200 5580	MAINTENANCE - MILEAGE REIMBURSEMENT	\$200.00	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
21260010200 5610	MAINTENANCE - SUPPLIES	\$5,700.00	\$5,700.00	\$1,046.20	\$2,668.16	\$1,985.64	34.84%
21260010200 5612	MAINTENANCE - MAINTENANCE SUPPLIES	\$15,225.00	\$15,225.00	\$5,935.19	\$1,600.45	\$7,689.36	50.50%
21260010200 5619	MAINTENANCE - SUPPLIES GROUNDS	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
21260010200 5622	MAINTENANCE - ELECTRICITY	\$40,000.00	\$40,000.00	\$10,023.39	\$34,976.61	(\$5,000.00)	-12.50%
21260010200 5624	MAINTENANCE - OIL	\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$0.00	0.00%
21260010200 5626	MAINTENANCE - GASOLINE	\$150.00	\$150.00	\$0.00	\$0.00	\$150.00	100.00%
21260010200 5731	MAINTENANCE - NEW EQUIPMENT	\$0.00	\$0.00	\$2,454.05	\$195.95	(\$2,650.00)	0.00%
21260010200 5735	MAINTENANCE - REPLACEMENT EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	2600 - Summary	\$403,431.81	\$403,431.81	\$167,973.67	\$190,010.99	\$45,447.15	
21270010200 5517	REG ED TRANSPORTATION - ATHLETIC TRANS	\$12,700.00	\$12,700.00	\$2,313.20	\$686.80	\$9,700.00	76.38%
21270010200 5518	REG ED TRANSPORTATION - FIELD TRIPS	\$7,767.62	\$7,767.62	\$0.00	\$0.00	\$7,767.62	100.00%
21270010200 5519	REG ED TRANSPORTATION - TRANSPORTATION	\$295,574.00	\$295,574.00	\$119,144.37	\$178,433.63	(\$2,004.00)	-0.68%
21270010261 5519	SPED TRANSPORTATION - TRANSPORTATION	\$231,743.29	\$231,743.29	\$17,236.82	\$85,666.03	\$128,840.44	55.60%
	2700 - Summary	\$547,784.91	\$547,784.91	\$138,694.39	\$264,786.46	\$144,304.06	
21281400000 5330	EVALUATION SERVICES - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	2814 - Summary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21283510200 5330	PRE EMPLOYMENT PHYSICAL - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	2835 - Summary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21284010200 5111	IT - ADMIN/OTHER SALARIES	\$68,666.40	\$68,666.40	\$34,333.26	\$34,333.14	\$0.00	0.00%
21284010200 5211	IT - HEALTH INSURANCE	\$26,858.16	\$26,858.16	\$8,414.94	\$9,063.20	\$9,380.02	34.92%
21284010200 5212	IT - DENTAL INSURANCE	\$887.71	\$887.71	\$381.76	\$518.89	(\$12.94)	-1.46%
21284010200 5213	IT - LIFE INSURANCE	\$75.00	\$75.00	\$37.50	\$37.50	\$0.00	0.00%
21284010200 5214	IT - DISABILITY INSURANCE	\$202.57	\$202.57	\$99.30	\$99.30	\$3.97	1.96%
21284010200 5220	IT - FICA	\$5,252.98	\$5,252.98	\$2,498.99	\$2,621.41	\$132.58	2.52%
21284010200 5231	IT - NHRS SUPPORT	\$7,670.04	\$7,670.04	\$3,835.00	\$3,835.01	\$0.03	0.00%
21284010200 5240	IT - TUITION REIMBURSEMENT	\$2,880.00	\$2,880.00	\$1,920.00	\$0.00	\$960.00	33.33%
21284010200 5241	IT - WORKSHOP REIMB PROF	\$825.00	\$825.00	\$0.00	\$0.00	\$825.00	100.00%
21284010200 5250	IT - UNEMPLOYMENT INSURANCE	\$60.00	\$60.00	\$0.00	\$0.00	\$60.00	100.00%
21284010200 5260	IT - WORKER'S COMPENSATION	\$322.11	\$322.11	\$291.25	\$0.00	\$30.86	9.58%
21284010200 5330	IT - OTHER PROF SVCS	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
21284010200 5431	IT - REPAIRS EQUIPMENT	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
21284010200 5610	IT - SUPPLIES	\$5,000.00	\$5,000.00	\$0.00	\$458.35	\$4,541.65	90.83%
21284010200 5650	IT - SOFTWARE	\$7,168.25	\$7,168.25	\$11,345.75	\$108.00	(\$4,285.50)	-59.78%
21284010200 5735	IT - REPLACEMENT EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21284010200 5810	IT - DUES & FEES	\$540.00	\$540.00	\$200.00	\$0.00	\$340.00	62.96%
	2840 - Summary	\$129,408.22	\$129,408.22	\$63,357.75	\$51,074.80	\$14,975.67	
21290010200 5111	WAGE POOL - ADMIN/OTHER SALARIES	\$84,212.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Candia School District
Expenditure Report as of December 31, 2020
(unaudited)

Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
	2900 - Summary	\$84,212.00	\$0.00	\$0.00	\$0.00	\$0.00	
21410010200 5710	SITE ACQUISITION - LAND & IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	4100 - Summary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21511010200 5910	PRINCIPAL OF DEBT - PRINCIPAL OF DEBT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	5110 - Summary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21512010200 5830	INTEREST ON DEBT - INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	5120 - Summary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21522110200 5930	FOOD SERVICE TRANSFER - FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	5221 - Summary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21523000000 5930	CAPITAL PROJECTS TRANSFER - FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	5230 - Summary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21525200000 5930	EXPENDABLE TRUST TRANSFER - FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	5252 - Summary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21531010200 5890	CHARTER SCHOOL - MISC EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	5310 - Summary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Overall - Total	\$8,771,823.45	\$8,771,823.45	\$3,733,310.42	\$4,576,343.30	\$462,169.73	

XII.A.

**CANDIA SCHOOL DISTRICT
2020-2021
CO-CURRICULAR ASSIGNMENT NOMINATIONS**

LAST NAME	FIRST NAME	ACTIVITY	COMPENSATION
McKenna	Brian	Boys Basketball Coach	\$ 1,640.00
Colon	Brian	Girls Basketball Coach	\$ 1,640.00

XIII.A.

CANDIA POLICIES First Reading					
					2nd Board Reading Date: 1/28/2021
					1st Board Reading Date: 1/7/2021
					Committee Meeting Date: 12/16/2020
POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	STATUS	DATE REVIEWED	SUGGESTED RECOMMENDATIONS
Equal Opportunity Employment	GBA		Withdrawn	Jun-00	Eliminate. Due to the 2019 passage of SB263 pertaining to discrimination in public schools, NHSBA overhauled/consolidated many related policies. GBA has been incorporated into revised Policy AC which the Candia School Board approved on June 4, 2020
Feminine Hygiene Products	NEW	JLCFA	Recommended		New Policy. Consider adopting.
Remote Learning	NEW	III			Supt. recommends that each district have policy to address the possible need to enter into remote learning
Suicide Prevention and Response	JLDBB		Priority/Required by Law		Consider adding language from NHSBA
Concussions and Head Injuries	JLCJ		Priority/Required by Law		Requires school boards to adopt a concussion and traumatic brain injury return to learning policy school education program. Changed grades to appropriate to the Moore School athletic population.

ELIMINATE-COVERED Under CSB Policy AC (approved on 6/4/20)

**CANDIA SCHOOL DISTRICT
EQUAL OPPORTUNITY EMPLOYMENT**

The district will recruit and consider candidates without regard to age, race, color, religion, country of origin, marital status, and gender.

The district will employ individuals who meet the physical and mental requirements and who have the education, training, and experience established as necessary for the performance of the job without regard to age, race, religion, country of origin, gender (except where gender is a bonafide occupational requirement), sexual preference, and disabling conditions, except for reasons related to ability to perform the requirements of the job.

Adopted: June 1, 2000

-NEW-

**CANDIA SCHOOL DISTRICT
FEMININE HYGIENE PRODUCTS**

The Candia School District shall make tampons and sanitary napkins available at no cost in the middle school wing and in the nurse's bathroom(s).

