

# CANDIA SCHOOL BOARD

## BOARD MEETING NOTICE

Remote Meeting  
THURSDAY July 23, 2020 6:30 P.M.

The Candia School Board will be holding a *remote* board meeting via ZOOM on Thursday, July 23, 2020, commencing at 6:30 p.m.

You will be able to listen to the meeting by phone by dialing US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833  
Webinar ID: 995 9009 2746  
Passcode: 598780

If during the meeting you have any difficulty hearing the members of the School Board, you can call Tech support at 603-483-2251 ext 116.

An agenda\* for the meeting follows:

CALL TO ORDER

PROOF OF POSTING

OLD BUSINESS

Re-entry to School DRAFT Plan

Policy AC

School Calendar

NEW BUSINESS

Approval of Minutes

Approval of Manifests

NON-PUBLIC SESSION (if necessary)

ADJOURNMENT

\* (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)

# A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the Candia School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing Zoom for this electronic meeting.<sup>1</sup> All members of the Candia School Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen through dialing +1-929-205-6099 or +1-312-626-6799 or +1-669-900-6833 or +1-253-215-8782 or +1-301-715-8592 or +1-346-248-7799

Webinar ID: 995 9009 2746

Passcode: 598780

*b) Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website.

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please call 603-483-2251 ext 116

*d) Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

<sup>1</sup> Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

**CANDIA SCHOOL BOARD REMOTE (Zoom) MEETING**  
**Thursday, July 23, 2020 – 5:00 p.m.**

**AGENDA**

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

**II. PROOF OF POSTING** – Bill Rearick

**III. OLD BUSINESS**

- A. Re-entry to School DRAFT Plan
- B. Policy AC\* (Second Reading/Adoption)
- C. School Calendar - Discussion

**IV. NEW BUSINESS**

- A. Approval of Board Meeting Minutes of July 16, 2020\*
- B. Manifest of June 30, 2020
- D. Manifest of July 9, 2020

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

**VI. ADJOURNMENT**

The next regularly scheduled Candia School Board Meetings will be held on Thursday, **August 13, 2020 at 5:00 p.m.** at the Henry W. Moore School Media Center, or remotely if necessary.

*\*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

**III.B.**

<b>CANDIA POLICIES    **SECOND READING/ADOPTION**</b>					
<div style="text-align: right;">           2nd Board Reading Date:    7/23/2020            1st Board Reading Date:    7/16/2020            Committee Meeting Date:    7/1/2020         </div>					
<b>POLICY TITLE/CATEGORY</b>	<b>CURRENT CODE</b>	<b>PROPOSED CODE</b>	<b>PROPOSAL STATUS</b>	<b>STATUS</b>	<b>Board Recommendations after the first reading</b>
<del>Non-Discrimination Policy Notice</del> <b>NONDISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN</b>	AC		Priority/Required by Law		No changes suggested by Board

## CURRENT POLICY

### **CANDIA SCHOOL DISTRICT NONDISCRIMINATION POLICY NOTICE**

*The Candia School District in accordance with the requirements of federal and state laws, and of regulations which implement those laws declares that the school district shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, gender, sexual orientation, religion, sex, gender identity, creed, marital, familial or economic status, physical or mental disability or disability under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the IDEA of 1990, or any other classes protected under RSA 354-A. Any person having inquiries concerning the school district's compliance with the regulations implementing these laws may contact the office of the Superintendent of Schools.*

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

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

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

*Legal Reference:*

*RSA 354-A:7, Unlawful Discrimination Practices*

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

*Adopted: November 8, 1989*

*Revised: September 10, 1992*

*Adopted: June 8, 1999*

*Revised: March 16, 2001*

*Adopted: June 2, 2005*

*Revised: January 3, 2019*

*Revised: November 7, 2019*

# SUGGESTED POLICY

## CANDIA SCHOOL DISTRICT

### **NONDISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN POLICY NOTICE**

#### **1. Prohibition Against Discrimination of Students in Educational Programs and Activities.**

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

#### **B. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.**

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. 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 as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

#### **C. Policy Application.**

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

District Anti-Discrimination Plan.

