

**CANDIA SCHOOL BOARD MEETING**  
**Thursday, June 2, 2022 6:00 p.m.**  
**Henry W. Moore School Media Center**

**AGENDA**

- I. **CALL TO ORDER** – Matt Woodrow, Board Chair
- II. **PLEDGE OF ALLEGIANCE**
- III. **PROOF OF POSTING** – Bill Rearick
- IV. **PINKERTON ACADEMY LIAISON**-Madison Butters
- V. **MINUTES**
  - A. Approval of Board Minutes of May 5, 2022\*
  - B. Approval of Board non-public (sealed) minutes of May 5, 2022
- VI. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VII. **SUPERINTENDENT’S UPDATES**
- VIII. **REPORTS**
  - A. Standing Committees
- IX. **OLD BUSINESS**
  - A. Goals\*
  - B. Transportation Update
- X. **NEW BUSINESS**
  - A. Lease of Barn Property-discussion
- XI. **FINANCIAL**
  - A. Manifest Approval
  - B. Expenditure Report\*
  - C. Revenue Report\*
- XII. **PERSONNEL (if necessary)**
  - A. Resignation\*
  - B. Superintendent’s Nominations\*
- XIII. **POLICIES-Second Reading**
  - A. EHB-R Retention of Records\* (previously tabled)
- XIV. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- XV. **NON-PUBLIC SESSION RSA 91-A 3 Sections II (A, I, L)**
- XVI. **INFORMATIONAL ITEMS/UPCOMING AGENDA**
  - Enrollments
  - NHSBA Call for Resolutions

## **XVII. ADJOURNMENT**

The next regularly scheduled Candia School Board Meeting will be held on Thursday, August 11, 2022 at 6:00 p.m. at the Henry W. Moore School Media Center.

*\*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, MAY 5, 2022  
6:00 P.M.  
HENRY W. MOORE SCHOOL MEDIA CENTER**

**These minutes have not been approved.**

**CALL TO ORDER**

Board Chair, Matt Woodrow called the meeting to order at 6:00 p.m. Those in attendance were Board members Dana Buckley, Mark Chalbeck, Kristina Ickes (6:01 p.m.), and Stephanie Helmig (6:01 p.m.). Also in attendance was Principal, Becky Wing, Director of Student Services, Kathryn Duncan; Superintendent, William (Bill) Rearick and Assistant Superintendent, Marge Polak.

**PLEDGE OF ALLEGIANCE**

Mark Chalbeck led the attendees in the Pledge of Allegiance.

Bill Rearick presented Board Members invitations to Pinkerton's graduation.

**PROOF OF POSTING**

Bill Rearick provided proof of posting.

**MINUTES**

Motion by Mark Chalbeck, seconded by Kristina Ickes, to approve the April 7, 2022 meeting minutes, and the motion carried unanimously.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

No participation.

**SUPERINTENDENT'S UPDATES**

Bill Rearick said he attended a sending districts meeting at Pinkerton. They will begin flex scheduling next year. He said that the Hooksett Board was amenable to having the Candia students do their summer programming at the Cawley Middle School while work is done to the Moore school as requested.

Mr. Rearick said he visited the Moore School today.

Matt Woodrow stated that it was gracious of Hooksett.

**REPORTS**

Administrator reports were in the packet for review.

Some discussion ensued relative to enrollments.

**OLD BUSINESS**

**Goals**

Marge Polak reviewed movement in the goals.

**NEW BUSINESS**

**Lease of Barn Property**

Matt Woodrow reported that he let the Gosselin's of Patriot Plumbing know that the district is not interested in selling the property at this time, and asked the Board for their thoughts on leasing. Discussion ensued. The Gosselins will be invited to the Board's June 2 meeting.

**Zoom Board meetings**

Matt Woodrow said that a constituent asked for this item to be on the agenda for discussion. Bill Rearick said it is cost prohibitive to film live and reminded the Board that a warrant article to fund recording of meetings did not pass.

**Annual Review of Policies AC and DFA**

Bill Rearick explained that these policies were on the agenda as they must be reviewed by the Board annually. No changes were made.

## **General Assurances**

Marge Polak stated that the Superintendent and Board Chair reviewed and signed each page of the General Assurances. She said these are required by the Department of Education in order to receive federal funds.

### **August 4 Board meeting**

Bill Rearick asked the Board to consider moving the August 4 meeting a little later in the month, and they agreed to move it to August 11.

## **FINANCIAL**

Motion by Mark Chalbeck, seconded by Kristina Ickes to approve the manifest in the amount of \$614,239.81, and the motion carried unanimously.

## **PERSONNEL**

### **Resignation**

Motion by Matt Woodrow, seconded by Dana Buckley, to accept the resignation of school nurse Caroline Megan, with deep regret, and the motion carried unanimously.

## **POLICIES**

### **Second Reading**

Motion by Dana Buckley, seconded by Matt Woodrow, to eliminate policy DJC, Petty Cash Accounts, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Matt Woodrow, to accept the second reading/adoption of policies JX Facial Coverings, DA Fiscal Management Goals, DC Taxing and Borrowing Authority Limitations, DD, Funding Proposals and Applications, DEA Revenues from Local Tax Sources, DH Bonded Employees, DIE Audits, DJ Purchasing, DJB Purchasing Procedures, DJD Cooperative Purchasing, DK Payment Procedures, DM Cash in School Buildings, and the motion carried unanimously.

Motion by Kristina Ickes, seconded by Dana Buckley, to table policy EHB-R Records Retention, and the motion carried unanimously.

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

No participation.

## **NON-PUBLIC SESSION RSA 91-A:3 Section II (a)**

At 6:50 p.m. motion by Matt Woodrow, seconded by Dana Buckley, to enter into a non-public session under RSA 91-A:3 Section II a. With all in favor, the motion carried.

The Board returned into a public session at 6:50 p.m.

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

## **INFORMATIONAL/UPCOMING AGENDA ITEMS**

Gosselin's of Patriot Plumbing

## **ADJOURNMENT**

Motion by Matt Woodrow, seconded by Dana Buckley to adjourn the meeting at 7:02 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be on Thursday, June 2, 2022 at 6:00 p.m. at the Henry W. Moore School Media Center.

Respectfully submitted,

Rebecca McCarthy  
Recording Secretary

**Candia School District**  
**School Board Goals 2021 – 2022**  
6-2-22

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

<b>Long Range Planning</b>	<b>Curriculum, Assessment, Programming</b>	<b>Technology</b>
Continue the work of the enrollment committee to identify opportunities and plan for population changes.	Improve student achievement at all grade levels as measured by assessment results and percent of students meeting growth targets.	Continue to update the technology plan on an annual basis.
	Identify student learning gap and create plans to target instruction for each student.	
	Explore and implement opportunities and programming for advanced learners.	Identify and address our cybersecurity needs and incorporate into safety protocols.
	Continue to review curricular, instructional and assessment practices.	
	Continue to support teachers in enhancing instructional practices through a coaching model.	
	Identify executive function needs of students and explore resources and programs.	
Ensure that cursive writing is included in the instructional scope and sequence.		
<b>Finance &amp; Facilities</b>	Implement a civics component in the middle school social studies program.	Create a sub-committee calendar and report on committee meetings on a regular basis.
Continue to improve facilities and update the 5-year plan.	<b>Culture</b>	Continue to improve overall community involvement in school events/culture.
	Create opportunities for students to interact with the community (Historical Society).	<b>Safety</b>
Hold facilities warrant article information night.	Explore having monthly field trips or virtual events to experience cultural or historical events.	Implement <i>See Something Say Something</i> protocols.
	Debrief after any school incidents to determine root causes, contributing factors and lessons learned.	Update school safety measures for external threats.
	Have Food Services create a healthy eating campaign.	

