

CANDIA SCHOOL BOARD MEETING
Thursday, April 7, 2022 6:00 p.m.
Henry W. Moore School Media Center

AGENDA

DRAFT

- I. CALL TO ORDER** – Bill Rearick, Superintendent of Schools
 - A. Pledge of Allegiance
 - B. Board Reorganization
- II. PROOF OF POSTING** – Bill Rearick
- III. PINKERTON ACADEMY LIAISON**-Madison Butters
- IV. MINUTES**
 - A. Approval of Board Minutes of March 10, 2022*
- V. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VI. SUPERINTENDENT’S UPDATES**
- VII. REPORTS**
 - A. Report of Administrators*
 - B. Reports of Standing Committees
- VIII. OLD BUSINESS**
 - A. Goals*
- IX. NEW BUSINESS**
 - A. Standing Committees*
 - B. Retreat Date (discussion)
 - C. Board Meeting Schedule*
 - D. EEI Performance Contract
 - E. Facilities Update-M.Chalbeck/M. Woodrow
 - F. High School MOU’s/Cap Tuition Increases –D. Buckley (discussion)
 - G. Manifest Procedure (discussion)
 - H. Revise Approved 22-23 Calendar*
- X. FINANCIAL**
 - A. Manifest Approval
 - B. Expenditure Report*
- XI. PERSONNEL**
 - A. Staff Nominations*
 - B. Administration Nominations*
- XII. POLICIES**
 - A. 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, DJC Petty Cash Accounts, DJD Cooperative Purchasing, DK Payment Procedures, DM Cash in School Buildings, and EEA-A Conditions of Student Transportation Services*

B. Policy EHB-R* (Previously eliminated-found to be required. All updated per NHSBA)

XIII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

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

XV. INFORMATIONAL ITEMS/UPCOMING AGENDA
Enrollments

XVI. ADJOURNMENT

The next regularly scheduled Candia School Board Meeting will be held on Thursday, May 10, 2022 at 6:00 p.m. at the Henry W. Moore School Media Center.

The SAU Board will meet on May 18, 2022 at 6:30 p.m. in the Auburn Village School Cafeteria.

**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, MARCH 10, 2022
6:00 P.M.
HENRY W. MOORE SCHOOL MEDIA CENTER**

These minutes have not been approved.

CALL TO ORDER

Matt Woodrow, Board Chair, called the meeting to order at 6:00 p.m. Those in attendance were Board members Dana Buckley, and Mark Chalbeck. Also in attendance were Principal, Becky Wing, Assistant Principal, John Banks; Director of Student Services, Kathryn Duncan; Superintendent, William (Bill) Rearick; Assistant Superintendent, Marge Polak, and Business Administrator, Amy Ransom.

PLEDGE OF ALLEGIANCE

The Lance VEX Team 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 with events at Pinkerton Academy which included:

- Winter sports ending/spring sports tryouts beginning
- Mask wearing is now optional
- Job vendors
- Girls' basketball team got to semi-finals

It was the consensus of the Board to move the agenda item 'Lancer Robot Request for Funds' up on the agenda.

VEX Coach Mark Sangillo gave a brief history of the VEX Robotics program at the Moore School, and explained that they are requesting a donation from the Board to cover the cost of airfare and lodging for the three coaches. He said the team is also doing a number of fundraisers to cover their costs. The team demonstrated their robot. Discussion ensued.

Motion by Dana Buckley, seconded by Matt Woodrow, to approve a donation to cover airfare and lodging for the VEX coaches not to exceed \$3,000, and the motion carried unanimously.

MINUTES

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the February 10, 2022 meeting minutes, and the motion carried unanimously.

Motion by Matt Woodrow, seconded by Mark Chalbeck, to approve the sealed, non-public minutes of February 10, 2022, and the motion carried unanimously.

SUPERINTENDENT'S UPDATES

Bill Rearick said the bus RFP presented at the SAU Board meeting has been sent out to three vendors. He said that the CDC has rescinded their mandate for mask wearing on buses. Bill said the appraisal for the barn/shed came in at \$74,500. Some discussion ensued relative to the property.

Matt Woodrow will notify Patriot Plumbing that the lease offer is still on the table.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

REPORTS

Matt Woodrow reported that the Facilities Committee will be meeting on March 28 at 9:00 a.m.

NEW BUSINESS

Matt Woodrow stated that all school district warrant articles passed. He said because the community came together to support warrant article #4, they will now be able to address a significant amount of facility issues.

Dana Buckley said it was very meaningful to get so much support and Matt Woodrow expressed his appreciation for the support from the budget committee.

OLD BUSINESS

Donation Acceptance (Jack’s Driving School)-(discussion)

Amy Ransom stated that Jack Wedemeyer of Jack’s Driving School has donated \$1,000 to the food service department to assist those unable to pay.

Combining Town and School District Deliberative Session (discussion)

After some discussion, it was the consensus of the Board to approve the concept of combining the School District and Town Deliberative Sessions, so long as the school district goes first and that it be held at the Moore School.

District Wellness Policy

Dana Buckley asked for clarification on the language of this policy. Becky Wing said sweets may be served as long as it is balanced with the availability of healthy options.

Instructional Update

Becky Wing gave an instructional update.

Dana Buckley asked if they are considering allowing field trips, to which Becky stated they are actively looking for local venues as busing is still an issue.

FINANCIAL

Motion by Mark Chalbeck, seconded by Dana Buckley to approve the manifest in the amount of \$1,021,053.31, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Sue Demanche, resident and media director, stated her concern for leasing the barn as she would like to see the garden project continue. Matt Woodrow stated that they will make sure the agreement addresses land use by the school.

INFORMATIONAL/UPCOMING AGENDA ITEMS

Enrollments

Matt Woodrow congratulated Amy Ransom for her new job opportunity and thanked her for her work during the budget season and for fostering a good relationship with the budget committee.

ADJOURNMENT

Motion by Dana Buckley, seconded by Mark Chalbeck, to adjourn the meeting at 7:30 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be on Thursday, April 7, 2022 at 6:00 p.m. at the Henry W. Moore School Media Center.

Respectfully submitted,

Rebecca McCarthy
Recording Secretary

New Hampshire School Administrative Unit #15

90 Farmer Road

Hooksett, New Hampshire 03106-2125

Telephone (603) 622-3731 Fax (603) 669-4352

Margaret W. Polak
Assistant Superintendent

William J. Rearick
Superintendent of Schools

Amy R. Ransom
Business Administrator

VI.

Candia School Board Update

April 7, 2022

- On March 17th I performed a walkthrough of classrooms in Kindergarten, grades 3-6, and 8th grade music class. It was great to see our students being engaged in each of the classrooms that I visited.
- On March 28th I attended Facilities Subcommittee meeting where we planned the initial steps that would be needed to implement the renovations to HMS. Mike Davey from Energy Efficient Investments (EEI) discussed a possible work scheduled for the renovations to HMS. Matt Woodrow and Mark Chalbeck will provide a detailed update on the schedule at the Board meeting.
- On March 29th I conducted my second “Meet and Greet” with the teachers. As a reminder, I hold these informal meetings twice a year. They are designed to provide an opportunity for teachers to ask me questions they may have about what is taking place in the school district. I find these meetings to be invaluable as they allow me to interact directly with our teachers.

VII.A.

Candia School Board Meeting Assistant Superintendent Report 4/7/22

SAU 15 Professional Development Master Plan

The SAU 15 PD Committee met on 3/8/22 to finalize the Professional Development Master Plan. This plan will go into effect 7/1/22 for a three-year period. It may be updated at any time.

- The plan provides direction and ensures consistency of PD processes as they relate to NH State Regulations, District Goals, and Individual Goals.
- Teachers/certified educators apply for certification/recertification every three years or whenever they seek a new endorsement.
- Teachers/certified educators are required to have 30 PD hours aligned with the competencies of each endorsement area held and an additional 45 PD hours aligned with the Professional Education Requirements (505.3). Topics in this area include learner development, learning differences, learning environment, content knowledge and learning facilitation (assessment practices).

ARP ESSER III Use of Funds Six Month Report

The ESSER III Report has been submitted to and approved by the NHDOE. It can also be found on our website at <https://candia.sau15.net/covid-19-protocols-esser-funds/> along with a section for public comment. The focus of this report is projected use of funds over the next few years. The district's allocation is \$282,950. Projected uses include facilities (windows), technology, learning loss (tutoring, online platforms and programs), and student wellness.

South Central Meeting

The next meeting of the south-central assistant superintendents will take place on 4/8/22. Topics will include spring assessment requirements and schedules, summer programming and shared summer professional development opportunities.