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights [*Non-Discrimination*] Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy JLDDBB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

**E. Human Rights [or Non-Discrimination], Title IX, 504 and other Coordinators or Officers.**

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below.

**Human Rights [or Non-Discrimination] Officer – *Michele Garon, Human Resources Director***  
**Title IX Coordinator – *Marge Polak, Assistant Superintendent***  
**504 Coordinator – *Pamela Jarvis, School Counselor***

**F. 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 ACE, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED.
4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

**G. 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, 8<sup>th</sup> Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: [OCR.Boston@ed.gov](mailto: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](mailto:humanrights@nh.gov)

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

#### **H. 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.

#### **I. Administrative Procedures and Regulations.**

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

#### **J. Notice of Compliance.**

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

**This policy will be reviewed every year.**

#### Legal References:

RSA 186:11, XXXIII, Discrimination, RSA 193:38, Discrimination in Public Schools, RSA 193-F, Student Safety and Violence Protection Act, RSA 275:71, Prohibited Conduct by Employer, RSA 354-A, State Commission for Human Rights, The Age Discrimination in Employment Act of 1967, 29 U.S.C. 621, et seq. The Rehabilitation Act of 1973, 29 U.S.C. 705 and 794, Title II of The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq., Title IV of the Civil Rights Act of 1964, 42 U.S.C. §2000c, Title VII of The Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq, NH Dept of Ed. Rule 303.01 (i), School Board Substantive Duties

#### OUTSIDE AGENCIES:

Office for Civil Rights, U.S. Department of Education; 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone - 617-289-0111; Email - [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

Office of Civil Rights, U.S. Dept of Agriculture; 1400 Independence Avenue, SW, Washington, D.C., 20250-9410; Telephone - 866-632-9992; Email – [program.intake@usda.gov](mailto:program.intake@usda.gov)

N.H. Commission for Human Rights, 2 Industrial Park Drive, Concord 0330, Telephone - 603-271-2767; Email – [humanrights@nh.gov](mailto:humanrights@nh.gov)

N.H. Department of Justice, Civil Rights Unit; 33 Capitol Street, Concord, NH 03301; Telephone – 603-271-1181

N.H. Department of Education, Commissioner of Education; 101 Pleasant Street, Concord, NH 03301, Telephone – 603-271-3494; Email - [info@doe.nh.gov](mailto:info@doe.nh.gov)

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



**CANDIA SCHOOL BOARD MEETING  
THURSDAY, JULY 16, 2020 AT 5:00 P.M.  
REMOTE MEETING (ZOOM)**

**These minutes have not been approved.**

Matt Woodrow, Board Chair, called the meeting to order at 5:02 p.m.

Those attending remotely were Board members Mark Chalbeck, Stephanie Helmig, Dana Buckley, and Kristina Ickes. Also in attendance were Principal, Becky Wing, Assistant Principal, Johnathon Banks, Director of Student Services, Kathryn Duncan, and Technology Director, Chris Jamrog; Superintendent, William (Bill) Rearick, Business Administrator, Amy Ransom, and Assistant Superintendent, Marge Polak. Also joining in was Mike Davey from Energy Efficient Investments.

Matt Woodrow explained the reason the Board was meeting was being held remotely. He said the gym is now full of capital project equipment and classroom furniture and that the parking lot is being repaved, so there is no room for a group to gather. He said no decisions will be made tonight, but that the Re-Entry Draft Plan will be presented and those with questions or concerns are encouraged to send their questions, along with their name and address, to the Board.

Matt Woodrow read 'A Checklist To Ensure Meetings Are Compliant With The Right-to- Know Law During The State Of Emergency'.

Matt led the attendees in the Pledge of Allegiance.

**PROOF OF POSTING**

Bill Rearick provided proof of posting.

All votes taken were poll votes, and were unanimous.

**OLD BUSINESS**

**HVAC System Replacement Update**

Mike Davey stated that because there was no ventilation in the old section, having no outside air, his company was hired to install ductwork. They are 70% done, and are ahead of schedule, expecting to be done by heating season.