**Candia School District  
Expenditure Report as of May 27, 2022**

**XI.B.**

Account Number	Description	Original Budget	Encumbered	YTD Expenses	Amount Remaining
21110010200 5112	REG ED - TEACHER SALARIES	\$1,336,822.18	\$229,720.93	\$1,028,125.80	\$78,975.45
21110010200 5114	REG ED - PARAPROFESSIONAL	\$23,191.74	\$0.00	\$0.00	\$23,191.74
21110010200 5120	REG ED - SUBSTITUTE SALARIES	\$25,000.00	\$0.00	\$32,190.02	(\$7,190.02)
21110010200 5122	REG ED - HEALTH INSURANCE BUYOUT	\$21,936.65	\$0.00	\$21,936.64	\$0.01
21110010200 5211	REG ED - HEALTH INSURANCE	\$399,302.40	\$21,903.26	\$311,613.84	\$65,785.30
21110010200 5212	REG ED - DENTAL INSURANCE	\$23,220.93	\$785.64	\$11,573.94	\$10,861.35
21110010200 5213	REG ED - LIFE INSURANCE	\$1,822.56	\$0.00	\$1,741.26	\$81.30
21110010200 5214	REG ED - DISABILITY INSURANCE	\$3,947.52	\$0.00	\$3,795.26	\$152.26
21110010200 5220	REG ED - FICA	\$107,631.76	\$17,533.80	\$79,777.49	\$10,320.47
21110010200 5232	REG ED - NHRS PROFESSIONAL	\$281,000.07	\$48,287.49	\$221,385.94	\$11,326.64
21110010200 5240	REG ED - TUITION REIMBURSEMENT	\$25,000.00	\$0.00	\$0.50	\$24,999.50
21110010200 5241	REG ED - WORKSHOP REIMB PROF	\$6,200.00	\$0.00	\$2,047.80	\$4,152.20
21110010200 5250	REG ED - UNEMPLOYMENT INSURANCE	\$2,530.00	\$0.00	\$16.89	\$2,513.11
21110010200 5260	REG ED - WORKER'S COMPENSATION	\$5,501.24	\$0.00	\$4,366.59	\$1,134.65
21110010200 5320	REG ED - PROFESSIONAL EDUCATIONAL	\$500.00	\$90.00	\$0.00	\$410.00
21110010200 5330	REG ED - OTHER PROF SVCS	\$500.00	\$0.00	\$0.00	\$500.00
21110010200 5430	REG ED - REPAIRS & MAINT SERVICES	\$3,679.00	\$754.51	\$1,917.51	\$1,006.98
21110010200 5431	REG ED - REPAIRS EQUIPMENT	\$200.00	\$0.00	\$0.00	\$200.00
21110010200 5442	REG ED - RENTAL OF EQUIPMENT	\$7,740.00	\$522.00	\$5,030.00	\$2,188.00
21110010200 5580	REG ED - MILEAGE REIMBURSEMENT	\$300.00	\$0.00	\$0.00	\$300.00
21110010200 5610	REG ED - SUPPLIES	\$12,000.00	\$164.85	\$10,102.26	\$1,732.89
21110010200 5641	REG ED - TEXTBOOKS	\$300.00	\$0.00	\$0.00	\$300.00
21110010200 5737	REG ED - REPLACEMENT FURNITURE & F	\$0.00	\$0.00	\$0.00	\$0.00
21110010206 5641	FOREIGN LANGUAGE - TEXTBOOKS	\$796.00	\$0.00	\$0.00	\$796.00
21110010208 5610	ART - SUPPLIES	\$2,293.20	\$0.00	\$2,297.02	(\$3.82)
21110010218 5610	HEALTH - SUPPLIES	\$798.10	\$0.00	\$669.90	\$128.20
21110010223 5610	MATH - SUPPLIES	\$520.00	\$0.00	\$0.00	\$520.00
21110010223 5643	MATH - INFORMATION ACCESS FEES	\$5,617.70	\$0.00	\$9,360.00	(\$3,742.30)
21110010223 5645	MATH - PRACTICE BOOKS	\$7,062.21	\$0.00	\$3,469.70	\$3,592.51
21110010224 5610	MUSIC - SUPPLIES	\$920.00	\$20.99	\$918.36	(\$19.35)
21110010224 5643	MUSIC - INFORMATION ACCESS FEES	\$699.84	\$0.00	\$698.50	\$1.34
21110010224 5731	MUSIC - NEW EQUIPMENT	\$206.66	\$0.00	\$204.48	\$2.18
21110010225 5610	PHYS ED - SUPPLIES	\$460.85	\$0.00	\$335.73	\$125.12
21110010227 5610	READING - SUPPLIES	\$237.84	\$0.00	\$202.78	\$35.06
21110010227 5643	READING - INFORMATION ACCESS FEES	\$1,046.55	\$0.00	\$0.00	\$1,046.55

**Candia School District  
Expenditure Report as of May 27, 2022**

**XI.B.**

Account Number	Description	Original Budget	Encumbered	YTD Expenses	Amount Remaining
21110010227 5645	READING - PRACTICE BOOKS	\$1,875.00	\$0.00	\$1,479.60	\$395.40
21110010229 5610	SCIENCE - SUPPLIES	\$3,262.55	\$343.14	\$2,742.17	\$177.24
21110010229 5641	SCIENCE - TEXTBOOKS	\$0.00	\$0.00	\$0.00	\$0.00
21110010229 5643	SCIENCE - INFORMATION ACCESS FEES	\$1,755.00	\$0.00	\$980.00	\$775.00
21110010230 5610	SOCIAL STUDIES - SUPPLIES	\$469.19	\$0.00	\$562.80	(\$93.61)
	<b>1100 - Summary</b>	<b>\$2,316,346.74</b>	<b>\$320,126.61</b>	<b>\$1,759,542.78</b>	<b>\$236,677.35</b>
21110530200 5561	REG ED HIGH SCHOOL - TUITION OTHER LEA'S	\$0.00	\$0.00	\$27,018.94	(\$27,018.94)
21110530200 5563	REG ED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	\$1,904,022.00	\$9,976.00	\$1,769,120.00	\$124,926.00
	<b>1105 - Summary</b>	<b>\$1,904,022.00</b>	<b>\$9,976.00</b>	<b>\$1,796,138.94</b>	<b>\$97,907.06</b>
21120010200 5111	SPED ELEMENTARY - ADMIN/OTHER SALARIES	\$87,676.00	\$6,744.40	\$80,931.60	\$0.00
21120010200 5112	SPED ELEMENTARY - TEACHER SALARIES	\$152,696.00	\$27,255.16	\$114,671.84	\$10,769.00
21120010200 5114	SPED ELEMENTARY - PARAPROFESSIONAL	\$170,233.60	\$5,206.32	\$114,903.92	\$50,123.36
21120010200 5115	SPED ELEMENTARY - SECRETARIAL SALARIES	\$28,121.40	\$5,683.71	\$21,684.11	\$753.58
21120010200 5117	SPED ELEMENTARY - CO-CURRICULAR SALARIES	\$100.00	\$0.00	\$0.00	\$100.00
21120010200 5122	SPED ELEMENTARY - HEALTH INSURANCE BUYOUT	\$1,500.00	\$1,500.00	\$0.00	\$0.00
21120010200 5211	SPED ELEMENTARY - HEALTH INSURANCE	\$185,565.30	\$7,707.40	\$105,308.54	\$72,549.36
21120010200 5212	SPED ELEMENTARY - DENTAL INSURANCE	\$4,272.13	\$200.45	\$3,697.20	\$374.48
21120010200 5213	SPED ELEMENTARY - LIFE INSURANCE	\$570.72	\$0.00	\$454.82	\$115.90
21120010200 5214	SPED ELEMENTARY - DISABILITY INSURANCE	\$704.66	\$0.00	\$654.90	\$49.76
21120010200 5220	SPED ELEMENTARY - FICA	\$33,677.40	\$3,545.15	\$21,818.02	\$8,314.23
21120010200 5231	SPED ELEMENTARY - NHRS SUPPORT	\$3,953.87	\$799.13	\$3,048.76	\$105.98
21120010200 5232	SPED ELEMENTARY - NHRS PROFESSIONAL	\$50,210.90	\$7,146.72	\$41,242.08	\$1,822.10
21120010200 5240	SPED ELEMENTARY - TUITION REIMBURSEMENT	\$1,800.00	\$0.00	\$0.00	\$1,800.00
21120010200 5241	SPED ELEMENTARY - WORKSHOP REIMB PROF	\$795.00	\$799.80	\$0.00	(\$4.80)
21120010200 5244	SPED ELEMENTARY - SECRETARIAL WORKSHOP	\$375.00	\$0.00	\$0.00	\$375.00
21120010200 5250	SPED ELEMENTARY - UNEMPLOYMENT INSURANCE	\$1,650.00	\$0.00	\$0.00	\$1,650.00
21120010200 5260	SPED ELEMENTARY - WORKER'S COMPENSATION	\$1,770.78	\$0.00	\$1,405.55	\$365.23
21120010200 5330	SPED ELEMENTARY - OTHER PROF SVCS	\$188,452.00	\$93,184.38	\$277,960.75	(\$182,693.13)
21120010200 5336	SPED ELEMENTARY - MEDICAID SERVICE PROVIDER	\$5,000.00	\$500.00	\$0.00	\$4,500.00
21120010200 5430	SPED ELEMENTARY - REPAIRS & MAINT SERVICES	\$350.00	\$305.47	\$194.53	(\$150.00)
21120010200 5442	SPED ELEMENTARY - RENTAL OF EQUIPMENT	\$1,500.00	\$625.00	\$875.00	\$0.00
21120010200 5531	SPED ELEMENTARY - TELEPHONE	\$1,850.00	\$246.93	\$2,021.07	(\$418.00)
21120010200 5564	SPED ELEMENTARY - TUITION TO PRIVATE SCHOOL	\$9,210.00	\$2,600.00	\$16,290.00	(\$9,680.00)
21120010200 5580	SPED ELEMENTARY - MILEAGE REIMBURSEMENT	\$3,500.00	\$0.00	\$2,098.44	\$1,401.56
21120010200 5610	SPED ELEMENTARY - SUPPLIES	\$500.00	\$264.56	\$610.09	(\$374.65)