Legal References:

RSA 189:16-a, Menstrual Hygiene Products (2019 Laws Chapter 252)

Adopted: June 1, 2000

**CANDIA SCHOOL DISTRICT
METHODS OF LEARNING**

The Candia School District recognizes that In-Person Learning is the optimal method of learning. To that end, the District will provide regular classroom instruction for all students. The School Board recognizes, however, that in extreme or unforeseen circumstances, regular in-class instruction may need to be halted or suspended. In such instances, the District will provide quality education in the form of Remote Learning.

In-Person Learning is instruction provided by the District to students with direct face-to-face interaction between teacher and student.

Remote Learning is instruction provided by the District to any group of students or by any teacher unable to attend class in-person.

Distance Learning is instruction received by students either remotely or in person by an educator outside of the district.

The District will shift to Remote Learning when deemed necessary by the Superintendent and approved by the School Board. Remote Learning provides instruction that closely mirrors what is/would be taught in the classroom and can occur synchronously or asynchronously.

Synchronous Learning includes various forms of televisual, digital, and online learning through which students learn from instructors, colleagues, or peers in real time, but not in-person.

Asynchronous Learning occurs when instruction and learning are not only in different locations, but also at different times. This can include recorded lessons or videos and emails between teacher and student.

If the District offers both In-Person and Remote Learning, students may not switch from one method to the other within the marking period except for extenuating circumstances reviewed and approved by the Superintendent or his/her designee.

Student Services

Special education requirements will continue to be met in accordance with Individual Education Plans (IEPs) regardless of method of learning.

All students may participate in extracurricular activities.

CANDIA SCHOOL DISTRICT
SUICIDE PREVENTION AND RESPONSE

CURRENT

The Candia School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention and postvention resources.

Suicide Prevention Coordinator

The Superintendent shall appoint a Suicide Prevention Coordinator who shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the District Suicide Prevention Coordinator, who shall, immediately or as soon as possible, establish and implement a response plan. The District Suicide Prevention Coordinator shall be responsible for:

- a) developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
- b) annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) name and contact information of Suicide Prevention Coordinator, for inclusion in student handbooks and on the District’s website;
- c) developing - or assisting individual teachers with the development – of age appropriate student educational programming, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
- d) developing or assisting in the development of the annual staff training required;
- e) Such other duties as referenced in this Policy or as assigned by the Superintendent.

Annual Staff Training

The Superintendent shall assure that beginning with the 2020-21 school year, all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.

Dissemination

Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District's, and each school's respective websites.

Legal References:

RSA 193-J: Suicide Prevention Education

Adopted: January 30, 2020

**CANDIA SCHOOL DISTRICT
SUICIDE PREVENTION AND RESPONSE**

SUGGESTED

The Candia School Board is committed to protecting the health, safety, and welfare of its students and school community. This policy supports federal, state, and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention and postvention resources.

District Suicide Prevention Plan and Biennial Review

The Superintendent shall develop and provide to the Board for approval, a coordinated written District Suicide Prevention Plan to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts. (See: JLDBB-R)

A. Specific Requirements for Plan Terms

The District Suicide Prevention Plan shall include terms relating to:

- a. Suicide prevention (risk factors, warning signs, protective factors, referrals);
- b. Response to in-or-out-of-school student suicides or suicide attempts (postvention, suicide contagion);
- c. Student education regarding safe and healthy choices, coping strategies, recognition of risk factors, and warning signs of mental disorders and suicide; and help seeking strategies;
- d. Training of staff, designated volunteers, and contracted personnel on the issues of youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources available within the school and community;
- e. Confidentiality considerations;
- f. Designation of any personnel, in addition to the District Suicide Prevention Coordinator and Building Suicide Prevention Liaison, to act as points of contact when students are believed to be at an elevated risk of suicide;
- g. Information regarding stated and community resources for referral, crisis intervention, and other related information;
- h. Dissemination of the Plan or information about the Plan to students, parents, faculty, staff, and school volunteers;
- i. Promotion of cooperative efforts among the District and its schools and community suicide prevention program personnel;
- j. Such include such other provisions deemed appropriate to meet the objectives of the Policy (e.g., student handbook language, reporting processes, “postvention” strategies, memorial parameters, etc.).