**Capital Projects Updates (Fund Balance)**

The Capital Projects Updates were reviewed. When asked by Kristina Ickes how she felt things were going, Becky Wing stated said that the projects are going very well, even though many things are still being stored in the gym as they work on the various projects.

**NEW BUSINESS**

**Re-Entry to School Draft Plan**

Bill Rearick gave an overview of the Re-Entry to School Draft Plan. He said a lot of work went into the draft plan which outlined three possible scenarios, The committee looked various different states' plans on re-entry. This was drafted before the Governor spoke on Tuesday, but will remain a working, fluid document. Becky Wing added to the overview of the plan, saying the two priorities in developing the plan were the safety of the students and for getting as many students as possible to school in person. In her presentation, Becky reviewed each of the scenarios. Becky said that any plan to return to the classroom is highly reliant on teachers being in attendance. A copy of the draft will be available within the week. Both Bill and Becky

stated that there is still much more to do with the plan, and that it will continue to be ongoing as more guidance comes from state and federal officials.

After the presentation, Bill Rearick and Becky Wing answered questions posed to them by Board members. The Board will meet again on Thursday, July 23, 2020 at 6:30 p.m. after having time to review questions from parents and staff. This will be a remote (Zoom) meeting.

Bill Rearick stated that he would like to send out another short survey to parents after they have had a chance to review the draft plan.

**CARES Act Update**

Marge Polak stated that the overall allocation was \$35,714.11. The purpose of CARES money was driven by remote learning, however other acceptable uses is PPE and for professional development for teachers. The \$35,714 is shared with the Jesse Remington School. \$3,928.55 went to Remington, leaving \$31,785.56 for the Candia School District which has been allocated for 110 Chromebooks and accessories, 18 Chrome Tablets, and content-filtering software. Marge said the grant has been submitted and the budget has been reviewed.

**Policy AC-First Reading**

Motion by Dana Buckley, seconded by Kristina Ickes, to approve the first reading of Policy AC as presented. A poll vote was taken. With all in favor, the motion carried.

**Superintendent's Nomination**

Motion by Dana Buckley, seconded by Stephanie Helmig, to accept the Superintendent's Nomination of Tiffeny Mackinnon as Elementary Teacher. A poll vote was taken. With all in favor, the motion carried.

**Approval of Board Meeting Minutes on June 4, 2020**

Motion by Kristina Ickes, seconded by Matt Woodrow, to approve the minutes of June 4, 2020. A poll vote was taken. With all in favor, the motion carried.

**NON-PUBLIC SESSION RSA 91-A:3 Section II (a-k) (if necessary)**

Not needed

Matt Woodrow thanked Becky Wing, Bill Rearick, and the entire committee for their work on the Draft Re-Entry Plan.

**ADJOURNMENT**

Motion by Dana Buckley, seconded by Stephanie Kristina Ickes, to adjourn the meeting at 6:53 p.m. A poll vote was taken, and with all in favor, the motion carried.

The Board will meet on Thursday, July 23, 2020 at 6:30 p.m.

The next regularly scheduled Candia School Board Meeting will be on Thursday, August 13, 2020 at 5:00 p.m. at the Henry W. Moore School Media Center, or remotely as needed.

Respectfully submitted,


Rebecca SJ McCarthy  
Recording Secretary



**FINANCIAL SUMMARY  
CANDIA SCHOOL DISTRICT  
7/9/20**

DATE	CHECK #		PURPOSE	AMOUNT
	FROM:	TO:		
7/4/20			US Bank	250.00
7/6/20			Eversource	2,180.10
7/8/20	29238	V29890	Payroll	17,014.88
7/8/20	29240	29244	Payroll-Deductions	10,788.47
7/9/20	29245	29257	AP-General Fund	22,157.55
7/9/20			Voided Prior Year Checks	-153.44
				\$52,237.56

BOARD SIGNATURES: \_\_\_\_\_


  
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