**Candia School District  
Expenditure Report as of May 27, 2022**

**XI.B.**

Account Number	Description	Original Budget	Encumbered	YTD Expenses	Amount Remaining
21120010200 5643	SPED ELEMENTARY - INFORMATION ACCESS FEES	\$200.00	\$0.00	\$489.50	(\$289.50)
21120010200 5810	SPED ELEMENTARY - DUES & FEES	\$1,075.00	\$254.50	\$805.00	\$15.50
21120020200 5330	SPED MIDDLE - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00
21120020200 5561	SPED MIDDLE - TUITION OTHER LEA'S	\$53,865.00	\$56,867.48	\$0.00	(\$3,002.48)
21120020200 5564	SPED MIDDLE - TUITION TO PRIVATE SCHOOL	\$0.00	\$32,406.57	\$60,696.33	(\$93,102.90)
21120030000 5320	SPED HIGH SCHOOL - PROFESSIONAL EDUCATIONAL	\$118,088.00	\$14,332.08	\$73,431.68	\$30,324.24
21120030000 5330	SPED HIGH SCHOOL - OTHER PROF SVCS	\$12,960.00	\$7,320.00	\$5,460.00	\$180.00
21120030000 5561	SPED HIGH SCHOOL - TUITION OTHER LEA'S	\$0.00	\$0.00	\$0.00	\$0.00
21120030000 5563	SPED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	\$625,482.00	\$23,348.20	\$488,399.80	\$113,734.00
21120030000 5564	SPED HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	\$520,051.00	\$91,807.17	\$434,328.15	(\$6,084.32)
	<b>1200 - Summary</b>	<b>\$2,267,755.76</b>	<b>\$390,650.58</b>	<b>\$1,873,481.68</b>	<b>\$3,623.50</b>
21123010000 5564	ESY - TUITION TO PRIVATE SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00
21123010200 5112	ESY ELEMENTARY - TEACHER SALARIES	\$7,200.00	\$0.00	\$10,500.00	(\$3,300.00)
21123010200 5114	ESY ELEMENTARY - PARAPROFESSIONAL	\$4,200.00	\$0.00	\$1,183.35	\$3,016.65
21123010200 5220	ESY ELEMENTARY - FICA	\$872.10	\$0.00	\$875.81	(\$3.71)
21123010200 5231	ESY ELEMENTARY - NHRS SUPPORT	\$590.52	\$0.00	\$0.00	\$590.52
21123010200 5232	ESY ELEMENTARY - NHRS PROFESSIONAL	\$1,513.44	\$0.00	\$2,207.10	(\$693.66)
21123010200 5330	ESY ELEMENTARY - OTHER PROF SVCS	\$12,240.00	\$0.00	\$16,787.50	(\$4,547.50)
21123010200 5580	ESY ELEMENTARY - MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
21123010200 5610	ESY ELEMENTARY - SUPPLIES	\$50.00	\$0.00	\$0.00	\$50.00
21123020200 5564	ESY MIDDLE - TUITION TO PRIVATE SCHOOL	\$2,037.00	\$0.00	\$3,807.91	(\$1,770.91)
21123030200 5330	ESY HIGH SCHOOL - OTHER PROF SVCS	\$0.00	\$0.00	\$5,460.00	(\$5,460.00)
21123030200 5563	ESY HIGH SCHOOL - TUITION PUBLIC ACADEMIES	\$3,195.00	\$0.00	\$2,713.99	\$481.01
21123030200 5564	ESY HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	\$15,547.00	\$0.00	\$7,763.91	\$7,783.09
	<b>1230 - Summary</b>	<b>\$47,445.06</b>	<b>\$0.00</b>	<b>\$51,299.57</b>	<b>(\$3,854.51)</b>
21126010200 5330	ELL - OTHER PROF SVCS	\$2,000.00	\$0.00	\$0.00	\$2,000.00
	<b>1260 - Summary</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>
21127010200 5610	ADV LEARNER - SUPPLIES	\$1,613.39	\$0.00	\$0.00	\$1,613.39
	<b>1270 - Summary</b>	<b>\$1,613.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,613.39</b>
21141010200 5111	COCURRICULAR - ADMIN/OTHER SALARIES	\$300.00	\$0.00	\$0.00	\$300.00
21141010200 5112	COCURRICULAR - TEACHER SALARIES	\$4,800.00	\$6,450.00	\$0.00	(\$1,650.00)
21141010200 5117	COCURRICULAR - CO-CURRICULAR SALARIES	\$15,416.00	\$7,544.00	\$7,544.00	\$328.00
21141010200 5220	COCURRICULAR - FICA	\$1,569.48	\$575.57	\$557.90	\$436.01
21141010200 5232	COCURRICULAR - NHRS PROFESSIONAL	\$4,312.47	\$1,499.40	\$1,499.56	\$1,313.51
21141010200 5610	COCURRICULAR - SUPPLIES	\$980.00	\$613.44	\$0.00	\$366.56