Updates

Summer Professional Development and Curriculum Work	
	<ul style="list-style-type: none">• Administrators across the SAU have been meeting to make plans for June PD days.• Summer curriculum work is also planned to review and update content area competencies and report card statements as appropriate.
SNHU Partnership	
	<ul style="list-style-type: none">• On 2/10/22 I attended a meeting of the SNHU Goulder Advisory Board. The Goulder Center at SNHU is looking to partner with schools to fund a project a school is interested in initiating that can then be replicated in other schools. I will be meeting with the administrators to see if we would like to participate.

Enrollment Update (as of 4/1/22)

Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total
21	38	30	18	29	35	33	36	27	267 (As of 4/1/22)

Spelling Bee



The Henry W. Moore School Annual Spelling Bee was held on January 19 and 20. The bee spanned two days this year due to the record number of rounds (43) needed to determine a winner. Congratulations to Alex Foti of 8th grade who outlasted all other contestants. Alex moved on to represent Moore School at the



State Spelling Bee on February 26th where he placed 5th overall in the state. Special thanks to Mrs. Capel for organizing and facilitating the Moore School Bee.

Congratulations!

I am pleased to announce that nine Henry W. Moore School teachers were nominated for the 2023 New Hampshire Teacher of the Year award. The Moore School teachers who were nominated include Mrs. Julie Brassard, Mrs. Susan Demanche, Mrs. Maria Gleason, Mrs. Tiffeny Mackinnon, Ms. Amy Maxwell, Mrs. Elisabeth Murphy, Mrs. Meg Morenz, Mrs. Maegan Poulin and Miss Hannah Withee. All New Hampshire teachers who are nominated must complete an application to be officially considered as a candidate for this honor. Thank you to all nine nominees for the positive impact that they've had on Moore School students and families.

100th Day of School



February 11th marked our 100th day of school for school year 2021-2022. Kindergarten students created collections of 100 items in very creative ways to celebrate the occasion.

School Board Goals

The curriculum, assessment and programming category of the Candia School Board goals include “Ensure that cursive writing is included in the instructional scope and sequence” and “Implement a civics component in the middle school social studies program”.

Cursive writing instruction now begins in the spring of grade three. Students are explicitly taught how to form all upper- and lower-case letters as well as connect them to form words. Instruction resumes in grade 4 with additional work in letter and word formation. Practice continues in grades 5 and 6. Teachers are using materials from the reading program, Wonders, to teach cursive writing.

The current seventh grade social studies program includes a civics unit that focuses mainly on how the government works. Mr. Pritchard has reviewed and discussed many of the questions from the civics naturalization exam with the current 7th and 8th grade classes. He would like to expand the civics unit to include an additional focus on the rights and responsibilities of citizenship and is researching instructional materials for that purpose.

The culture category of the CSB goals includes “Have Food Services create a healthy eating campaign”. Mrs. Donovan has begun a campaign that includes theme weeks in the cafeteria and special events focused on healthy food choices. These theme weeks and events are advertised through morning announcements to students, emails to families, posters in the building and the electronic school sign.

Student Services Update

The student service team has continued their work to support students reaching their personal educational goals across settings. Team members within the Moore School have met regularly about specific student needs and participated in analysis of winter benchmarking data. There have been several professional development opportunities for both educators and paraprofessionals including recent training on positive behavioral strategies and supports. There have also been ongoing IEP team meetings for the students within the Moore School as well as students attending high schools, charter schools, pre-schools, and out of district schools.

Respectfully Submitted,



Becky L. Wing, Principal

Upcoming Events
4/1: Mario Kart Tournament, 5:30pm
4/4-8: PACK Week
4/11: Quarter 4 Begins
4/5: Principal Night, 5:30pm
4/13: Kindergarten Info Night, 6pm
4/25-29: School Vacation Week



Students in Mrs. Pacheco's 2nd grade classroom celebrated **twosday**, 2/22/22!

**Candia School District
School Board Goals 2021 – 2022
4-7-22**

In Process

Ongoing

Complete

Long Range Planning	Curriculum, Assessment, Programming	Technology
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.	
	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.	School Board Functions
	Ensure that cursive writing is included in the instructional scope and sequence.*	
Finance & Facilities	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.	Culture	Continue to improve overall community involvement in school events/culture.
	Create opportunities for students to interact with the community (Historical Society).*	Safety
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 BOARD
STANDING COMMITTEES 2022/2023

CHAIR: Vice-Chair: Clerk:

COMMITTEE

Budget Member: _____

Alternate: _____

Facilities* _____

NHSBA Delegate and Legislative Advocacy
Network Representative _____

Policy* _____

Transportation* _____

Long-Term Planning* _____

Wellness* _____

CESPA Negotiations _____

Enrollment Committee* _____

Manifest May/June/July _____
Aug/Sept./Oct. _____
Nov./Dec./Jan _____
Feb./Mar./April _____

****Must have postings, agenda and minutes for each meeting***

**CANDIA SCHOOL BOARD
STANDING COMMITTEES 2021/2022**

CHAIR: Matt Woodrow

Vice-Chair: Stephanie Helmig

Clerk: Dana Buckley

COMMITTEE

Budget		Member: <u>Stephanie Helmig</u>
		Alternate: <u>Dana Buckley</u>
Facilities*		<u>Mark Chalbeck & Kristina Ickes</u>
NHSBA Delegate and Legislative Advocacy Network Representative		<u>Matt Woodrow</u>
Policy*		<u>Dana Buckley</u>
Transportation*		<u>Mark Chalbeck</u>
Long-Term Planning*		<u>Matt Woodrow</u>
Wellness*		<u>Dana Buckley</u>
CESPA Negotiations		<u>Matt Woodrow & Kristina Ickes</u>
Enrollment Committee*		<u>Mark Chalbeck</u>
		<u>Dana Buckley</u>
Manifest	May/June/July	<u>Mark Chalbeck</u>
	Aug/Sept./Oct.	<u>Dana Buckley</u>
	Nov./Dec./Jan	<u>Matt Woodrow</u>
	Feb./Mar./April	<u>Kristina Ickes</u>

****Must have postings, agenda and minutes for each meeting***

**CANDIA SCHOOL BOARD MEETINGS
2022/2023**

The Candia School Board Meetings are held the 1st Thursday of each month. Meetings are held in the Henry W. Moore School Media Center beginning at 6:00 p.m., unless otherwise posted. Special and/or rescheduled meetings are appropriately posted as needed.

2022

August 4

September 8 (2nd Thursday-1st Thursday is the first day of school)

October 6

November 3

December 1

2023

January 5

February 9 (2nd Thursday to coincide with Deliberative Session)

March 9 (2nd Thursday in March-1st Thursday is during vacation)

April 6

May 4

June 1

Deliberative Session #1 February 9, 2023

Deliberative Session #1 – between the first and second Saturday after the last Monday of January, inclusive of those Saturdays. (Note: Snow date must be scheduled within 72 hours of original date.)

IX.H.

AUGUST				
M	T	W	T	F
PD	PD	PD		

August 29 - 31
September 1
September 5
September 30

Professional Development
First Day of School
Labor Day
Professional Development
Columbus Day Observed
Parent/Teacher Conferences

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

20

October 10
November 3
November 11
November 23 - 25
December 26 - January 2
January 16
February 27 - March 3

Veteran's Day
Thanksgiving Break
Winter Vacation
Martin Luther King Jr. Civil Rights Day
February Vacation

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			

20

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				

20

April 24 - 28
May 29
June 16

Professional Development
April Vacation
Memorial Day
Last Scheduled Day (*Early Release)

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			

18

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		

17

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

MARCH				
M	T	W	T	F
		V	V	V
6	7	8	9	10
13	PD	15	16	17
20	21	22	23	24
27	28	29	30	31

19

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

17

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

15

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		

22

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

12

SUNGARD K-12 EDUCATION
 DATE: 03/28/2022
 TIME: 12:39:10

CANDIA SCHOOL DISTRICT
 DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: fund = '21'
 ACCOUNTING PERIOD: 9/22

