

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

AGENDA

DRAFT

- 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 December 2, 2021*
 - B. Approval of Non-Public Minutes of December 2, 2021
 - C. Approval of Board Minutes of December 9, 2021*
- VI. **SCHOOL DISTRICT MODERATOR, Clark Thyng AND SCHOOL DISTRICT CLERK, Jennifer Maurice**
- VII. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VIII. **SUPERINTENDENT’S UPDATES***
- IX. **REPORTS**
 - A. Report of Assistant Superintendent*
 - B. Reports of Standing Committees
- X. **OLD BUSINESS**
 - A. Sale of Barn/Garage
- XI. **NEW BUSINESS**
 - A. Who Will Speak to Each Warrant Article*
- XII. **FINANCIAL**
 - A. Manifest Approval
 - B. Expenditure Report
 - C. Revenue Report
- XIII. **POLICIES**
 - A. Second Reading*- BIA New Board Member Orientation, CCB Line and Staff Relations, CF School Building Administration, CFA Individual School Administration/Personnel, and CH Policy Implementation
 - B. First Reading*-DG Depository of Funds, DI Fiscal Accounting and Reporting, DKC, Expense Reimbursements, and DGA Authorized Signatures/Check-Writing Services

XIV. PERSONNEL

A. Resignation*

XV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

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

XVII. INFORMATIONAL ITEMS/UPCOMING AGENDA

Enrollments

Approved Calendar

XVIII. ADJOURNMENT

The next regularly scheduled Candia School Board Meeting will be held on Thursday, February 10, 2022 at **5:00 p.m.** at the Henry W. Moore School Media Center.

The Candia School District Deliberative Session #1 will be held on February 10, 2022 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, DECEMBER 2, 2021
5:00 P.M.
HENRY W. MOORE SCHOOL CAFETORIUM**

V.A.

These minutes have not been approved.

CALL TO ORDER

Matt Woodrow, Board Chair, called the meeting to order at 5:00 p.m. Those in attendance were Board members Dana Buckley, Stephanie Helmig and Mark Chalbeck (5:05pm). Kristina Ickes joined via telephone. Also in attendance was Principal, Becky Wing, Assistant Principal, John Banks; Director of Student Services, Kathryn Duncan; Technology Director, Chris Jamrog, Superintendent William (Bill) Rearick, 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.

LIAISON

Pinkerton Liaison, Madison Butters, updated the Board on activities at Pinkerton which included:

- Mid Term Progress Reports
- Veteran's Day Breakfast
- Winter Sports Try-Outs
- Stockbridge Theater Events
- Sophomore Semi-Formal

MINUTES

Motion by Dana Buckley, seconded by Stephanie Helmig, to approve the November 4, 2021 meeting minutes. A roll call vote was taken. With all in favor, the motion carried.

Motion by Matt Woodrow, seconded by Stephanie Helmig, to approve the sealed, non-public minutes of November 4, 2021 meeting minutes. A roll call vote was taken. With Kristina Ickes abstaining, all others in favor, the motion carried.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

SUPERINTENDENT'S UPDATES

Bill Rearick reported that the volunteer COVID testing program is scheduled to begin on Monday. He said the three clinics that were held well attended. He also said that the Candia Police have identified those who vandalized the playground. Restitution will be made.

Matt Woodrow said that the facilities committee plans on meeting in the near future.

Stephanie Helmig said the budget committee continues to meet and will meet with the board after this meeting.

REPORTS

Administrator's Reports were reviewed.

OLD BUSINESS

Goals

Goals were reviewed.

FY 2022/2023 School Budget

Amy Ransom gave updates on the budget as she received rates for both health care and Pinkerton tuition.