**Candia School District  
Expenditure Report as of May 27, 2022**

**XI.B.**

Account Number	Description	Original Budget	Encumbered	YTD Expenses	Amount Remaining
21141010200 5810	COCURRICULAR - DUES & FEES	\$2,250.00	\$5,325.00	\$732.50	(\$3,807.50)
	<b>1410 - Summary</b>	<b>\$29,627.95</b>	<b>\$22,007.41</b>	<b>\$10,333.96</b>	<b>(\$2,713.42)</b>
21142010200 5117	ATHLETICS - CO-CURRICULAR SALARIES	\$15,409.00	\$2,123.50	\$9,339.50	\$3,946.00
21142010200 5220	ATHLETICS - FICA	\$1,178.79	\$162.48	\$709.49	\$306.82
21142010200 5232	ATHLETICS - NHRS PROFESSIONAL	\$3,238.98	\$446.43	\$1,342.64	\$1,449.91
21142010200 5330	ATHLETICS - OTHER PROF SVCS	\$5,250.00	\$0.00	\$5,250.00	\$0.00
21142010200 5441	ATHLETICS - RENTAL OF LAND & BUILDING	\$5,580.00	\$0.00	\$3,920.00	\$1,660.00
21142010200 5610	ATHLETICS - SUPPLIES	\$1,652.25	\$767.25	\$482.15	\$402.85
21142010200 5739	ATHLETICS - OTHER EQUIPMENT	\$2,714.97	\$0.00	\$1,641.30	\$1,073.67
21142010200 5810	ATHLETICS - DUES & FEES	\$580.00	\$0.00	\$0.00	\$580.00
	<b>1420 - Summary</b>	<b>\$35,603.99</b>	<b>\$3,499.66</b>	<b>\$22,685.08</b>	<b>\$9,419.25</b>
21212010200 5112	GUIDANCE - TEACHER SALARIES	\$74,600.80	\$14,346.13	\$60,254.67	\$0.00
21212010200 5211	GUIDANCE - HEALTH INSURANCE	\$21,654.00	\$1,402.27	\$18,706.74	\$1,544.99
21212010200 5212	GUIDANCE - DENTAL INSURANCE	\$783.27	\$16.89	(\$460.19)	\$1,226.57
21212010200 5213	GUIDANCE - LIFE INSURANCE	\$75.00	\$0.00	\$75.00	\$0.00
21212010200 5214	GUIDANCE - DISABILITY INSURANCE	\$220.07	\$0.00	\$220.08	(\$0.01)
21212010200 5220	GUIDANCE - FICA	\$5,706.96	\$1,095.16	\$4,453.67	\$158.13
21212010200 5232	GUIDANCE - NHRS PROFESSIONAL	\$15,681.09	\$3,015.43	\$12,665.52	\$0.14
21212010200 5250	GUIDANCE - UNEMPLOYMENT INSURANCE	\$110.00	\$0.00	\$0.00	\$110.00
21212010200 5260	GUIDANCE - WORKER'S COMPENSATION	\$302.13	\$0.00	\$239.81	\$62.32
21212010200 5330	GUIDANCE - OTHER PROF SVCS	\$5,778.36	\$270.00	\$4,995.25	\$513.11
	<b>2120 - Summary</b>	<b>\$124,911.68</b>	<b>\$20,145.88</b>	<b>\$101,150.55</b>	<b>\$3,615.25</b>
21213010200 5112	HEALTH - TEACHER SALARIES	\$56,980.00	\$10,957.66	\$46,022.34	\$0.00
21213010200 5120	HEALTH - SUBSTITUTE SALARIES	\$0.00	\$0.00	\$875.00	(\$875.00)
21213010200 5211	HEALTH - HEALTH INSURANCE	\$28,910.76	\$1,811.83	\$25,035.94	\$2,062.99
21213010200 5212	HEALTH - DENTAL INSURANCE	\$1,389.42	\$29.82	\$928.77	\$430.83
21213010200 5213	HEALTH - LIFE INSURANCE	\$75.00	\$0.00	\$75.00	\$0.00
21213010200 5214	HEALTH - DISABILITY INSURANCE	\$168.09	\$0.00	\$168.12	(\$0.03)
21213010200 5220	HEALTH - FICA	\$4,358.97	\$834.17	\$3,353.43	\$171.37
21213010200 5232	HEALTH - NHRS PROFESSIONAL	\$11,977.20	\$2,303.30	\$9,673.86	\$0.04
21213010200 5250	HEALTH - UNEMPLOYMENT INSURANCE	\$110.00	\$0.00	\$0.00	\$110.00
21213010200 5260	HEALTH - WORKER'S COMPENSATION	\$230.77	\$0.00	\$183.17	\$47.60
21213010200 5330	HEALTH - OTHER PROF SVCS	\$4,000.00	\$0.00	\$0.00	\$4,000.00
21213010200 5610	HEALTH - SUPPLIES	\$2,322.00	\$68.54	\$1,989.46	\$264.00
21213010200 5641	HEALTH - TEXTBOOKS	\$100.00	\$0.00	\$0.00	\$100.00

**Candia School District  
Expenditure Report as of May 27, 2022**

**XI.B.**

Account Number	Description	Original Budget	Encumbered	YTD Expenses	Amount Remaining
21213010200 5642	HEALTH - ELECTRONIC INFORMATION	\$523.00	\$0.00	\$530.62	(\$7.62)
21213010200 5735	HEALTH - REPLACEMENT EQUIPMENT	\$2,051.00	\$0.00	\$2,189.27	(\$138.27)
21213010200 5810	HEALTH - DUES & FEES	\$150.00	\$0.00	\$0.00	\$150.00
	<b>2130 - Summary</b>	<b>\$113,346.21</b>	<b>\$16,005.32</b>	<b>\$91,024.98</b>	<b>\$6,315.91</b>
21214010200 5330	PSYCH SERVICES - OTHER PROF SVCS	\$91,245.00	\$14,838.88	\$70,469.79	\$5,936.33
21214010200 5610	PSYCH SERVICES - SUPPLIES	\$500.00	\$207.50	\$432.88	(\$140.38)
21214020200 5330	PSYCH SERVICES - MIDDLE - OTHER PROF SVCS	\$0.00	\$1,131.91	\$728.29	(\$1,860.20)
21214030200 5330	PYSCH SERVICES - HIGH - OTHER PROF SVCS	\$0.00	\$1,457.97	\$3,435.87	(\$4,893.84)
	<b>2140 - Summary</b>	<b>\$91,745.00</b>	<b>\$17,636.26</b>	<b>\$75,066.83</b>	<b>(\$958.09)</b>
21215010200 5330	SPEECH - OTHER PROF SVCS	\$113,220.00	\$26,751.22	\$82,868.78	\$3,600.00
21215010200 5580	SPEECH - MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
21215030200 5330	SPEECH - HIGH - OTHER PROF SVCS	\$0.00	\$2,990.59	\$7,636.61	(\$10,627.20)
	<b>2150 - Summary</b>	<b>\$113,220.00</b>	<b>\$29,741.81</b>	<b>\$90,505.39</b>	<b>(\$7,027.20)</b>
21216010200 5334	THERAPY SVCS - OT CONTRACTED SVCS	\$84,520.00	\$17,550.00	\$73,980.00	(\$7,010.00)
21216010200 5610	THERAPY SVCS - SUPPLIES	\$0.00	\$1,000.00	\$0.00	(\$1,000.00)
	<b>2160 - Summary</b>	<b>\$84,520.00</b>	<b>\$18,550.00</b>	<b>\$73,980.00</b>	<b>(\$8,010.00)</b>
21216210200 5330	PHYSICAL THERAPY - OTHER PROF SVCS	\$1,000.00	\$535.50	\$3,185.00	(\$2,720.50)
	<b>2162 - Summary</b>	<b>\$1,000.00</b>	<b>\$535.50</b>	<b>\$3,185.00</b>	<b>(\$2,720.50)</b>
21219010200 5330	OTHER SUPPORT SERVICES - OTHER PROF SVCS	\$1,050.00	\$0.00	\$300.00	\$750.00
21219010200 5550	OTHER SUPPORT SERVICES - PRINTING	\$500.00	\$0.00	\$0.00	\$500.00
21219010200 5610	OTHER SUPPORT SERVICES - SUPPLIES	\$1,544.00	\$4,252.00	\$0.00	(\$2,708.00)
21219010200 5810	OTHER SUPPORT SERVICES - DUES & FEES	\$0.00	\$0.00	\$0.00	\$0.00
	<b>2190 - Summary</b>	<b>\$3,094.00</b>	<b>\$4,252.00</b>	<b>\$300.00</b>	<b>(\$1,458.00)</b>
21221010200 5117	STAFF DEVELOPMENT - CO-CURRICULAR SALARIES	\$7,312.00	\$4,000.00	\$5,000.00	(\$1,688.00)
21221010200 5220	STAFF DEVELOPMENT - FICA	\$559.37	\$305.40	\$370.53	(\$116.56)
21221010200 5232	STAFF DEVELOPMENT - NHRS PROFESSIONAL	\$1,536.99	\$0.00	\$0.00	\$1,536.99
21221010200 5291	STAFF DEVELOPMENT - ADMIN DIRECTED WORKSHOPS	\$1,750.00	\$0.00	\$1,101.00	\$649.00
21221010200 5330	STAFF DEVELOPMENT - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00
	<b>2210 - Summary</b>	<b>\$11,158.36</b>	<b>\$4,305.40</b>	<b>\$6,471.53</b>	<b>\$381.43</b>
21222010200 5111	MEDIA - ADMIN/OTHER SALARIES	\$63,060.97	\$12,126.94	\$50,959.03	(\$25.00)
21222010200 5122	MEDIA - HEALTH INSURANCE BUYOUT	\$3,000.00	\$0.00	\$3,000.00	\$0.00
21222010200 5213	MEDIA - LIFE INSURANCE	\$75.00	\$0.00	\$75.00	\$0.00
21222010200 5214	MEDIA - DISABILITY INSURANCE	\$186.03	\$0.00	\$186.00	\$0.03
21222010200 5220	MEDIA - FICA	\$5,053.66	\$927.73	\$4,127.96	(\$2.03)
21222010200 5232	MEDIA - NHRS PROFESSIONAL	\$13,255.42	\$2,549.10	\$10,711.68	(\$5.36)