SORTED BY: FUND,FUNCTION,LEVEL
 TOTALED ON: FUND,FUNCTION,LEVEL
 PAGE BREAKS ON: FUND

FUND - 21 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
21-1100-1-02-00 5112 REG ED TEACHER SALARIES	1,336,822.18	90,574.74	474,682.26	798,016.95	64,122.97
21-1100-1-02-00 5114 REG ED PARAPROFESSIONAL	23,191.74	.00	.00	.00	23,191.74
21-1100-1-02-00 5120 REG ED SUBSTITUTE SALARIES	25,000.00	2,376.26	.00	19,649.01	5,350.99
21-1100-1-02-00 5122 REG ED HEALTH INSURANCE BUYOUT	21,936.65	5,484.16	5,484.17	16,452.48	.00
21-1100-1-02-00 5211 REG ED HEALTH INSURANCE	399,302.40	29,244.06	69,262.86	252,732.05	77,307.49
21-1100-1-02-00 5212 REG ED DENTAL INSURANCE	23,220.93	1,515.67	3,324.39	8,545.75	11,350.79
21-1100-1-02-00 5213 REG ED LIFE INSURANCE	1,822.56	143.75	512.55	1,310.01	.00
21-1100-1-02-00 5214 REG ED DISABILITY INSURANCE	3,947.52	313.88	1,085.14	2,853.62	8.76
21-1100-1-02-00 5220 REG ED FICA	107,631.76	7,175.87	36,630.22	61,591.84	9,409.70
21-1100-1-02-00 5232 REG ED NHRS PROFESSIONAL	281,000.07	19,377.85	99,777.56	171,053.49	10,169.02
21-1100-1-02-00 5240 REG ED TUITION REIMBURSEMENT	25,000.00	.00	598.50	598.50	23,803.00
21-1100-1-02-00 5241 REG ED WORKSHOP REIMB PROF	6,200.00	279.00	1,098.80	949.00	4,152.20
21-1100-1-02-00 5250 REG ED UNEMPLOYMENT INSURANCE	2,530.00	.00	.00	16.89	2,513.11
21-1100-1-02-00 5260 REG ED WORKER'S COMPENSATION	5,501.24	.00	.00	4,366.59	1,134.65
21-1100-1-02-00 5320 REG ED PROFESSIONAL EDUCATIONAL	500.00	.00	.00	.00	500.00
21-1100-1-02-00 5330 REG ED OTHER PROF SVCS	500.00	.00	.00	.00	500.00
21-1100-1-02-00 5430 REG ED REPAIRS & MAINT SERVICES	3,679.00	270.04	2,082.37	1,721.33	-124.70
21-1100-1-02-00 5431 REG ED REPAIRS EQUIPMENT	200.00	.00	.00	.00	200.00
21-1100-1-02-00 5442 REG ED RENTAL OF EQUIPMENT	7,740.00	.00	.00	5,030.00	2,710.00
21-1100-1-02-00 5580 REG ED MILEAGE REIMBURSEMENT	300.00	.00	.00	.00	300.00
21-1100-1-02-00 5610 REG ED SUPPLIES	12,000.00	274.13	1,390.14	8,669.82	1,940.04
21-1100-1-02-00 5641 REG ED TEXTBOOKS	300.00	.00	.00	.00	300.00
21-1100-1-02-00 5737 REG ED REPLACEMENT FURNITURE &	.00	.00	.00	.00	.00
21-1100-1-02-06 5641 FOREIGN LANGUAGE TEXTBOOKS	796.00	.00	.00	.00	796.00
21-1100-1-02-08 5610 ART SUPPLIES	2,293.20	638.41	.00	2,297.02	-3.82
21-1100-1-02-18 5610 HEALTH SUPPLIES	798.10	.00	.00	669.90	128.20
21-1100-1-02-23 5610 MATH SUPPLIES	520.00	.00	.00	.00	520.00
21-1100-1-02-23 5643 MATH INFORMATION ACCESS FEES	5,617.70	.00	.00	9,360.00	-3,742.30
21-1100-1-02-23 5645 MATH PRACTICE BOOKS	7,062.21	.00	.00	3,469.70	3,592.51
21-1100-1-02-24 5610 MUSIC SUPPLIES	920.00	.00	915.36	.00	4.64
21-1100-1-02-24 5643 MUSIC INFORMATION ACCESS FEES	699.84	.00	.00	698.50	1.34
21-1100-1-02-24 5731 MUSIC NEW EQUIPMENT	206.66	204.48	.00	204.48	2.18
21-1100-1-02-25 5610 PHYS ED SUPPLIES	460.85	.00	.00	335.73	125.12
21-1100-1-02-27 5610 READING SUPPLIES	237.84	.00	.00	202.78	35.06
21-1100-1-02-27 5643 READING INFORMATION ACCESS FEES	1,046.55	.00	.00	.00	1,046.55
21-1100-1-02-27 5645 READING PRACTICE BOOKS	1,875.00	960.24	519.36	960.24	395.40
21-1100-1-02-29 5610 SCIENCE SUPPLIES	3,262.55	2,217.92	800.23	2,217.92	244.40
21-1100-1-02-29 5641 SCIENCE TEXTBOOKS	.00	.00	.00	.00	.00
21-1100-1-02-29 5643 SCIENCE INFORMATION ACCESS FEES	1,755.00	.00	.00	980.00	775.00
21-1100-1-02-30 5610 SOCIAL STUDIES SUPPLIES	469.19	.00	479.94	.00	-10.75
TOTAL LEVEL - ELEMENTARY	2,316,346.74	161,050.46	698,643.85	1,374,953.60	242,749.29
TOTAL FUNCTION - REGULAR EDUCATION	2,316,346.74	161,050.46	698,643.85	1,374,953.60	242,749.29

SUNGARD K-12 EDUCATION
 DATE: 03/28/2022
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FUND - 21 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
21-1105-3-02-00 5561 REG ED HIGH SCHOOL TUITION OTHE	.00	.00	.00	27,018.94	-27,018.94
21-1105-3-02-00 5563 REG ED HIGH SCHOOL TUITION PUBL	1,904,022.00	.00	480,700.40	1,327,435.60	95,886.00
TOTAL LEVEL - SECONDARY	1,904,022.00	.00	480,700.40	1,354,454.54	68,867.06
TOTAL FUNCTION - REGULAR EDUCATION	1,904,022.00	.00	480,700.40	1,354,454.54	68,867.06
21-1200-1-02-00 5111 SPED ELEMENTARY ADMIN/OTHER SAL	87,676.00	6,744.30	23,605.15	64,070.85	.00
21-1200-1-02-00 5112 SPED ELEMENTARY TEACHER SALARIE	152,696.00	10,902.08	54,510.36	87,416.64	10,769.00
21-1200-1-02-00 5114 SPED ELEMENTARY PARAPROFESSIONA	170,233.60	10,522.80	31,237.37	88,565.21	50,431.02
21-1200-1-02-00 5115 SPED ELEMENTARY SECRETARIAL SAL	28,121.40	2,025.33	11,091.66	16,377.25	652.49
21-1200-1-02-00 5117 SPED ELEMENTARY CO-CURRICULAR S	100.00	.00	.00	.00	100.00
21-1200-1-02-00 5122 SPED ELEMENTARY HEALTH INSURANC	1,500.00	.00	1,500.00	.00	.00
21-1200-1-02-00 5211 SPED ELEMENTARY HEALTH INSURANC	185,565.30	9,885.78	25,068.56	87,231.36	73,265.38
21-1200-1-02-00 5212 SPED ELEMENTARY DENTAL INSURANC	4,272.13	339.20	850.34	3,047.31	374.48
21-1200-1-02-00 5213 SPED ELEMENTARY LIFE INSURANCE	570.72	38.16	65.14	340.34	165.24
21-1200-1-02-00 5214 SPED ELEMENTARY DISABILITY INSU	704.66	56.39	60.27	485.73	158.66
21-1200-1-02-00 5220 SPED ELEMENTARY FICA	33,677.40	1,960.09	9,314.29	16,888.53	7,474.58
21-1200-1-02-00 5231 SPED ELEMENTARY NHRS SUPPORT	3,953.87	284.76	1,559.49	2,302.62	91.76
21-1200-1-02-00 5232 SPED ELEMENTARY NHRS PROFESSION	50,210.90	3,709.28	16,419.63	31,968.88	1,822.39
21-1200-1-02-00 5240 SPED ELEMENTARY TUITION REIMBUR	1,800.00	.00	955.50	955.50	-111.00
21-1200-1-02-00 5241 SPED ELEMENTARY WORKSHOP REIMB	795.00	.00	799.80	.00	-4.80
21-1200-1-02-00 5244 SPED ELEMENTARY SECRETARIAL WOR	375.00	.00	.00	.00	375.00
21-1200-1-02-00 5250 SPED ELEMENTARY UNEMPLOYMENT IN	1,650.00	.00	.00	.00	1,650.00
21-1200-1-02-00 5260 SPED ELEMENTARY WORKER'S COMPEN	1,770.78	.00	.00	1,405.55	365.23
21-1200-1-02-00 5330 SPED ELEMENTARY OTHER PROF SVCS	188,452.00	27,802.67	196,727.52	186,432.48	-194,708.00
21-1200-1-02-00 5336 SPED ELEMENTARY MEDICAID SERVIC	5,000.00	.00	3,000.00	.00	2,000.00
21-1200-1-02-00 5430 SPED ELEMENTARY REPAIRS & MAINT	350.00	15.26	228.18	121.82	.00
21-1200-1-02-00 5442 SPED ELEMENTARY RENTAL OF EQUIP	1,500.00	.00	625.00	875.00	.00
21-1200-1-02-00 5531 SPED ELEMENTARY TELEPHONE	1,850.00	181.03	607.39	1,660.61	-418.00
21-1200-1-02-00 5564 SPED ELEMENTARY TUITION TO PRIV	9,210.00	180.00	6,560.00	12,330.00	-9,680.00
21-1200-1-02-00 5580 SPED ELEMENTARY MILEAGE REIMBUR	3,500.00	89.59	.00	1,357.47	2,142.53
21-1200-1-02-00 5610 SPED ELEMENTARY SUPPLIES	500.00	313.16	264.56	610.09	-374.65
21-1200-1-02-00 5643 SPED ELEMENTARY INFORMATION ACC	200.00	.00	.00	489.50	-289.50
21-1200-1-02-00 5810 SPED ELEMENTARY DUES & FEES	1,075.00	.00	125.00	805.00	145.00
TOTAL LEVEL - ELEMENTARY	937,309.76	75,049.88	385,175.21	605,737.74	-53,603.19
21-1200-2-02-00 5330 SPED MIDDLE OTHER PROF SVCS	.00	.00	.00	.00	.00
21-1200-2-02-00 5561 SPED MIDDLE TUITION OTHER LEA'S	53,865.00	.00	56,867.48	.00	-3,002.48
21-1200-2-02-00 5564 SPED MIDDLE TUITION TO PRIVATE	.00	10,097.35	46,961.05	40,678.35	-87,639.40
TOTAL LEVEL - MIDDLE	53,865.00	10,097.35	103,828.53	40,678.35	-90,641.88
21-1200-3-00-00 5320 SPED HIGH SCHOOL PROFESSIONAL E	118,088.00	5,248.56	47,137.76	49,690.90	21,259.34