Motion by Matt Woodrow, seconded by Mark Chalbeck, to approve the updated 2022/2023 school district budget in the amount of \$9,897.991. A roll call vote was taken. With all in favor, the motion carried. Considerable discussion ensued relative to whether or not to add warrant articles to the ballot Dana Buckley stated that he would like to see a warrant article to address facilities repairs. Matt Woodrow said he was concerned with doing so as the town will have a high ticket item on the ballot. Dana said they must maintain the facility. Matt said they have done more in the past few years than in the past 20 years. Mark Chalbeck suggested putting it off a year, to which Matt said next year the town may be going for a bond. Mark Chalbeck said the 25 year roof is on its 27th year. Mark said he would be in favor of a warrant article. Amy Ransom said the Board could consider a warrant article to add to the maintenance fund. Bill Rearick told the Board to keep in mind that costs will continue to rise. Matt Woodrow said he was concerned that if the Board put on a warrant article for facility repair, they would run the risk of the budget committee cutting the operating budget. Dana Buckley suggested having a public forum on facilities next year. Bill Rearick stated that the budget committee inquired if local school districts could absorb Candia students. Bill said there is no room in either Auburn or Hooksett for K-5. He said Hooksett might be able to take the middle schoolers. He said if this were to happen, Candia would still have to maintain the Moore School, pay tuition to Hooksett, pay special education costs, and possibly incur additional transportation fees.

Motion by Mark Chalbeck, seconded by Matt Woodrow, to create a warrant article to replenish the maintenance Trust Fund in the amount of \$300,000 to be funded by taxation. A roll call vote was taken. With all in favor, the motion carried.

Custodial Rate of Pay

Bill Rearick stated this was a carry-over item and some discussion ensued relative to food service and custodial salaries.

Motion by Matt Woodrow, seconded by Dana Buckley to increase the current food service part-time position to \$15.00. A roll call vote was taken. With all in favor, the motion carried.

Motion by Matt Woodrow, seconded by Mark Chalbeck to increase the starting salary of the food service department to \$13.00 an hour. A roll call vote was taken. With all in favor, the motion carried.

Motion by Matt Woodrow, seconded by Mark Chalbeck to make the temporary custodial pay increase permanent. A roll call vote was taken. With all in favor, the motion carried.

Motion by Matt Woodrow, seconded by Mark Chalbeck, to increase the starting custodial rate of pay to \$13.00. A roll call vote was taken. With all in favor, the motion carried.

Recording of Board Meetings

Chris Jamrog presented the Board with an option of audio recording of Board meetings. No action was taken.

NEW BUSINESS

2022/2023 Draft School Calendar

Motion by Matt Woodrow, seconded by Stephanie Helmig, to approve the proposed 2022/2023 school calendar. A roll call vote was taken. With all in favor, the motion carried.

FINANCIAL

Motion by Matt Woodrow, seconded by Mark Chalbeck to approve the 11/8/21-12/3/21 manifest in the amount of \$548,593.65. A roll call vote was taken. With all in favor, the motion carried. The expenditure and revenue reports were in the packet for review.

POLICIES

Motion by Dana Buckley, seconded by Stephanie Helmig to accept the second reading/adoption of Policy JICD (Student Discipline and Due Process) as presented. A roll call vote was taken. With all in favor, the motion carried.

Motion by Dana Buckley, seconded by Matt Woodrow, to accept the first reading of Policies BIA New Board Member Orientation, CCB Line and Staff Relations, CF School Building Administration, CFA Individual School Administration/Personnel, and CH Policy Implementation. A roll call vote was taken. With all in favor, the motion carried.

PERSONNEL

Motion by Matt Woodrow, seconded by Dana Buckley to accept the co-curricular nominations as presented. A roll call vote was taken. With all in favor, the motion carried.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Jason Gustin asked the Board if they would consider reducing the 20% to 10% (*active cases trending upward by 20% or more for a 3 day period*) from the response plan due to the increasing numbers of positive cases.. He also asked Bill Rearick if the other SAU towns had the same language in their plans, to which Bill stated that they don't have the 20% language. He added that both Auburn and Hooksett are currently observing a mask requirement, and that both will most likely need to continue doing so for an additional week. Mr. Gustin asked if the 20% mark is keeping Candia from a mask requirement and would the Board reconsider removing it. Matt Woodrow stated that the Board would not be addressing this tonight.

NON-PUBLIC SESSION: RSA 91-A:3 Section II c

Motion by Matt Woodrow, seconded by Mark Chalbeck to enter into a non-public session under RSA 91-A:3 Section II c. A roll call vote was taken. With all in favor, the motion carried unanimously.

The Board re-entered into a public session at 7:45 p.m.

Motion by Dana Buckley, seconded by Stephanie Helmig, to approve the CEA COVID 19 MOU as submitted. A roll call vote was taken. With all in favor, the motion carried.