Biennial Review:

No less than once every two years, the Superintendent, in consultation District Suicide Prevention Coordinator, and Building Suicide Prevention Liaison, and with input and evidence from community health or suicide prevention organizations, and District health, and guidance personnel, shall update the District Suicide prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

B. Suicide Prevention Coordinator and Liaison

District Suicide Prevention Coordinator:

The Director of Student Services shall serve as the appointed District Suicide Prevention Coordinator, who, under the direction of the Superintendent, shall be responsible for:

- a. Developing and maintaining cooperative relationships with and coordination efforts around the District and community suicide prevention programs and personnel;
- b. Annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaison, for inclusion in student handbooks and on the District's website;
- c. Developing – or assisting individual teachers with the development – of age appropriate student educational programming, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help
- d. Developing or assisting in the development of the annual staff training required under section C of this policy;
- e. Such other duties as referenced in the policy or as assigned by the Superintendent.

Building Suicide Prevention Liaison:

The school guidance counselor shall be designated as the Building Suicide Prevention Liaison and shall serve as the in-building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

C. Annual Staff Training

The Superintendent shall assure that all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.

D. Dissemination

Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaison, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the school district's website.

Legal References:

RSA 193-J: Suicide Prevention Education

**CANDIA SCHOOL DISTRICT
CONCUSSIONS AND HEAD INJURIES**

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the board and administration.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

For purposes of this policy, "student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades ~~4 through 12~~ **5 through 8**.

For purposes of this policy, "student sports" means intramural sports programs conducted outside the regular teaching day for students in grades ~~4 through 12~~ **5 through 8** or competitive athletic programs between schools for students in grades ~~4 through 12~~ **5 through 8**, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

For purposes of this policy, "head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion which is the most common type of sports-related brain injury.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

Athletic Director or Administrator in Charge of Athletic Duties

Updating: Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Coach Training: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic.

Parent Information Sheet: On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

Coach's Responsibility: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

Administrative Responsibilities: The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

Removal From Play and Protocol For Return To Play

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play.

The District may limit a student-athlete's participation as determined by the student's treating health care provider.

Concussion Awareness and Education

To the extent possible, the District will implement concussion awareness and education into physical education and/or health education curriculum.

Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified.

Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

Adopted: December 6, 2012
Revised: April 7, 2016

Legal References:
RSA 200:49, RSA 200:50
RSA 205:51, RSA 200:52



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MEMORANDUM

To: CLIENTS

From: Soule, Leslie, Kidder, Sayward & Loughman, P.L.L.C.

Date: December 18, 2020

Subject: ANNUAL MEETING PROCEDURES AND OPTIONS DURING THE COVID-19 PANDEMIC

As Districts and Towns prepare for 2021 annual meetings, they must determine how to hold their annual meetings safely during the ongoing COVID-19 pandemic. There are several options available to you.

IN-PERSON ANNUAL MEETINGS

Districts and towns can still hold in-person annual meetings. However, in-person annual meetings should be conducted in a location with social distancing and face coverings required. In order to maintain social distancing, capacity in the location must be limited. Accommodations must also be made for those who cannot wear masks. That requires additional rooms at the meeting location equipped so voters can view the meeting and a method for them to participate, staffed with assistant moderators. This is similar to the procedure that has been used in the past in communities for overflow crowds at the annual meeting.

CHAPTER 8:3 VIRTUAL ANNUAL MEETING

Chapter 8:3 provides, “[t]owns, village districts and school districts that are unable to hold in person annual meetings in 2020 or 2021 due to Novel Coronavirus disease (Covid-19) may conduct virtual meetings in accordance with this section.” By its terms, the temporary optional procedure applies to all districts and towns, whether they are districts or towns that hold a traditional annual meeting, an SB2 meeting, or a home rule charter meeting. The statute functions as an overlay statute, meaning that the requirements of the charter and statutes that are not inconsistent with Chapter 8:3, such as the requirement that you post the warrant, accept petition warrant articles, hold the budget hearing, use absentee ballots in SB2 communities, etc., still apply.