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FUND - 21 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
21-1200-3-00-00 5330 SPED HIGH SCHOOL OTHER PROF SVC	12,960.00	.00	12,480.00	.00	480.00
21-1200-3-00-00 5561 SPED HIGH SCHOOL TUITION OTHER	.00	.00	.00	.00	.00
21-1200-3-00-00 5563 SPED HIGH SCHOOL TUITION PUBLIC	625,482.00	.00	124,904.50	386,843.50	113,734.00
21-1200-3-00-00 5564 SPED HIGH SCHOOL TUITION TO PRI	520,051.00	25,552.81	166,018.67	360,116.65	-6,084.32
TOTAL LEVEL - SECONDARY	1,276,581.00	30,801.37	350,540.93	796,651.05	129,389.02
TOTAL FUNCTION - SPECIAL EDUCATION	2,267,755.76	115,948.60	839,544.67	1,443,067.14	-14,856.05
21-1230-1-00-00 5564 ESY TUITION TO PRIVATE SCHOOL	.00	.00	.00	.00	.00
21-1230-1-02-00 5112 ESY ELEMENTARY TEACHER SALARIES	7,200.00	.00	1,350.00	10,500.00	-4,650.00
21-1230-1-02-00 5114 ESY ELEMENTARY PARAPROFESSIONAL	4,200.00	.00	142.53	1,183.35	2,874.12
21-1230-1-02-00 5220 ESY ELEMENTARY FICA	872.10	.00	114.04	875.81	-117.75
21-1230-1-02-00 5231 ESY ELEMENTARY NHRS SUPPORT	590.52	.00	.00	.00	590.52
21-1230-1-02-00 5232 ESY ELEMENTARY NHRS PROFESSIONA	1,513.44	.00	284.29	2,207.10	-977.95
21-1230-1-02-00 5330 ESY ELEMENTARY OTHER PROF SVCS	12,240.00	.00	.00	16,787.50	-4,547.50
21-1230-1-02-00 5580 ESY ELEMENTARY MILEAGE REIMBURS	.00	.00	.00	.00	.00
21-1230-1-02-00 5610 ESY ELEMENTARY SUPPLIES	50.00	.00	.00	.00	50.00
TOTAL LEVEL - ELEMENTARY	26,666.06	.00	1,890.86	31,553.76	-6,778.56
21-1230-2-02-00 5564 ESY MIDDLE TUITION TO PRIVATE S	2,037.00	.00	.00	3,807.91	-1,770.91
TOTAL LEVEL - MIDDLE	2,037.00	.00	.00	3,807.91	-1,770.91
21-1230-3-02-00 5330 ESY HIGH SCHOOL OTHER PROF SVCS	.00	.00	.00	5,460.00	-5,460.00
21-1230-3-02-00 5563 ESY HIGH SCHOOL TUITION PUBLIC	3,195.00	.00	.00	2,713.99	481.01
21-1230-3-02-00 5564 ESY HIGH SCHOOL TUITION TO PRIV	15,547.00	.00	.00	7,763.91	7,783.09
TOTAL LEVEL - SECONDARY	18,742.00	.00	.00	15,937.90	2,804.10
TOTAL FUNCTION - EXTENDED SCHOOL YEAR	47,445.06	.00	1,890.86	51,299.57	-5,745.37
21-1260-1-02-00 5114 ELL PARAPROFESSIONAL	.00	.00	.00	.00	.00
21-1260-1-02-00 5220 ELL FICA	.00	.00	.00	.00	.00
21-1260-1-02-00 5250 ELL UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00
21-1260-1-02-00 5330 ELL OTHER PROF SVCS	2,000.00	.00	.00	.00	2,000.00
TOTAL LEVEL - ELEMENTARY	2,000.00	.00	.00	.00	2,000.00
TOTAL FUNCTION - ENGLISH LANGUAGE LEARNERS	2,000.00	.00	.00	.00	2,000.00
21-1270-1-02-00 5112 ADV LEARNER TEACHER SALARIES	.00	.00	.00	.00	.00

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FUND - 21 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
21-1270-1-02-00 5211 ADV LEARNER HEALTH INSURANCE	.00	.00	.00	.00	.00
21-1270-1-02-00 5212 ADV LEARNER DENTAL INSURANCE	.00	.00	.00	.00	.00
21-1270-1-02-00 5213 ADV LEARNER LIFE INSURANCE	.00	.00	.00	.00	.00
21-1270-1-02-00 5214 ADV LEARNER DISABILITY INSURANC	.00	.00	.00	.00	.00
21-1270-1-02-00 5220 ADV LEARNER FICA	.00	.00	.00	.00	.00
21-1270-1-02-00 5232 ADV LEARNER NHRS PROFESSIONAL	.00	.00	.00	.00	.00
21-1270-1-02-00 5250 ADV LEARNER UNEMPLOYMENT INSURA	.00	.00	.00	.00	.00
21-1270-1-02-00 5563 ADV LEARNER TUITION PUBLIC ACAD	.00	.00	.00	.00	.00
21-1270-1-02-00 5610 ADV LEARNER SUPPLIES	1,613.39	.00	.00	.00	1,613.39
TOTAL LEVEL - ELEMENTARY	1,613.39	.00	.00	.00	1,613.39
TOTAL FUNCTION - ADVANCED LEARNER	1,613.39	.00	.00	.00	1,613.39
21-1410-1-02-00 5111 COCURRICULAR ADMIN/OTHER SALARI	300.00	.00	.00	.00	300.00
21-1410-1-02-00 5112 COCURRICULAR TEACHER SALARIES	4,800.00	.00	6,525.00	.00	-1,725.00
21-1410-1-02-00 5117 COCURRICULAR CO-CURRICULAR SALA	15,416.00	.00	7,544.00	7,544.00	328.00
21-1410-1-02-00 5220 COCURRICULAR FICA	1,569.48	.00	1,074.14	557.90	-62.56
21-1410-1-02-00 5232 COCURRICULAR NHRS PROFESSIONAL	4,312.47	.00	2,871.54	1,499.56	-58.63
21-1410-1-02-00 5610 COCURRICULAR SUPPLIES	980.00	.00	204.48	204.48	571.04
21-1410-1-02-00 5810 COCURRICULAR DUES & FEES	2,250.00	.00	4,440.00	957.50	-3,147.50
TOTAL LEVEL - ELEMENTARY	29,627.95	.00	22,659.16	10,763.44	-3,794.65
TOTAL FUNCTION - COCURRICULAR ACTIVITIES	29,627.95	.00	22,659.16	10,763.44	-3,794.65
21-1420-1-02-00 5117 ATHLETICS CO-CURRICULAR SALARIE	15,409.00	1,640.00	1,147.50	8,363.50	5,898.00
21-1420-1-02-00 5220 ATHLETICS FICA	1,178.79	124.52	87.78	636.30	454.71
21-1420-1-02-00 5232 ATHLETICS NHRS PROFESSIONAL	3,238.98	172.36	241.19	1,137.49	1,860.30
21-1420-1-02-00 5330 ATHLETICS OTHER PROF SVCS	5,250.00	.00	.00	5,250.00	.00
21-1420-1-02-00 5441 ATHLETICS RENTAL OF LAND & BUIL	5,580.00	.00	.00	3,920.00	1,660.00
21-1420-1-02-00 5610 ATHLETICS SUPPLIES	1,652.25	.00	767.25	482.15	402.85
21-1420-1-02-00 5739 ATHLETICS OTHER EQUIPMENT	2,714.97	.00	.00	1,641.30	1,073.67
21-1420-1-02-00 5810 ATHLETICS DUES & FEES	580.00	.00	.00	.00	580.00
TOTAL LEVEL - ELEMENTARY	35,603.99	1,936.88	2,243.72	21,430.74	11,929.53
TOTAL FUNCTION - ATHLETICS	35,603.99	1,936.88	2,243.72	21,430.74	11,929.53
21-2120-1-02-00 5112 GUIDANCE TEACHER SALARIES	74,600.80	5,738.54	28,692.48	45,908.32	.00
21-2120-1-02-00 5211 GUIDANCE HEALTH INSURANCE	21,654.00	1,832.74	3,313.62	15,127.39	3,212.99
21-2120-1-02-00 5212 GUIDANCE DENTAL INSURANCE	783.27	66.93	130.65	-584.00	1,236.62
21-2120-1-02-00 5213 GUIDANCE LIFE INSURANCE	75.00	6.25	18.75	56.25	.00