INFORMATIONAL/UPCOMING AGENDA ITEMS

Enrollments

Warrant Articles-Adoption and who will speak to them

School District Moderator and Clerk

ADJOURNMENT

Motion by Matt Woodrow, seconded by Dana Buckley to adjourn the meeting at 7:45 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, January 6, 2022 at 6:00 p.m. at the Henry W. Moore School Media Center.

Respectfully submitted,

Rebecca McCarthy
Recording Secretary

**CANDIA SCHOOL BOARD MEETING
THURSDAY, DECEMBER 9, 2021 6:00 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 6:03 p.m. Those in attendance were Board members Dana Buckley and Stephanie Helmig. Also in attendance was 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.

It was the consensus of the Board to add discussion of the budget to the agenda.

Amy Ransom stated that the budget committee voted to cut 1% off the original proposed budget. After receiving health benefit numbers as well as the new Pinkerton tuition rates and reducing the facilities request, Amy presented the new proposed budget number.

Motion by Matt Woodrow, seconded by Stephanie Helmig, to approve the revised 2022/2023 budget in the amount of \$9,859,983, and the motion carried unanimously.

Considerable discussion ensued regarding what, if any, warrant articles for facilities repair/renovations, should be put on the ballot.

DRAFT WARRANT ARTICLES

Motion by Stephanie Helmig, seconded by Matt Woodrow, to accept the draft warrant articles as presented with the following revision: Accept Article 4 as written, but strike Article 5. With Dana Buckley opposed, all others in favor, the motion carried.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No members of the public were present.

ADJOURNMENT

Motion by Stephanie Helmig, seconded by Dana Buckley to adjourn the meeting at 6:28 p.m, and the motion carried unanimously.

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

Respectfully submitted,

Rebecca McCarthy
Recording Secretary

Margaret W. Polak
Assistant Superintendent

William J. Rearick
Superintendent of Schools

Amy R. Ransom
Business Administrator

VIII.

Candia Board Update

January 6, 2022

- On December 10th, I met with the SAU principals. We reviewed our active shooter safety protocols. The School Resource will be meeting with the staffs at each of schools to review these protocols which were originally reviewed prior to the start of school. We also discussed the rollout out of voluntary COVID testing program at each of the five schools within the SAU.
- On January 6th I met with the SAU principals to discuss the most recent changes made by the CDC to reduce the number of days an asymptomatic person needs to quarantine. The new guidance has reduced the number of days from 10 to 5. On the sixth day, if the person no longer exhibits symptoms they may return to work and it is recommended they wear a mask through day 10. As of the date of this report, the DHHS has not provided any new guidance on the CDC recommendations. All three districts will be following their current health and safety protocols until DHHS provides additional guidance.



**Candia School Board Meeting
Assistant Superintendent Report
1-6-22**

ESSER Funds Update

Attached you will find an update of funds spent and projects for future allocations.

SAU #15 Curriculum Meetings

The weekly SAU meetings have continued to take place each Thursday. Recently the group focused on the Dreambox learning platform, use of NHSAS modular assessments, and current grade level use of Seesaw and Schoology.

South Central Curriculum, Instruction, Assessment Group

South Central Assistant Superintendents have continued to meet monthly. The December meeting focused on NH DOE updates related to ESSER and Title grants. Districts are having difficulty in getting Title IV grants approved and an option to flex the money into Title II was offered. The requirement for passing the citizenship in high school was also discussed.

Updates

Wonders Reading	
Ongoing	<ul style="list-style-type: none"> As we are in the 2nd year of implementation of the Wonders Reading program, we will continue to provide support and resources to teachers. We have also reached out to Bedford and Goffstown school districts to inquire as to strategies/resources that have been successful in their implementation.
Math Support	
Ongoing	<ul style="list-style-type: none"> Our math consultant continues to work with grade level teams to address learning gaps. Teams have been setting expectations related to standards and planning strategies to implement targeted instruction.
Classroom Visitations	
	<ul style="list-style-type: none"> Hopefully, after the holidays, Becky, John and I will be visiting classrooms to see reading and math instruction.

Voluntary Symptomatic COVID Testing Program

- The testing program began in early December. Procedures have been developed across the SAU and we continue to receive support from the Manchester Health Department.
- Although we have written permission, parents are contacted again before any testing is completed.
- Testing kits are supplied to us by the state of NH Emergency Operations Center.