**Candia School District  
Expenditure Report as of May 27, 2022**

**XI.B.**

Account Number	Description	Original Budget	Encumbered	YTD Expenses	Amount Remaining
21222010200 5250	MEDIA - UNEMPLOYMENT INSURANCE	\$110.00	\$0.00	\$0.00	\$110.00
21222010200 5260	MEDIA - WORKER'S COMPENSATION	\$255.40	\$0.00	\$202.72	\$52.68
21222010200 5430	MEDIA - REPAIRS & MAINT SERVICES	\$1,789.00	\$0.00	\$1,520.19	\$268.81
21222010200 5431	MEDIA - REPAIRS EQUIPMENT	\$400.00	\$0.00	\$0.00	\$400.00
21222010200 5610	MEDIA - SUPPLIES	\$1,030.40	\$0.00	\$615.72	\$414.68
21222010200 5615	MEDIA - AV SUPPLIES	\$250.00	\$0.00	\$0.00	\$250.00
21222010200 5641	MEDIA - TEXTBOOKS	\$4,000.00	\$0.00	\$5,695.69	(\$1,695.69)
21222010200 5644	MEDIA - PERIODICALS	\$95.45	\$0.00	\$104.92	(\$9.47)
21222010200 5649	MEDIA - NON PRINT	\$7,850.00	\$0.00	\$4,564.00	\$3,286.00
21222010200 5735	MEDIA - REPLACEMENT EQUIPMENT	\$0.00	\$0.00	\$2,195.00	(\$2,195.00)
	<b>2220 - Summary</b>	<b>\$100,411.33</b>	<b>\$15,603.77</b>	<b>\$83,957.91</b>	<b>\$849.65</b>
21231010200 5111	SCHOOL BOARD SERVICES - ADMIN/OTHER SALARIES	\$4,200.00	\$0.00	\$4,200.00	\$0.00
21231010200 5113	SCHOOL BOARD SERVICES - TREASURER SALARIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00
21231010200 5115	SCHOOL BOARD SERVICES - SECRETARIAL SALARIES	\$2,250.00	\$0.00	\$1,800.00	\$450.00
21231010200 5220	SCHOOL BOARD SERVICES - FICA	\$585.23	\$0.00	\$565.86	\$19.37
21231010200 5231	SCHOOL BOARD SERVICES - NHRS SUPPORT	\$254.25	\$0.00	\$253.08	\$1.17
21231010200 5332	SCHOOL BOARD SERVICES - AUDIT EXPENSES	\$7,465.50	\$0.00	\$7,225.00	\$240.50
21231010200 5341	SCHOOL BOARD SERVICES - LEGAL & CONSULTING	\$12,500.00	\$0.00	\$12,377.39	\$122.61
21231010200 5342	SCHOOL BOARD SERVICES - DISTRICT MEETING SERVICES	\$600.00	\$0.00	\$615.00	(\$15.00)
21231010200 5614	SCHOOL BOARD SERVICES - DISTRICT MEETING SUPPLIES	\$2,500.00	\$0.00	\$2,534.10	(\$34.10)
21231010200 5618	SCHOOL BOARD SERVICES - TREASURER SUPPLIES	\$750.00	\$0.00	\$0.00	\$750.00
21231010200 5810	SCHOOL BOARD SERVICES - DUES & FEES	\$5,000.00	\$0.00	\$4,731.31	\$268.69
	<b>2310 - Summary</b>	<b>\$37,304.98</b>	<b>\$0.00</b>	<b>\$35,501.74</b>	<b>\$1,803.24</b>
21232010200 5590	SAU SERVICES - SAU SERVICES	\$177,024.00	\$0.00	\$177,024.00	\$0.00
	<b>2320 - Summary</b>	<b>\$177,024.00</b>	<b>\$0.00</b>	<b>\$177,024.00</b>	<b>\$0.00</b>
21241010200 5111	PRINCIPAL SERVICES - ADMIN/OTHER SALARIES	\$103,999.00	\$7,999.96	\$95,999.04	\$0.00
21241010200 5115	PRINCIPAL SERVICES - SECRETARIAL SALARIES	\$59,995.19	\$6,712.01	\$53,266.40	\$16.78
21241010200 5118	PRINCIPAL SERVICES - ASSISTANT PRINCIPAL SALAR	\$85,313.00	\$6,562.52	\$78,750.48	\$0.00
21241010200 5211	PRINCIPAL SERVICES - HEALTH INSURANCE	\$19,729.20	\$1,385.10	\$16,932.55	\$1,411.55
21241010200 5212	PRINCIPAL SERVICES - DENTAL INSURANCE	\$3,912.65	\$234.80	\$2,305.46	\$1,372.39
21241010200 5213	PRINCIPAL SERVICES - LIFE INSURANCE	\$202.28	\$0.00	\$181.00	\$21.28
21241010200 5214	PRINCIPAL SERVICES - DISABILITY INSURANCE	\$558.47	\$0.00	\$558.48	(\$0.01)
21241010200 5220	PRINCIPAL SERVICES - FICA	\$19,072.01	\$1,627.51	\$16,931.60	\$512.90
21241010200 5231	PRINCIPAL SERVICES - NHRS SUPPORT	\$5,880.26	\$452.34	\$5,427.85	\$0.07
21241010200 5232	PRINCIPAL SERVICES - NHRS PROFESSIONAL	\$39,793.38	\$3,061.03	\$36,592.34	\$140.01