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FUND - 21 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
21-2120-1-02-00 5214 GUIDANCE DISABILITY INSURANCE	220.07	18.34	55.02	165.06	- .01
21-2120-1-02-00 5220 GUIDANCE FICA	5,706.96	421.45	2,188.87	3,398.60	119.49
21-2120-1-02-00 5232 GUIDANCE NHRS PROFESSIONAL	15,681.09	1,206.24	6,031.17	9,649.92	.00
21-2120-1-02-00 5250 GUIDANCE UNEMPLOYMENT INSURANCE	110.00	.00	.00	.00	110.00
21-2120-1-02-00 5260 GUIDANCE WORKER'S COMPENSATION	302.13	.00	.00	239.81	62.32
21-2120-1-02-00 5330 GUIDANCE OTHER PROF SVCS	5,778.36	.00	270.00	4,995.25	513.11
TOTAL LEVEL - ELEMENTARY	124,911.68	9,290.49	40,700.56	78,956.60	5,254.52
TOTAL FUNCTION - GUIDANCE SERVICES	124,911.68	9,290.49	40,700.56	78,956.60	5,254.52
21-2130-1-02-00 5112 HEALTH TEACHER SALARIES	56,980.00	4,383.08	21,915.36	35,064.64	.00
21-2130-1-02-00 5120 HEALTH SUBSTITUTE SALARIES	.00	.00	.00	250.00	-250.00
21-2130-1-02-00 5211 HEALTH HEALTH INSURANCE	28,910.76	2,451.22	4,330.38	20,261.39	4,318.99
21-2130-1-02-00 5212 HEALTH DENTAL INSURANCE	1,389.42	118.74	231.66	709.11	448.65
21-2130-1-02-00 5213 HEALTH LIFE INSURANCE	75.00	6.25	18.75	56.25	.00
21-2130-1-02-00 5214 HEALTH DISABILITY INSURANCE	168.09	14.01	42.03	126.09	-.03
21-2130-1-02-00 5220 HEALTH FICA	4,358.97	313.00	1,665.62	2,523.12	170.23
21-2130-1-02-00 5232 HEALTH NHRS PROFESSIONAL	11,977.20	921.32	4,606.61	7,370.56	.03
21-2130-1-02-00 5250 HEALTH UNEMPLOYMENT INSURANCE	110.00	.00	.00	.00	110.00
21-2130-1-02-00 5260 HEALTH WORKER'S COMPENSATION	230.77	.00	.00	183.17	47.60
21-2130-1-02-00 5330 HEALTH OTHER PROF SVCS	4,000.00	.00	.00	.00	4,000.00
21-2130-1-02-00 5610 HEALTH SUPPLIES	2,322.00	.00	57.84	1,800.16	464.00
21-2130-1-02-00 5641 HEALTH TEXTBOOKS	100.00	.00	.00	.00	100.00
21-2130-1-02-00 5642 HEALTH ELECTRONIC INFORMATION	523.00	.00	.00	530.62	-7.62
21-2130-1-02-00 5735 HEALTH REPLACEMENT EQUIPMENT	2,051.00	.00	.00	2,189.27	-138.27
21-2130-1-02-00 5810 HEALTH DUES & FEES	150.00	.00	.00	.00	150.00
TOTAL LEVEL - ELEMENTARY	113,346.21	8,207.62	32,868.25	71,064.38	9,413.58
TOTAL FUNCTION - HEALTH SERVICES	113,346.21	8,207.62	32,868.25	71,064.38	9,413.58
21-2140-1-02-00 5330 PSYCH SERVICES OTHER PROF SVCS	91,245.00	10,448.28	48,764.65	53,455.55	-10,975.20
21-2140-1-02-00 5610 PSYCH SERVICES SUPPLIES	500.00	.00	400.00	.00	100.00
TOTAL LEVEL - ELEMENTARY	91,745.00	10,448.28	49,164.65	53,455.55	-10,875.20
21-2140-2-02-00 5330 PSYCH SERVICES - MIDDLE OTHER P	.00	92.69	2,290.81	569.39	-2,860.20
TOTAL LEVEL - MIDDLE	.00	92.69	2,290.81	569.39	-2,860.20
21-2140-3-02-00 5330 PYSCH SERVICES - HIGH OTHER PRO	.00	538.96	2,401.15	2,492.69	-4,893.84
TOTAL LEVEL - SECONDARY	.00	538.96	2,401.15	2,492.69	-4,893.84

SUNGARD K-12 EDUCATION
 DATE: 03/28/2022
 TIME: 12:39:10

CANDIA SCHOOL DISTRICT
 DETAIL EXPENDITURE STATUS REPORT

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FUND - 21 - GENERAL FUND

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TOTAL FUNCTION - PSYCHOLOGICAL SERVICES	91,745.00	11,079.93	53,856.61	56,517.63	-18,629.24
21-2150-1-02-00 5330 SPEECH OTHER PROF SVCS	113,220.00	.00	56,203.25	53,416.75	3,600.00
21-2150-1-02-00 5580 SPEECH MILEAGE REIMBURSEMENT	.00	.00	.00	.00	.00
TOTAL LEVEL - ELEMENTARY	113,220.00	.00	56,203.25	53,416.75	3,600.00
21-2150-3-02-00 5330 SPEECH - HIGH OTHER PROF SVCS	.00	1,058.54	5,183.28	5,443.92	-10,627.20
TOTAL LEVEL - SECONDARY	.00	1,058.54	5,183.28	5,443.92	-10,627.20
TOTAL FUNCTION - SPEECH & AUDIOLOGY SERVIC	113,220.00	1,058.54	61,386.53	58,860.67	-7,027.20
21-2160-1-02-00 5334 THERAPY SVCS OT CONTRACTED SVCS	84,520.00	8,235.00	34,672.50	56,857.50	-7,010.00
21-2160-1-02-00 5610 THERAPY SVCS SUPPLIES	.00	.00	1,000.00	.00	-1,000.00
TOTAL LEVEL - ELEMENTARY	84,520.00	8,235.00	35,672.50	56,857.50	-8,010.00
TOTAL FUNCTION - PHYSICAL & OCCUPATIONAL T	84,520.00	8,235.00	35,672.50	56,857.50	-8,010.00
21-2162-1-02-00 5330 PHYSICAL THERAPY OTHER PROF SVC	1,000.00	572.50	1,647.25	1,808.75	-2,456.00
TOTAL LEVEL - ELEMENTARY	1,000.00	572.50	1,647.25	1,808.75	-2,456.00
TOTAL FUNCTION - PHYSICAL THERAPY	1,000.00	572.50	1,647.25	1,808.75	-2,456.00
21-2190-1-02-00 5330 OTHER SUPPORT SERVICES OTHER PR	1,050.00	.00	.00	300.00	750.00
21-2190-1-02-00 5550 OTHER SUPPORT SERVICES PRINTING	500.00	.00	.00	.00	500.00
21-2190-1-02-00 5610 OTHER SUPPORT SERVICES SUPPLIES	1,544.00	.00	3,644.00	.00	-2,100.00
21-2190-1-02-00 5810 OTHER SUPPORT SERVICES DUES & F	.00	.00	.00	.00	.00
TOTAL LEVEL - ELEMENTARY	3,094.00	.00	3,644.00	300.00	-850.00
TOTAL FUNCTION - OTHER SUPPORT SERVICES	3,094.00	.00	3,644.00	300.00	-850.00
21-2210-1-02-00 5117 STAFF DEVELOPMENT CO-CURRICULAR	7,312.00	.00	4,000.00	5,000.00	-1,688.00
21-2210-1-02-00 5220 STAFF DEVELOPMENT FICA	559.37	.00	305.18	370.53	-116.34
21-2210-1-02-00 5232 STAFF DEVELOPMENT NHRS PROFESSI	1,536.99	.00	.00	.00	1,536.99
21-2210-1-02-00 5291 STAFF DEVELOPMENT ADMIN DIRECTE	1,750.00	.00	.00	1,101.00	649.00
21-2210-1-02-00 5330 STAFF DEVELOPMENT OTHER PROF SV	.00	.00	.00	.00	.00