Candia School District
CARES, SPSRF, ESSER II & III Update
11/29/2021

	Facilities Contracted Services, Cleaning, Disinfecting, PPE, Equipment	Technology Student Devices, Learning Software, Supplies/Parts, Infrastructure	Learning Gaps Tutors, Programs, Teaching Materials, Teacher Stipends, Summer Programs	Nursing Support Personnel, Supplies	Wellness Mental Health, Intervention Services, Wellness Activities	Professional Development Consultation, Online/In-Person Training	Other	Total Spent or Allocated
CARES ACT \$35,714 2020-2021 (Status-Closed)	\$4,416	\$17,828	\$1,339			\$8,203	\$3,928 Jesse Remington	\$35,714 Spent
SPSRF \$88,400 2020-2021 (Status-Closed)	\$28,078	\$25,344	\$4,635	\$1,632			\$28,711 --1,311 Food Service --27,400 Pinkerton	\$88,400 Spent
CRRSA ESSER II \$125,864 2021-2022 (Status – Ends 9/30/23)	\$9,144	\$23,069	\$1,517	\$16,635		\$3,650		\$54,015Spent
	\$14,000	\$20,000	\$7,000	\$7,000	\$16,349	\$7,500		\$71,849 Allocated
ARPA ESSER III \$282,950 2022-23 & 2023-24 (Status – Ends 9/30/24)	\$100,000	\$57,900	\$61,000	\$15,000	\$25,000	\$15,050	\$9,000	\$282,950 Allocated
Total	\$155,638	\$144,141	\$75,491	\$40,267	\$41,349	\$34,403	\$41,639	\$532,928

CARES ACT: Educational Technology, Remote Learning, PPE, Cleaning/Sanitizing Supplies and Equipment

Supplemental Public Schools Response Funds (SPSRF): Unanticipated COVID Expenses Incurred Between 3/1/2020 and 12/30/2020.

CRRSA ESSER II: Addressing Learning Loss, Keeping Schools Open, Social/Emotional Learning and Wellness

ARP ESSER III: Addressing Learning Loss, Keeping Schools Open, Social/Emotional Learning and Wellness

**CANDIA SCHOOL DISTRICT WARRANT
STATE OF NEW HAMPSHIRE**

TO THE INHABITANTS OF THE SCHOOL DISTRICT, IN THE TOWN OF CANDIA, NEW HAMPSHIRE, QUALIFIED TO VOTE IN DISTRICT AFFAIRS:

First Session of Annual Meeting – Deliberative

You are hereby notified to meet at the Candia Youth Athletic Association, 27 Raymond Road, in said District, on the 10th day of February 2022, 6:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through 4. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

Second Session of Annual Meeting – Voting

Voting on warrant articles number 1 through 4 shall be conducted by official ballot to be held in conjunction with Town voting on the 8th day of March 2022. Polls will be open from 6:00 a.m. to 7:00 p.m. at the Candia Youth Athletic Association, 27 Raymond Road.

1. To choose the following school district officers:
 - a) One School Board Member 3-year term
2. Shall the Candia School District vote to approve the cost items included in the collective bargaining agreement reached between the Candia School Board and the Candia Educational Support Professionals, which calls for the following increase in salaries and benefits at current staffing levels over the amount paid in the prior fiscal year:

<u>Year</u>	<u>Estimated Increase</u>
2022-2023	\$44,746
2023-2024	\$27,817
2024-2025	\$26,333

and further to raise and appropriate \$44,746 for the 2022-2023 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels?

3. Shall the Candia School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$9,859,983? Should this article be defeated, the default budget shall be \$9,745,118, which is the same as last year, with certain adjustments required by previous action of the Candia School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.
4. Shall the Candia School District vote to authorize the School Board to enter into a multi-year (15 year) lease/purchase agreement in the amount of \$2,262,411 for the purpose of installing energy saving equipment including but not limited to LED lighting, roof replacements, HVAC upgrades, insulation, and other improvements to the Candia Moore School, and to raise and appropriate the sum of \$192,128 for the first year's payment for that purpose? This lease agreement contains an escape clause. Future payments will be offset by guaranteed energy savings and a reduction in utility and fuel costs for the district. (Majority vote required)