**Candia School District  
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**XI.B.**

Account Number	Description	Original Budget	Encumbered	YTD Expenses	Amount Remaining
21241010200 5240	PRINCIPAL SERVICES - TUITION REIMBURSEMENT	\$7,065.00	\$955.50	\$955.50	\$5,154.00
21241010200 5241	PRINCIPAL SERVICES - WORKSHOP REIMB PROF	\$2,000.00	\$0.00	\$1,409.00	\$591.00
21241010200 5244	PRINCIPAL SERVICES - SECRETARIAL WORKSHOP	\$850.00	\$0.00	\$109.00	\$741.00
21241010200 5250	PRINCIPAL SERVICES - UNEMPLOYMENT INSURANCE	\$440.00	\$0.00	\$0.00	\$440.00
21241010200 5260	PRINCIPAL SERVICES - WORKER'S COMPENSATION	\$1,009.70	\$0.00	\$801.45	\$208.25
21241010200 5430	PRINCIPAL SERVICES - REPAIRS & MAINT SERVICES	\$2,630.00	\$630.06	\$2,388.54	(\$388.60)
21241010200 5442	PRINCIPAL SERVICES - RENTAL OF EQUIPMENT	\$2,520.00	\$1,708.80	\$1,324.50	(\$513.30)
21241010200 5531	PRINCIPAL SERVICES - TELEPHONE	\$7,800.00	\$2,220.91	\$7,506.36	(\$1,927.27)
21241010200 5534	PRINCIPAL SERVICES - POSTAGE	\$1,700.00	\$0.00	\$1,700.00	\$0.00
21241010200 5540	PRINCIPAL SERVICES - ADVERTISING	\$500.00	\$0.00	\$186.60	\$313.40
21241010200 5550	PRINCIPAL SERVICES - PRINTING	\$1,000.00	\$0.00	\$516.32	\$483.68
21241010200 5580	PRINCIPAL SERVICES - MILEAGE REIMBURSEMENT	\$1,350.00	\$0.00	\$57.45	\$1,292.55
21241010200 5610	PRINCIPAL SERVICES - SUPPLIES	\$300.00	\$84.99	\$554.57	(\$339.56)
21241010200 5641	PRINCIPAL SERVICES - TEXTBOOKS	\$172.50	\$0.00	\$17.57	\$154.93
21241010200 5644	PRINCIPAL SERVICES - PERIODICALS	\$365.00	\$0.00	\$89.00	\$276.00
21241010200 5810	PRINCIPAL SERVICES - DUES & FEES	\$2,095.00	\$0.00	\$2,199.95	(\$104.95)
	<b>2410 - Summary</b>	<b>\$370,252.64</b>	<b>\$33,635.53</b>	<b>\$326,761.01</b>	<b>\$9,856.10</b>
21260010200 5111	MAINTENANCE - ADMIN/OTHER SALARIES	\$63,179.00	\$4,859.96	\$64,352.39	(\$6,033.35)
21260010200 5116	MAINTENANCE - CUSTODIAL SALARIES	\$91,652.76	\$8,710.45	\$60,365.72	\$22,576.59
21260010200 5211	MAINTENANCE - HEALTH INSURANCE	\$59,909.40	\$1,488.38	\$24,005.73	\$34,415.29
21260010200 5212	MAINTENANCE - DENTAL INSURANCE	\$2,414.29	\$110.94	\$781.05	\$1,522.30
21260010200 5213	MAINTENANCE - LIFE INSURANCE	\$148.89	\$0.00	\$99.78	\$49.11
21260010200 5214	MAINTENANCE - DISABILITY INSURANCE	\$360.76	\$0.00	\$186.36	\$174.40
21260010200 5220	MAINTENANCE - FICA	\$11,844.63	\$1,038.14	\$9,029.39	\$1,777.10
21260010200 5231	MAINTENANCE - NHRS SUPPORT	\$17,194.01	\$1,133.68	\$11,768.70	\$4,291.63
21260010200 5232	MAINTENANCE - NHRS PROFESSIONAL	\$0.00	\$0.00	\$29.48	(\$29.48)
21260010200 5250	MAINTENANCE - UNEMPLOYMENT INSURANCE	\$550.00	\$0.00	\$0.00	\$550.00
21260010200 5260	MAINTENANCE - WORKER'S COMPENSATION	\$3,272.17	\$0.00	\$2,597.29	\$674.88
21260010200 5411	MAINTENANCE - WATER/SEWERAGE	\$6,835.85	\$1,295.01	\$9,580.00	(\$4,039.16)
21260010200 5430	MAINTENANCE - REPAIRS & MAINT SERVICES	\$10,960.00	\$16,832.30	\$72,838.21	(\$78,710.51)
21260010200 5432	MAINTENANCE - REPAIRS BUILDINGS	\$20,000.00	\$0.00	\$12,992.48	\$7,007.52
21260010200 5433	MAINTENANCE - REPAIRS GROUNDS	\$7,850.00	\$2,255.00	\$4,845.00	\$750.00
21260010200 5434	MAINTENANCE - BUILDING IMPROVEMENTS	\$1,386.61	\$0.00	\$4,819.80	(\$3,433.19)
21260010200 5435	MAINTENANCE - REPAIRS MAINT EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00
21260010200 5436	MAINTENANCE - REPAIRS SECURITY SYSTEM	\$500.00	\$0.00	\$559.00	(\$59.00)

**Candia School District  
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**XI.B.**

Account Number	Description	Original Budget	Encumbered	YTD Expenses	Amount Remaining
21260010200 5437	MAINTENANCE - GARBAGE REMOVAL	\$5,100.00	\$134.87	\$2,865.13	\$2,100.00
21260010200 5521	MAINTENANCE - PROPERTY/LIABILITY INS	\$13,644.62	\$0.00	\$11,571.64	\$2,072.98
21260010200 5531	MAINTENANCE - TELEPHONE	\$0.00	\$120.00	\$240.00	(\$360.00)
21260010200 5580	MAINTENANCE - MILEAGE REIMBURSEMENT	\$200.00	\$0.00	\$0.00	\$200.00
21260010200 5610	MAINTENANCE - SUPPLIES	\$5,700.00	\$341.41	\$5,622.89	(\$264.30)
21260010200 5612	MAINTENANCE - MAINTENANCE SUPPLIES	\$15,225.00	\$4,141.65	\$12,336.42	(\$1,253.07)
21260010200 5619	MAINTENANCE - SUPPLIES GROUNDS	\$500.00	\$0.00	\$326.93	\$173.07
21260010200 5622	MAINTENANCE - ELECTRICITY	\$40,000.00	\$10,313.07	\$29,670.72	\$16.21
21260010200 5624	MAINTENANCE - OIL	\$40,000.00	\$9,957.50	\$52,712.28	(\$22,669.78)
21260010200 5626	MAINTENANCE - GASOLINE	\$150.00	\$0.00	\$0.00	\$150.00
21260010200 5731	MAINTENANCE - NEW EQUIPMENT	\$6,880.00	\$0.00	\$0.00	\$6,880.00
21260010200 5735	MAINTENANCE - REPLACEMENT EQUIPMENT	\$400.00	\$0.00	\$0.00	\$400.00
	<b>2600 - Summary</b>	<b>\$426,857.99</b>	<b>\$62,732.36</b>	<b>\$394,196.39</b>	<b>(\$30,070.76)</b>
21270010200 5517	REG ED TRANSPORTATION - ATHLETIC TRANS	\$11,600.00	\$0.00	\$0.00	\$11,600.00
21270010200 5518	REG ED TRANSPORTATION - FIELD TRIPS	\$7,500.00	\$7,068.15	\$431.85	\$0.00
21270010200 5519	REG ED TRANSPORTATION - TRANSPORTATION	\$307,396.96	\$68,742.34	\$250,752.66	(\$12,098.04)
21270010261 5519	SPED TRANSPORTATION - TRANSPORTATION	\$290,264.00	\$56,630.44	\$150,599.86	\$83,033.70
	<b>2700 - Summary</b>	<b>\$616,760.96</b>	<b>\$132,440.93</b>	<b>\$401,784.37</b>	<b>\$82,535.66</b>
21281400000 5330	EVALUATION SERVICES - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00
	<b>2814 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21283510200 5330	PRE EMPLOYMENT PHYSICAL - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00
	<b>2835 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21284010200 5111	IT - ADMIN/OTHER SALARIES	\$70,040.00	\$3,270.00	\$47,537.00	\$19,233.00
21284010200 5211	IT - HEALTH INSURANCE	\$20,451.00	\$0.00	\$10,363.91	\$10,087.09
21284010200 5212	IT - DENTAL INSURANCE	\$887.71	\$0.00	\$517.84	\$369.87
21284010200 5213	IT - LIFE INSURANCE	\$75.00	\$0.00	\$43.75	\$31.25
21284010200 5214	IT - DISABILITY INSURANCE	\$206.62	\$0.00	\$120.54	\$86.08
21284010200 5220	IT - FICA	\$5,358.06	\$250.16	\$3,479.77	\$1,628.13
21284010200 5231	IT - NHRS SUPPORT	\$9,847.62	\$0.00	\$5,189.01	\$4,658.61
21284010200 5240	IT - TUITION REIMBURSEMENT	\$2,880.00	\$0.00	\$0.00	\$2,880.00
21284010200 5241	IT - WORKSHOP REIMB PROF	\$825.00	\$0.00	\$0.00	\$825.00
21284010200 5250	IT - UNEMPLOYMENT INSURANCE	\$110.00	\$0.00	\$0.00	\$110.00
21284010200 5260	IT - WORKER'S COMPENSATION	\$283.66	\$0.00	\$225.15	\$58.51
21284010200 5330	IT - OTHER PROF SVCS	\$1,500.00	\$0.00	\$0.00	\$1,500.00
21284010200 5431	IT - REPAIRS EQUIPMENT	\$1,500.00	\$51.65	\$105.00	\$1,343.35
21284010200 5610	IT - SUPPLIES	\$5,000.00	\$0.00	\$2,846.15	\$2,153.85