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TOTAL LEVEL - ELEMENTARY	11,158.36	.00	4,305.18	6,471.53	381.65
TOTAL FUNCTION - STAFF DEVELOPMENT	11,158.36	.00	4,305.18	6,471.53	381.65
21-2220-1-02-00 5111 MEDIA ADMIN/OTHER SALARIES	63,060.97	4,850.86	24,254.09	38,831.88	-25.00
21-2220-1-02-00 5122 MEDIA HEALTH INSURANCE BUYOUT	3,000.00	750.00	750.00	2,250.00	.00
21-2220-1-02-00 5213 MEDIA LIFE INSURANCE	75.00	6.25	18.75	56.25	.00
21-2220-1-02-00 5214 MEDIA DISABILITY INSURANCE	186.03	15.50	46.50	139.50	.03
21-2220-1-02-00 5220 MEDIA FICA	5,053.66	428.48	1,912.89	3,142.84	-2.07
21-2220-1-02-00 5232 MEDIA NHRS PROFESSIONAL	13,255.42	1,019.66	5,098.17	8,162.53	-5.28
21-2220-1-02-00 5250 MEDIA UNEMPLOYMENT INSURANCE	110.00	.00	.00	.00	110.00
21-2220-1-02-00 5260 MEDIA WORKER'S COMPENSATION	255.40	.00	.00	202.72	52.68
21-2220-1-02-00 5430 MEDIA REPAIRS & MAINT SERVICES	1,789.00	.00	.00	1,520.19	268.81
21-2220-1-02-00 5431 MEDIA REPAIRS EQUIPMENT	400.00	.00	.00	.00	400.00
21-2220-1-02-00 5610 MEDIA SUPPLIES	1,030.40	.00	27.74	574.53	428.13
21-2220-1-02-00 5615 MEDIA AV SUPPLIES	250.00	.00	.00	.00	250.00
21-2220-1-02-00 5641 MEDIA TEXTBOOKS	4,000.00	.00	.00	5,695.69	-1,695.69
21-2220-1-02-00 5644 MEDIA PERIODICALS	95.45	.00	.00	104.92	-9.47
21-2220-1-02-00 5649 MEDIA NON PRINT	7,850.00	.00	.00	4,564.00	3,286.00
21-2220-1-02-00 5735 MEDIA REPLACEMENT EQUIPMENT	.00	.00	2,195.00	.00	-2,195.00
TOTAL LEVEL - ELEMENTARY	100,411.33	7,070.75	34,303.14	65,245.05	863.14
TOTAL FUNCTION - EDUCATIONAL MEDIA SERVICE	100,411.33	7,070.75	34,303.14	65,245.05	863.14
21-2310-1-02-00 5111 SCHOOL BOARD SERVICES ADMIN/OTH	4,200.00	2,100.00	.00	4,200.00	.00
21-2310-1-02-00 5113 SCHOOL BOARD SERVICES TREASURER	1,200.00	600.00	.00	1,200.00	.00
21-2310-1-02-00 5115 SCHOOL BOARD SERVICES SECRETARI	2,250.00	150.00	.00	1,500.00	750.00
21-2310-1-02-00 5220 SCHOOL BOARD SERVICES FICA	585.23	218.03	.00	542.90	42.33
21-2310-1-02-00 5231 SCHOOL BOARD SERVICES NHRS SUPP	254.25	21.09	.00	210.90	43.35
21-2310-1-02-00 5332 SCHOOL BOARD SERVICES AUDIT EXP	7,465.50	.00	.00	7,225.00	240.50
21-2310-1-02-00 5341 SCHOOL BOARD SERVICES LEGAL & C	12,500.00	1,156.00	.00	10,656.39	1,843.61
21-2310-1-02-00 5342 SCHOOL BOARD SERVICES DISTRICT	600.00	320.00	.00	615.00	-15.00
21-2310-1-02-00 5614 SCHOOL BOARD SERVICES DISTRICT	2,500.00	.00	.00	330.92	2,169.08
21-2310-1-02-00 5618 SCHOOL BOARD SERVICES TREASURER	750.00	.00	.00	.00	750.00
21-2310-1-02-00 5810 SCHOOL BOARD SERVICES DUES & FE	5,000.00	.00	.00	4,731.31	268.69
TOTAL LEVEL - ELEMENTARY	37,304.98	4,565.12	.00	31,212.42	6,092.56
TOTAL FUNCTION - SCHOOL BOARD SERVICES	37,304.98	4,565.12	.00	31,212.42	6,092.56
21-2320-1-02-00 5590 SAU SERVICES SAU SERVICES	177,024.00	.00	.00	177,024.00	.00