5. *Given under our hands and seal at said Candia, New Hampshire, this _____ day of January, 2022.*

SCHOOL BOARD OF CANDIA, NEW HAMPSHIRE

Matthew Woodrow, Chair

Stephanie Helmig, Vice Chair

Dana Buckley, Clerk

Kristina Ickes

Mark Chalbeck

Candia POLICIES Second Reading

2nd Board Reading Date: 1/6/2021
 1st Board Reading Date: 12/2/2021
 Committee Meeting Date: 11/24/2021

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	STATUS	DATE REVIEWED	BOARD CHANGES
New Board Member Orientation	BIA			10/18/1999	Old. Few suggested updates. Added Language.
Line and Staff Relations	CCB			12/3/1999	Old. Review.
School Building Administration	CF			12/3/1999	Old. Review.
Individual School Administration/Personnel	CFA			12/3/1999	Old. Review. Eliminate RSA Language.
Policy Implementation	CH			12/3/1999	Old. Review.

**CANDIA SCHOOL DISTRICT
NEW BOARD MEMBER ORIENTATION**

A new member or any person designated for appointment as a new member of the Board is to be afforded the Board and the staff's fullest measures of courtesy and cooperation. Board and staff shall make every feasible effort to assist the new member to become fully informed about the Board's functions, policies, procedures, and problems.

A meeting will be convened with the Superintendent for the primary purpose of orienting the new member to his or her responsibilities, to the Board's method of operating, and to the School District policies and procedures.

Each new member will be provided with the following:

1. Link to the School Board Policies
2. Meetings Schedule
3. Current and Next Year's Calendar
4. Goals
5. Candia Board Meeting Procedures
6. The current school budget.
7. Negotiated agreements.

Schedule permitting, new members will be informed of the New Hampshire School Board Association's Orientation meeting.

Adopted: October 7, 1999

**CANDIA SCHOOL DISTRICT
LINE AND STAFF RELATIONS**

General Operations

The following principles shall govern the administrative operation of the school system:

1. The school shall be encouraged to develop its educational program most appropriate for the students attending the Henry Moore School, consistent with School Board policy, state law, and State Board regulations.
2. The Superintendent shall have specific responsibility for overseeing the pattern and sequence of educational experiences provided for its school age children.
3. Responsibility shall flow simply and clearly from the support staff and teachers to the appropriate building administrator.
4. Each member of the staff shall be informed as to whom she/he is responsible and for what functions.
5. Whenever feasible, each member of the staff shall be made responsible to only one immediate superior for any one function.
6. Each staff member shall be informed as to whom she/he can go for help in working out his/her own functions in the school program.

Line of Responsibility

Each employee in the district, except the clerk, treasurer, auditor and counsel, shall be responsible to the Board through the Superintendent and school Principal.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters to the next higher authority when necessary.

The Superintendent in administering this policy shall be guided by the knowledge that the Board values the freest possible interchange of ideas outside the established framework of direct responsibility as preeminently desirable in the Candia School District. Nothing provided herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

Adopted: November 12, 1975

Adopted: December 2, 1999

**CANDIA SCHOOL DISTRICT
SCHOOL BUILDING ADMINISTRATION**

The School Board reaffirms the rights and responsibilities of the building Principal for the administration of their various programs and buildings within the broad scope of the adopted Board policies.

Specifically, the Candia Moore School Principal is the responsible head and professional leader in the development of the educational program and the improvement of instruction in the school. All personnel will work through and under the direction of the Principal in the performance of their duties within the Candia Moore School.

**CANDIA SCHOOL DISTRICT
INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL**

PRINCIPALS

Appointment

The Principal shall be elected by the School Board following nomination by the Superintendent. A process for candidacy will be developed by the School Board and Superintendent. Candidates for position of Principal will file a formal, written application with the Superintendent of Schools. All applications will be screened by the Superintendent and a number will be selected for an interview by the Superintendent and the School Board, or a screening committee appointed by the Board.

Functions

The Principal of the Candia Moore School shall act as the chief administrative officer for the school building and grounds. He/She shall be responsible for, and shall have authority over the actions of students, professional and non-professional employees, visitors, volunteers, and persons hired to perform special tasks. He/She shall perform the powers and duties the Principal prescribed by the New Hampshire State Board of Education regulations.