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**XI.B.**

Account Number	Description	Original Budget	Encumbered	YTD Expenses	Amount Remaining
21284010200 5650	IT - SOFTWARE	\$22,808.91	\$0.00	\$11,504.79	\$11,304.12
21284010200 5735	IT - REPLACEMENT EQUIPMENT	\$10,820.00	\$0.00	\$3,561.45	\$7,258.55
21284010200 5810	IT - DUES & FEES	\$540.00	\$0.00	\$200.00	\$340.00
	<b>2840 - Summary</b>	<b>\$153,133.58</b>	<b>\$3,571.81</b>	<b>\$85,694.36</b>	<b>\$63,867.41</b>
21290010200 5111	WAGE POOL - ADMIN/OTHER SALARIES	\$0.00	\$0.00	\$0.00	\$0.00
	<b>2900 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21410010200 5710	SITE ACQUISITION - LAND & IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00
	<b>4100 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21511010200 5910	PRINCIPAL OF DEBT - PRINCIPAL OF DEBT	\$0.00	\$0.00	\$0.00	\$0.00
	<b>5110 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21512010200 5830	INTEREST ON DEBT - INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
	<b>5120 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21522110200 5930	FOOD SERVICE TRANSFER - FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00
	<b>5221 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21523000000 5930	CAPITAL PROJECTS TRANSFER - FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00
	<b>5230 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21525200000 5930	EXPENDABLE TRUST TRANSFER - FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00
	<b>5252 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21531010200 5890	CHARTER SCHOOL - MISC EXPENDITURES	\$41,649.00	\$0.00	\$0.00	\$41,649.00
	<b>5310 - Summary</b>	<b>\$41,649.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41,649.00</b>
	<b>Overall - Total</b>	<b>\$9,070,804.62</b>	<b>\$1,105,416.83</b>	<b>\$7,460,086.07</b>	<b>\$505,301.72</b>

**Candia School District  
Gen Fund Revenue Report - May 27, 2022**

**XI.C.**

<b>BUDGET UNIT</b>	<b>Account</b>	<b>BUDGET UNIT Title</b>	<b>Budget</b>	<b>Period Receipts</b>	<b>YTD Receipts</b>	<b>Balance</b>		<b>20-21 Receipts</b>
21111100000	4000	CURRENT APPROPRIATION	6,744,822.90	0.00	6,283,862.00	460,960.90		6,510,879.00
21141100000	4000	BUS FARES	0.00	0.00	0.00	0.00		0.00
21151000000	4000	INTEREST	1,500.00	0.00	1,116.84	383.16		622.28
21191000000	4000	RENTALS	0.00	0.00	2,000.00	(2,000.00)		2,000.00
21198000000	4000	REFUND OF PY EXPENSE	0.00	0.00	0.00	0.00		78.23
21199000000	4000	OTHER LOCAL REVENUE	1,500.00	0.00	8,580.91	(7,080.91)		8,502.35
21311100000	4000	STATE ADEQUACY GRANT	1,035,654.00	0.00	1,017,365.59	18,288.41		937,046.92
21311200000	4000	STATE EDUCATION TAX	966,138.00	0.00	966,138.00	0.00		1,001,574.00
21319000000	4000	OTHER STATE AID	0.00	0.00	1,995.21	(1,995.21)		1,995.21
21323000000	4000	CATASTROPHIC AID	168,100.00	0.00	186,780.37	(18,680.37)		222,860.11
21458000000	4000	MEDICAID REIMBURSEMENT	5,000.00	0.00	0.00	5,000.00		267.40
21525200000	4000	EXPENDABLE TRUST	0.00	0.00	0.00	0.00		0.00
		Total	8,922,714.90	0.00	8,467,838.92	454,875.98		8,685,825.50

**XII.A.**

**Candia School Board Meeting**

**June 2, 2022**

**Resignation**

**Kathryn Duncan  
Director of Student Services**



**VII.B.**

**Candia School Board Meeting**

**June 2, 2022**

**Superintendent's Nomination**

**Christine Hammond**  
**Teacher** (Elementary)  
(Pending NH Certification)

**Ashley Pearl**  
**Teacher** (Elementary)

**Jenny Manzelli**  
**Teacher** (Spanish)

**CANDIA POLICIES    \*\*Second Reading\*\***

**XIII.A.**

					2nd Board Reading Date: 5/5/22 (tabled) 6/2/22
					1st Board Reading Date: 4/7/22
					Committee Meeting Date: 3/22/22
POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	NHSBA STATUS	BOARD RECOMMENDATIONS	

**CANDIA SCHOOL DISTRICT  
LOCAL RECORDS RETENTION SCHEDULE**

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc..

**A. Special Education Records.**

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually.

**B. Litigation Hold.**

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.

**C. Right-to-Know Request - Hold.**

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney representing the District authorizing destruction of the records has been received.

**All agreements to settle law suits to be preserved for a minimum of 10 years in accordance with RSA 91-A:4, IV.**

**D. Electronic Records.**

For legal purposes, electronic records and communications are no different than paper documents.

The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance: "Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by [Superintendent as the party] responsible for the records. The [Superintendent] is responsible for assuring the accessibility of the records for the mandated period." [Italics represent modified language to reflect Superintendent's responsibility for record retention and access.]

**E. Retention Period Schedule.**

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.. [The superintendent should include language to this administrative procedure identifying one or more persons responsible for either assuring retention/destruction in accordance with the schedule, as well as any specific means of retention/destruction]

Note regarding records relating to federal funds (items marked below with "\*\*\*"): Before any records related to federal funds are destroyed, however, the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that district "shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit . . . . for three years after the completion of the activity for which the funds are used." Therefore, to the extent that the below schedule, or other authorities, suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited, plus 1 year, if the purchase is in part or in whole with federal funds the record must be retained for three years after the completion of the activity for which the funds are used, a much longer period of time.

Type of Record	Statute, Rule, or other legal authority – if none listed the retention period is a recommendation	Retention Period
<b>Business Records</b>		
Accident Reports:		
☐ Employee		Term of employment, plus 6 years
☐ Student		Age of majority, plus 6 years
Accounts Receivable	RSA 33-A:3-a	Until audited, plus 1 year
Annual Audit	RSA 33-A:3-a (10 years)	Permanent
Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)	RSA 33-A:3-a	Permanent
Application for Federal Grants	20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply	5 years
Architectural Plans		Permanent
Asbestos Removal		Permanent
Bank Deposit Slips	RSA 33-A:3-a	6 years
Bonds and continuation certificates	RSA 33-A:3-a (expiration plus 2 years)	Permanent
Budget Worksheets		End of budget year, plus

		1 year
Cash receipts, disbursement records, checks	RSA 33-A:3-a	Until Audited and at least 6 years after last entry
Child Labor Permits		1 year

Work-study	29 C.F.R. §570.37	3 years from date of enrollment
☐Construction Contracts, Capital projects, fixed assets that require accountability after acquired*	RSA 33-A:3-a (Life of project/asset)	Life of contract, building, asset plus 20 years
☐Engineering Surveys		Permanent
☐Unsuccessful bids	RSA 33-A:3-a (Completion of project, plus one year)	Life of contract plus 3 years
Certified Educator		Permanent
COBRA Notices	42 U.S.C. 300bb-1, <i>et. seq.</i> (3 years) ERISA 29 U.S.C. §1027 ( 6 years)	6 years from date of issue
Collective Bargaining Agreements		Permanent
Correspondence for Business transactions*		Life of subject matter plus 4 years
Correspondence - General		3 years or longer when historic/useful
Correspondence Transitory	RSA 33-A:3-a	As needed for reference
Deeds		Permanent
District Meeting Minutes & Warrant		Permanent
Insurance policies	RSA 33-A:3-a	Permanent
Notes (loan documents)	RSA 33-A:3-a	Until paid, Audited, plus 3 years
Student Activities Records/Accounts	RSA 33-A:3-a (bank deposit slips and statements 6 years)	Until Audited, plus 6 years
Enrollment Reports:		
☐Ball Reports A12A (RSA 189:28)		Permanent
☐Pupil Registers	RSA 189:27-b	Permanent
☐Resident Pupil Membership Forms		14 years
☐School Opening Reports		3 years
☐Statistical Report A-3 (RSA 189:28)		Permanent
Federal Projects Documents	Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity for which the funds are used), other authorities may apply	5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit

FICA Reports – monthly		7 years
Fixed Trip Requests/Confirmation		1 year
Fixed Assets Schedule		Permanent/as updated
Form C-2 Unemployment		6 years
Wage Report (DES 100)		6 years
Invoices*	Until Audited, plus 1 year	3 years*
MS-22 Budget Form		6 years
MS-23 Budget Form		6 years
MS-25 Budget Form		Permanent
Minutes of Board Meetings, Board Committees	RSA 91-A:2, II, RSA 33-A:3-a	Permanent
Purchase Orders*		Until Audited, plus 1 year
Request for Payment Vouchers*		Until Audited, plus 1 year
Requisitions*		Until Audited, plus 1 year
Retirement Reports – Monthly		1 year
Time Cards:		
<input type="checkbox"/> Bus Drivers	Lab 803.03. Notification and Records no less than 4 years	5 years
<input type="checkbox"/> Custodial	Lab 803.03. Notification and Records no less than 4 years	5 years
<input type="checkbox"/> Secretarial	Lab 803.03. Notification and Records no less than 4 years	5 years
<input type="checkbox"/> Substitute Teachers pay slips	Lab 803.03. Notification and Records no less than 4 years	5 years
Payroll Records	RSA 33-A:3-a Audited, plus 2 year 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C. §2616, 3 years	6 years
Travel Reimbursements*	Until Audit, plus 1 year	3 years*
Treasurer's Receipts – canceled checks		6 years
Treasurer's Report		6 years
Vocational Education:		
<input type="checkbox"/> AVI Forms		1 year

<input type="checkbox"/> Vocational Center Regional Contracts		20 years
<input type="checkbox"/> Federal Vocational Forms*		6 years
Vouchers Manifests*		Until Audit, plus 1 year
Tax Forms:		
<input type="checkbox"/> W-2's, 1099 *	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years)	7 years
<input type="checkbox"/> W-4 Withholding Exemption Certificate	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
<input type="checkbox"/> W-9	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
<input type="checkbox"/> 41-E Quarterly Taxes	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
Personnel Records	RSA 33-A:3-a. Retirement or termination, plus 50 years	Term of Employment, plus 50 years
Application for employment - Successful	RSA 33-A:3-a Unsuccessful applicants: current year, plus 3 years.	Term of Employment, plus 50 years
Attendance Records:		
<input type="checkbox"/> Leaves	Family Medical Leave Act – 3 years	3 years
<input type="checkbox"/> Request for Leaves		1 year
Class Observation Forms		1 year
Criminal Record Check:		
<input type="checkbox"/> No criminal record	RSA 189:13-a (Superintendent only)	Destroy immediately after review
<input type="checkbox"/> Criminal record	RSA 189:13-a (Superintendent only)	Destroy within 30 days of receipt
Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)	6 years

Deferred Compensation plans	RSA 33-A:3-a	7 years
Dues Authorization	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Employment test papers with results	29 C.F.R. §1627.3	One year from date of personnel action
Evaluations	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
HIPPA Documentation	RSA 33-A:3-a. – Personnel record HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938	Term of Employment, plus 50 years
Labor-PELRB actions	RSA 33-A:3-a	Permanent
Labor Negotiations	RSA 33-A:3-a	Permanent
Legal Actions - lawsuits	RSA 33-A:3-a	Permanent
Medical Benefits Application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Medical exams, Physical examinations used for personnel action	29 C.F.R. §1627.3(One year from date of personnel action) RSA 33-A:3-a. – Personnel record 29 C.F.R. §1910.1020 (term of employment plus 30 years)	Term of Employment, plus 50 years
Oaths of Office	RSA 33-A:3-a Term, plus 3 years	Permanent
Promotion, demotion, transfer, selection for training, layoff, recall, or discharge	29 C.F.R. §1627.3 (1 year from date of action) RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Recruitment Documents	29 C.F.R. §1627.3	One year from date of personnel action
Re-employment Letter of Assurance	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Retirement application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
School Bus Driver Drug Tests – positive results & records of administration of test	49 C.F.R. §382.401; 49 C.F.R. § 40.333	5 years
School Bus Driver Drug tests – negative & cancelled	49 C.F.R. §382.401	1 year
Separation from Employment Form/Letter	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Settlement agreements, even if in anticipation of a lawsuit	RSA 91-A:4, VI (10 years)	Permanent
Staff Development Plan	Term of Employment, plus 50 years	Term of Employment, plus 50 years



Substitute Teacher Lists		7 years
<b>Student Records:</b>		
Applications for Free/Reduced Lunch		6 years
Assessment Results	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Attendance	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Disciplinary Records		Term of Enrollment, plus 3 years
Early Dismissal		1 year
Emergency Information Form		1 year/as updated
Grades	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Health and Physical Records		Term of Enrollment, plus 3 years
Immunization Record		Term of Enrollment, plus 3 years
Log of requests for access to education records	FERPA 20 U.S.C. §1232g (b)(4)(A)	As long as the education record is retained
Medical Reports		Term of Enrollment, plus 3 years
Registration Form		Term of Enrollment, plus 3 years
Student Handbook		1 copy of each edition, Permanent
Transcripts	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
<b>Internal Records:</b>		
Child Abuse Reports/Allegations		Permanent

Criminal Investigation		Permanent
Personnel Investigations		Permanent
Sexual Harassment		Permanent
Records Management, transfer to storage or disposal	RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed)	Permanent
Vehicle maintenance	RSA 33-A:3-a	Life of vehicle, plus 3 years

**Becki McCarthy**

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**From:** The New Hampshire School Boards Association <bchristina@nhsba.org> on behalf of  
The New Hampshire School Boards Association  
**Sent:** Monday, May 2, 2022 5:45 PM  
**To:** bmccarthy@sau15.net  
**Subject:** NHSBA Announcement: 2022 Call for Resolutions



### **NHSBA Announcement: 2022 Call for Resolutions**

Dear NHSBA Members -

We are pleased to announce that the next NHSBA Delegate Assembly is scheduled for Saturday October 1, 2022 at 10:00am, to be held at the Grappone Conference Center in Concord. NHSBA is now accepting submissions for our annual NHSBA Delegate Assembly.

#### **Resolution Submission Process:**

Each NHSBA member-school board is allowed to submit one or more proposed Resolutions. Proposals may be a new Resolution or may seek to amend any current NHSBA Resolution. Each member-school board may send one voting Delegate. However, any and all board members are invited to attend.

All submitted and proposed Resolutions will be brought forward to the NHSBA Board of Directors, whereupon the Board of Directors will make a recommendation to either support passage or not support passage of the proposal. This recommendation is advisory only. If the Board of Directors supports passage of the proposed Resolution, it will then be presented to

the Delegate for discussion and a vote. If the Board of Directors does not recommend passage of the proposed Resolution, the proposal may still be brought forward for discussion and vote if proposed Resolution is moved and seconded.

Delegation for consideration, with discussion to follow, according to the will of the body. These Resolutions and Statements of Belief guide NHSBA's state-wide advocacy efforts.

To submit a proposed Resolution please [click here](#). In addition to using the link, proposed Resolutions may also be emailed to NHSBA.

Current NHSBA Resolutions can be [viewed here](#).

The deadline for submitting proposals is the **close of business Friday July 15, 2022**. NHSBA respectfully asks that proposed Resolutions are submitted by this deadline. **It is imperative that proposed Resolutions are submitted before the deadline so that other school boards have an opportunity to discuss and decide their position before the Assembly.**

Please contact NHSBA Executive Director, Barrett M. Christina, if you have any questions.

Thank you for your attention to this matter.

*Barrett M. Christina, Esq.*  
*NHSBA Executive Director*  
*[bchristina@nhsba.org](mailto:bchristina@nhsba.org)*  
*(603) 228-2061*



The New Hampshire School Board Association, 175 Triangle Park Dr., Ste 101, Concord, NH 03301

Updated on 7/15/2022 10:27 AM EDT

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Sent by [bchristina@nhsba.org](mailto:bchristina@nhsba.org) in collaboration with



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