SELECTION CRITERIA: fund = '21'
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FUND - 21 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
TOTAL LEVEL - ELEMENTARY	177,024.00	.00	.00	177,024.00	.00
TOTAL FUNCTION - ADMINISTRATIVE SERVICES	177,024.00	.00	.00	177,024.00	.00
21-2410-1-02-00 5111 PRINCIPAL SERVICES ADMIN/OTHER	189,312.00	7,999.92	27,999.76	75,999.24	85,313.00
21-2410-1-02-00 5115 PRINCIPAL SERVICES SECRETARIAL	59,995.19	4,615.00	18,249.51	41,728.90	16.78
21-2410-1-02-00 5118 PRINCIPAL SERVICES ASSISTANT PR	.00	6,562.54	22,968.87	62,344.13	-85,313.00
21-2410-1-02-00 5211 PRINCIPAL SERVICES HEALTH INSUR	19,729.20	1,694.94	2,951.95	13,697.70	3,079.55
21-2410-1-02-00 5212 PRINCIPAL SERVICES DENTAL INSUR	3,912.65	331.23	866.09	1,674.17	1,372.39
21-2410-1-02-00 5213 PRINCIPAL SERVICES LIFE INSURAN	202.28	14.75	52.25	136.75	13.28
21-2410-1-02-00 5214 PRINCIPAL SERVICES DISABILITY I	558.47	46.54	139.62	418.86	-.01
21-2410-1-02-00 5220 PRINCIPAL SERVICES FICA	19,072.01	1,420.66	5,283.27	13,379.95	408.79
21-2410-1-02-00 5231 PRINCIPAL SERVICES NHRS SUPPORT	5,880.26	452.32	1,583.16	4,297.05	.05
21-2410-1-02-00 5232 PRINCIPAL SERVICES NHRS PROFESS	39,793.38	3,061.02	10,713.61	28,939.79	139.98
21-2410-1-02-00 5240 PRINCIPAL SERVICES TUITION REIM	7,065.00	.00	955.50	955.50	5,154.00
21-2410-1-02-00 5241 PRINCIPAL SERVICES WORKSHOP REI	2,000.00	.00	198.00	1,409.00	393.00
21-2410-1-02-00 5244 PRINCIPAL SERVICES SECRETARIAL	850.00	.00	.00	109.00	741.00
21-2410-1-02-00 5250 PRINCIPAL SERVICES UNEMPLOYMENT	440.00	.00	.00	.00	440.00
21-2410-1-02-00 5260 PRINCIPAL SERVICES WORKER'S COM	1,009.70	.00	.00	801.45	208.25
21-2410-1-02-00 5430 PRINCIPAL SERVICES REPAIRS & MA	2,630.00	737.17	400.00	2,365.36	-135.36
21-2410-1-02-00 5442 PRINCIPAL SERVICES RENTAL OF EQ	2,520.00	104.40	1,917.60	835.20	-232.80
21-2410-1-02-00 5531 PRINCIPAL SERVICES TELEPHONE	7,800.00	-38.00	4,271.89	6,951.83	-3,423.72
21-2410-1-02-00 5534 PRINCIPAL SERVICES POSTAGE	1,700.00	.00	.00	1,700.00	.00
21-2410-1-02-00 5540 PRINCIPAL SERVICES ADVERTISING	500.00	.00	.00	186.60	313.40
21-2410-1-02-00 5550 PRINCIPAL SERVICES PRINTING	1,000.00	.00	.00	497.73	502.27
21-2410-1-02-00 5580 PRINCIPAL SERVICES MILEAGE REIM	1,350.00	.00	.00	.00	1,350.00
21-2410-1-02-00 5610 PRINCIPAL SERVICES SUPPLIES	300.00	.00	.00	554.57	-254.57
21-2410-1-02-00 5641 PRINCIPAL SERVICES TEXTBOOKS	172.50	.00	.00	.00	172.50
21-2410-1-02-00 5644 PRINCIPAL SERVICES PERIODICALS	365.00	.00	.00	89.00	276.00
21-2410-1-02-00 5810 PRINCIPAL SERVICES DUES & FEES	2,095.00	204.95	.00	2,199.95	-104.95
TOTAL LEVEL - ELEMENTARY	370,252.64	27,207.44	98,551.08	261,271.73	10,429.83
TOTAL FUNCTION - PRINCIPAL SERVICES	370,252.64	27,207.44	98,551.08	261,271.73	10,429.83
21-2600-1-02-00 5111 MAINTENANCE ADMIN/OTHER SALARIE	63,179.00	4,859.92	17,009.76	52,202.59	-6,033.35
21-2600-1-02-00 5116 MAINTENANCE CUSTODIAL SALARIES	91,652.76	5,289.68	46,288.58	48,082.72	-2,718.54
21-2600-1-02-00 5211 MAINTENANCE HEALTH INSURANCE	59,909.40	1,746.62	3,184.43	20,641.68	36,083.29
21-2600-1-02-00 5212 MAINTENANCE DENTAL INSURANCE	2,414.29	116.97	158.92	553.14	1,702.23
21-2600-1-02-00 5213 MAINTENANCE LIFE INSURANCE	148.89	7.00	39.78	78.78	30.33
21-2600-1-02-00 5214 MAINTENANCE DISABILITY INSURANC	360.76	15.53	39.39	139.77	181.60
21-2600-1-02-00 5220 MAINTENANCE FICA	11,844.63	744.29	4,840.02	7,240.67	-236.06
21-2600-1-02-00 5231 MAINTENANCE NHRS SUPPORT	17,194.01	1,021.58	6,267.97	9,256.20	1,669.84

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CANDIA SCHOOL DISTRICT
 DETAIL EXPENDITURE STATUS REPORT

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FUND - 21 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
21-2600-1-02-00 5232 MAINTENANCE NHRS PROFESSIONAL	.00	.00	311.11	29.48	-340.59
21-2600-1-02-00 5250 MAINTENANCE UNEMPLOYMENT INSURA	550.00	.00	.00	.00	550.00
21-2600-1-02-00 5260 MAINTENANCE WORKER'S COMPENSATI	3,272.17	.00	.00	2,597.29	674.88
21-2600-1-02-00 5411 MAINTENANCE WATER/SEWERAGE	6,835.85	892.50	902.51	9,187.50	-3,254.16
21-2600-1-02-00 5430 MAINTENANCE REPAIRS & MAINT SER	10,960.00	8,713.00	22,425.19	62,291.06	-73,756.25
21-2600-1-02-00 5432 MAINTENANCE REPAIRS BUILDINGS	20,000.00	1,255.91	.00	12,239.48	7,760.52
21-2600-1-02-00 5433 MAINTENANCE REPAIRS GROUNDS	7,850.00	.00	2,955.00	4,145.00	750.00
21-2600-1-02-00 5434 MAINTENANCE BUILDING IMPROVEMEN	1,386.61	1,087.80	.00	4,819.80	-3,433.19
21-2600-1-02-00 5435 MAINTENANCE REPAIRS MAINT EQUIP	1,000.00	.00	.00	.00	1,000.00
21-2600-1-02-00 5436 MAINTENANCE REPAIRS SECURITY SY	500.00	.00	.00	559.00	-59.00
21-2600-1-02-00 5437 MAINTENANCE GARBAGE REMOVAL	5,100.00	246.86	740.59	2,259.41	2,100.00
21-2600-1-02-00 5521 MAINTENANCE PROPERTY/LIABILITY	13,644.62	.00	.00	11,571.64	2,072.98
21-2600-1-02-00 5531 MAINTENANCE TELEPHONE	.00	240.00	120.00	240.00	-360.00
21-2600-1-02-00 5580 MAINTENANCE MILEAGE REIMBURSEME	200.00	.00	.00	.00	200.00
21-2600-1-02-00 5610 MAINTENANCE SUPPLIES	5,700.00	.00	381.42	5,436.23	-117.65
21-2600-1-02-00 5612 MAINTENANCE MAINTENANCE SUPPLIE	15,225.00	1,109.00	3,511.10	9,793.33	1,920.57
21-2600-1-02-00 5619 MAINTENANCE SUPPLIES GROUNDS	500.00	99.97	129.00	197.93	173.07
21-2600-1-02-00 5622 MAINTENANCE ELECTRICITY	40,000.00	.00	10,313.07	29,670.72	16.21
21-2600-1-02-00 5624 MAINTENANCE OIL	40,000.00	12,950.00	.00	39,669.78	330.22
21-2600-1-02-00 5626 MAINTENANCE GASOLINE	150.00	.00	.00	.00	150.00
21-2600-1-02-00 5731 MAINTENANCE NEW EQUIPMENT	6,880.00	.00	.00	.00	6,880.00
21-2600-1-02-00 5735 MAINTENANCE REPLACEMENT EQUIPME	400.00	.00	.00	.00	400.00
TOTAL LEVEL - ELEMENTARY	426,857.99	40,396.63	119,617.84	332,903.20	-25,663.05
TOTAL FUNCTION - OPERATION & MAINTENANCE O	426,857.99	40,396.63	119,617.84	332,903.20	-25,663.05
21-2700-1-02-00 5517 REG ED TRANSPORTATION ATHLETIC	11,600.00	.00	.00	.00	11,600.00
21-2700-1-02-00 5518 REG ED TRANSPORTATION FIELD TRI	7,500.00	.00	1,568.15	431.85	5,500.00
21-2700-1-02-00 5519 REG ED TRANSPORTATION TRANSPORT	307,396.96	64,663.61	118,275.13	184,402.87	4,718.96
21-2700-1-02-61 5519 SPED TRANSPORTATION TRANSPORTAT	290,264.00	22,873.83	97,172.23	112,457.36	80,634.41
TOTAL LEVEL - ELEMENTARY	616,760.96	87,537.44	217,015.51	297,292.08	102,453.37
TOTAL FUNCTION - STUDENT TRANSPORTATION	616,760.96	87,537.44	217,015.51	297,292.08	102,453.37
21-2814-0-00-00 5330 EVALUATION SERVICES OTHER PROF	.00	.00	.00	.00	.00
TOTAL LEVEL - DISTRICT WIDE	.00	.00	.00	.00	.00
TOTAL FUNCTION - EVALUATION SERVICES	.00	.00	.00	.00	.00
21-2835-1-02-00 5330 PRE EMPLOYMENT PHYSICAL OTHER P	.00	.00	.00	.00	.00