The Principal shall keep the Superintendent informed of activities in his/her building by whatever means the Superintendent deems appropriate.

The Board encourages the Principal to keep them and the public advised of academic events and activities of special interest.

The Principal shall attend School Board meetings if requested by the Superintendent or the School Board.

**CANDIA SCHOOL DISTRICT
POLICY IMPLEMENTATION**

The administration of the school system in all its aspects shall be delegated to the Superintendent who shall carry out his/her administrative functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

CANDIA POLICIES First Reading

Second Reading: 2/3/2022

First Reading: 1/6/2022

Committee Mtg: 12/9/2021

POLICY TITLE/CATEGORY	CURRENT CODE	SUGGESTED RECOMMENDATIONS
Depository of Funds	DG	21+ year old policy. Updated language to coincide with current practices.
Fiscal Accounting and Reporting	DI	No changes made by committee
Expense Reimbursements	DKC	21+ year old policy. Updated language to coincide with current practices.
Authorized Signatures/Check-Writing Services	DGA	21+ year old policy. Updated language to coincide with current practices.

**CANDIA SCHOOL DISTRICT
DEPOSITORY OF FUNDS**

Supporting documentation of all income payable to the school district and all revenue received will be **forwarded to** ~~deposited with~~ the School Treasurer, ~~who will credit it to the appropriate account~~ **and posted in the general ledger.**

The Treasurer and Superintendent will recommend and request School Board approval when other depositories are needed.

Adopted: February 3, 2000

**CANDIA SCHOOL DISTRICT
FISCAL ACCOUNTING AND REPORTING**

The district's accounting system will be in conformance with the New Hampshire Financial Accounting Handbook published by the State Department of Education. An adequate system of encumbrance accounting will be maintained.

The School Board shall receive financial reports and statements showing the financial condition of the school district. These statements/reports shall be prepared on a scheduled basis during the school year, two of which shall contain estimates to project cost for the full year including actual encumbered expenses. The School Board may ask for a statement or report at any time.

Adopted: February 10, 1987
Adopted: February 3, 2000

**CANDIA SCHOOL DISTRICT
EXPENSE REIMBURSEMENTS**

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When school business travel by a personally owned vehicle has been authorized, mileage payment shall be made at the rate currently **provided** ~~approved~~ by the ~~Board~~ **Internal Revenue Service**.

Travel outside New Hampshire for courses, conferences, and/or seminars must have the prior written approval of the Superintendent of Schools or his/her designee.

Adopted: February 3, 2000

**CANDIA SCHOOL DISTRICT
AUTHORIZED SIGNATURES**

Checks drawn on the general fund or any special fund, with the exception of the building activity fund, will require the signature (real or facsimile stamp) of the School District Treasurer.

~~The checks used by the school district will be prenumbered.~~

Adopted: February 3, 2000

XIV. A.

CANDIA SCHOOL BOARD

January 6, 2022

Resignation

Chris Jamrog
Technology Director

AUGUST				
M	T	W	T	F
PD	PD	PD		

August 29 - 31
 September 1
 September 3
 September 30
 October 10
 November 3
 November 11
 November 23 - 25
 December 26 - January 2
 January 16
 February 27 - March 3
 March 7
 April 24 - 28
 May 29
 June 16

Professional Development
 First Day of School
 Labor Day
 Professional Development
 Columbus Day Observed
 Parent/Teacher Conferences
 Veteran's Day
 Thanksgiving Break
 Winter Vacation
 Martin Luther King Jr. Civil Rights Day
 February Vacation
 Professional Development
 April Vacation
 Memorial Day
 Last Scheduled Day (*Early Release)

SEPTEMBER				
M	T	W	T	F
			1	2
H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	PD

OCTOBER				
M	T	W	T	F
3	4	5	6	7
H	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
	1	2	PTC	4
7	8	9	10	H
14	15	16	17	18
21	22	H	H	H
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
V	V	V	V	V

H: Holiday
V: Vacation
PD: Professional Development (No School for Students)
PTC: Parent/Teacher Conferences (No School for Students)

JANUARY				
M	T	W	T	F
V	3	4	5	6
9	10	11	12	13
H	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
V	V			

MARCH				
M	T	W	T	F
		V	V	V
6	PD	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
V	V	V	V	V

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
H	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16*