Who Decides Whether to Use the Procedure? The governing body, which is the school board or board of selectmen, decide whether to use the temporary optional procedure. The governing body needs to determine that the district or town is “unable . . . due to Novel Coronavirus disease” to hold an in-person meeting.

What is the Procedure for the Meeting? The deliberative portion of the meeting is split into two sessions which is followed by official ballot drive up voting. The first session is a virtual live information session followed by a second live virtual meeting to consider and address comments received from the public after the informational session. The third session will be official ballot voting.

When do you hold the meeting? Since Chapter 8:3 is an overlay provision, the meeting should be held during the time periods required for holding the annual meeting. For SB2 communities, the two session deliberative and the final drive up voting should be as close as possible to the regular schedule for deliberative session and voting.

What Notice Is Required? At least seven days before the informational session, the district or town must mail notice to all registered voters describing the procedures to be followed for conducting the meeting. The notice must be mailed to all registered voters, meaning that if more than one registered voter lives at a particular address, a separate notice must be sent to each. This does not take the place of posting the warrant. You must do both.

First Deliberative Session. At the live virtual meeting, the governing body will describe the meeting procedures and discuss the warrant articles. After the live virtual meeting is adjourned, the governing body must solicit questions and comments from the public to be received via email, voicemail, text message or other electronic means. Voters must be informed about the method or methods for them to ask questions and provide comments.

Second Deliberative Session. Within seven days of the informational session, the governing body will hold another live virtual meeting to consider and address comments received from the public. At that second meeting the governing body will discuss and debate the final form of the warrant articles. The governing body is permitted to amend the proposed warrant. The voters are not permitted to amend articles or vote on any proposed amendments during the second session. After the second session, the final warrant as amended must be made available electronically for printing by the voters who can bring a copy to the voting session.

Voting and the Ballot. Voting on the final warrant articles is by secret ballot through drive-up procedures to ensure appropriate social distancing. The statute does not describe or require any particular drive-up procedures. The drive-up procedures must include a process to check in voters, to verify the occupants of the vehicle, and to collect the secret ballot.

Districts and towns that use the official ballot for election of officers must print an official ballot for the election of officers “and other items that are required to be placed on the official ballot.” All other warrant articles must be printed on a separate ballot called “the alternative ballot.”

SB2 communities are required to place all warrant articles on the official ballot. Therefore, SB2 communities that decide to use the temporary optional meeting procedures can place all their articles on the official ballot and do not need a separate alternative ballot. After the article for the election of officers and any other article required by law to be placed on an official ballot in a traditional ballot community, the SB2 official ballot should state that the rest of the official ballot is “the alternative portion” of the ballot which is subject to approval of the optional procedures warrant article.

The first article on the alternative ballot must ask voters whether they approve of the optional meeting procedures.

What Happens if Voters Approve the Optional Voting Procedure? If the voters approve the optional procedure warrant article by a simple majority, all other votes on warrant articles are deemed the final action of the meeting. If the operating budget is not adopted, the governing body may convene another meeting before September 1 to adopt an operating budget, or deem the meeting to have adopted the previous year’s operating budget article, not including separate warrant articles.

What Happens If Voters Disapprove the Optional Voting Procedure? If the voters do not approve the optional procedures, “all other warrant articles shall be deemed disapproved. However, the election of officers and action on other items on the initial ballot will be effective.”

What if you have a bond? If you have a bond and decide to use the temporary optional meeting procedure, you should contact bond counsel and local counsel early to review the procedures you will need to follow.

Coordination. All districts, especially cooperative districts, need to coordinate with the towns on how to implement drive up voting.

Absentee ballots. Since Chapter 8:3 is an overlay authorization, it does not change the ability of voters in an SB2 community to vote by absentee ballot. For traditional meeting communities, there is no absentee voting.

OUTDOOR MEETINGS

In the spring and summer, some districts and towns conducted their annual meetings outdoors with voters in their vehicles. That remains an option.