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FUND - 21 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
TOTAL LEVEL - ELEMENTARY	.00	.00	.00	.00	.00
TOTAL FUNCTION - PRE-EMPLOYMENT PHYSICALS	.00	.00	.00	.00	.00
21-2840-1-02-00 5111 IT ADMIN/OTHER SALARIES	70,040.00	1,280.00	.00	43,937.00	26,103.00
21-2840-1-02-00 5211 IT HEALTH INSURANCE	20,451.00	.00	.00	10,363.91	10,087.09
21-2840-1-02-00 5212 IT DENTAL INSURANCE	887.71	.00	.00	517.84	369.87
21-2840-1-02-00 5213 IT LIFE INSURANCE	75.00	.00	31.25	43.75	.00
21-2840-1-02-00 5214 IT DISABILITY INSURANCE	206.62	.00	86.10	120.54	-.02
21-2840-1-02-00 5220 IT FICA	5,358.06	97.92	.00	3,204.37	2,153.69
21-2840-1-02-00 5231 IT NHRS SUPPORT	9,847.62	.00	.00	5,189.01	4,658.61
21-2840-1-02-00 5240 IT TUITION REIMBURSEMENT	2,880.00	.00	.00	.00	2,880.00
21-2840-1-02-00 5241 IT WORKSHOP REIMB PROF	825.00	.00	.00	.00	825.00
21-2840-1-02-00 5250 IT UNEMPLOYMENT INSURANCE	110.00	.00	.00	.00	110.00
21-2840-1-02-00 5260 IT WORKER'S COMPENSATION	283.66	.00	.00	225.15	58.51
21-2840-1-02-00 5330 IT OTHER PROF SVCS	1,500.00	.00	.00	.00	1,500.00
21-2840-1-02-00 5431 IT REPAIRS EQUIPMENT	1,500.00	.00	200.00	.00	1,300.00
21-2840-1-02-00 5610 IT SUPPLIES	5,000.00	.00	.00	2,846.15	2,153.85
21-2840-1-02-00 5650 IT SOFTWARE	22,808.91	.00	4,118.08	7,386.71	11,304.12
21-2840-1-02-00 5735 IT REPLACEMENT EQUIPMENT	10,820.00	.00	.00	3,561.45	7,258.55
21-2840-1-02-00 5810 IT DUES & FEES	540.00	.00	.00	200.00	340.00
TOTAL LEVEL - ELEMENTARY	153,133.58	1,377.92	4,435.43	77,595.88	71,102.27
TOTAL FUNCTION - INFORMATION MANAGEMENT SE	153,133.58	1,377.92	4,435.43	77,595.88	71,102.27
21-2900-1-02-00 5111 WAGE POOL ADMIN/OTHER SALARIES	.00	.00	.00	.00	.00
TOTAL LEVEL - ELEMENTARY	.00	.00	.00	.00	.00
TOTAL FUNCTION - WAGE POOL	.00	.00	.00	.00	.00
21-4100-1-02-00 5710 SITE ACQUISITION LAND & IMPROVE	.00	.00	.00	.00	.00
TOTAL LEVEL - ELEMENTARY	.00	.00	.00	.00	.00
TOTAL FUNCTION - SITE ACQUISITION SERVICES	.00	.00	.00	.00	.00
21-5110-1-02-00 5910 PRINCIPAL OF DEBT PRINCIPAL OF	.00	.00	.00	.00	.00
TOTAL LEVEL - ELEMENTARY	.00	.00	.00	.00	.00

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CANDIA SCHOOL DISTRICT
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FUND - 21 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
TOTAL FUNCTION - PRINCIPAL OF DEBT	.00	.00	.00	.00	.00
21-5120-1-02-00 5830 INTEREST ON DEBT INTEREST	.00	.00	.00	.00	.00
TOTAL LEVEL - ELEMENTARY	.00	.00	.00	.00	.00
TOTAL FUNCTION - INTEREST	.00	.00	.00	.00	.00
21-5221-1-02-00 5930 FOOD SERVICE TRANSFER FUND TRAN	.00	.00	.00	.00	.00
TOTAL LEVEL - ELEMENTARY	.00	.00	.00	.00	.00
TOTAL FUNCTION - TRANSFER TO FOOD SERVICE	.00	.00	.00	.00	.00
21-5230-0-00-00 5930 CAPITAL PROJECTS TRANSFER FUND	.00	.00	.00	.00	.00
TOTAL LEVEL - DISTRICT WIDE	.00	.00	.00	.00	.00
TOTAL FUNCTION - CAPITAL PROJECTS	.00	.00	.00	.00	.00
21-5252-0-00-00 5930 EXPENDABLE TRUST TRANSFER FUND	.00	.00	.00	.00	.00
TOTAL LEVEL - DISTRICT WIDE	.00	.00	.00	.00	.00
TOTAL FUNCTION - TRANSFER FROM EXPENDABLE	.00	.00	.00	.00	.00
21-5310-1-02-00 5890 CHARTER SCHOOL MISC EXPENDITURE	41,649.00	.00	.00	.00	41,649.00
TOTAL LEVEL - ELEMENTARY	41,649.00	.00	.00	.00	41,649.00
TOTAL FUNCTION - CHARTER SCHOOL	41,649.00	.00	.00	.00	41,649.00
TOTAL FUND - GENERAL FUND	9,070,804.62	485,535.32	2,753,686.54	5,829,350.45	487,767.63
TOTAL REPORT	9,070,804.62	485,535.32	2,753,686.54	5,829,350.45	487,767.63

FIRST	LAST	POSITION
Janet	Becker	Teacher
Joanna	Belanger	Teacher
Julie	Brassard	Teacher
Richard	Brown	Teacher
Victoria	Brown	Teacher
Lisa	Burleigh	Reading Specialist
Kimberly	Capel	Teacher
Feliccia	Chirgwin	Teacher
Susan	Demanche	Library Media Specialist
Melissa	Denton	Teacher
Ellen	Doherty	Teacher
Maria	Gleason	Teacher
Kelly	Jacques	Teacher
Pamela	Jarvis	School Counselor
Kayleen	Kenney	Teacher
Tiffany	Mackinnon	Teacher
Amy	Maurice	Teacher
Amy	Maxwell	Teacher
Caroline	Megan	School Nurse (RN)
Elisabeth	Murphy	Teacher
Maegan	Poulin	Teacher
Shauna	Preble	Teacher
James	Pritchard	Teacher
Suzanne	Soucy	Teacher
Juliette	Tourville	Teacher
Hannah	Withee	Teacher
Branden	Wood	Teacher

Candia School District 2022-2023
Administrator Nominations

XI.B.

Becky Wing

Principal

3 years

CANDIA POLICIES **First Reading**

XII.A.

				2nd Board Reading Date: 5/5/22
				1st Board Reading Date: 4/7/22
				Committee Meeting Date: 3/22/22
POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	NHSBA STATUS	SUGGESTED RECOMMENDATIONS
Facial Coverings	JX			Dana Buckley request.
Fiscal Management Goals	DA			
Taxing and Borrowing Authority Limitations	DC			
Funding Proposals and Applications	DD			
Revenues from Local Tax Sources	DEA			
Bonded Employees	DH			Language added (bold)
Audits	DIE			Language added (bold)
Purchasing	DJ			
Purchasing Procedures	DJB			
Petty Cash Accounts	DJC			Eliminate. There should be no petty cash with the addition of procurement cards
Cooperative Purchasing	DJD			Language added (bold)
Payment Procedures	DK			
Cash in School Buildings	DM			Language added (bold)
Conditions of Student Transportation Services	EEA-A			Eliminate. No longer a practice.

**CANDIA SCHOOL DISTRICT
FACIAL COVERINGS**

The Candia School District shall not require any individual to wear a facemask or any other type of facial covering while on school grounds or at school related events.

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. (Recommended by the School Board 5-0) (Recommended by the Budget Committee 7-2)
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) (Recommended by the School Board 5-0) (Recommended by the Budget Committee 5-4)
5. Shall the Candia School District cease any and all forms of mandates requiring the wearing of facemasks/coverings and make the wearing of facemasks/coverings optional while on school grounds for students, staff and visitors? (Submitted by petition)

**CANDIA SCHOOL DISTRICT
BUDGET MANAGEMENT GOALS**

The Candia School Board recognizes that money and money management comprise the foundation of the whole school program. To make that support as effective as possible, the Board intends:

1. To encourage advance planning through the best possible budget procedures;
2. To explore all practical and legal sources of revenue;
3. To guide the expenditure of funds so as to achieve the greatest educational returns;
4. To require maximum efficiency in accounting and reporting procedures; and
5. To maintain a level of funding consistent with Board goals.

As trustee of community, state, and federal funds allocated for use in local education, the School Board has the responsibility to protect the funds and use them wisely.

Adopted: February 10, 1987

Adopted: February 3, 2000

CANDIA SCHOOL DISTRICT
TAXING AND BORROWING AUTHORITY/LIMITATIONS

No funds will be borrowed for capital building projects or other major capital items without the expressed approval of the school district electorate as determined by a vote of the school district at an annual or special school district meeting in accordance with the Municipal Finance Act.

Adopted: February 3, 2000

Statutory Reference:
RSA Ch. 33:8-a

**CANDIA SCHOOL DISTRICT
FUNDING PROPOSALS AND APPLICATIONS**

The School Board is to be kept informed of all possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

**CANDIA SCHOOL DISTRICT
REVENUES FROM LOCAL TAX SOURCES**

The major share of all financial support for local school districts is raised by taxing property within the district. Most of the financial support of public education, therefore, is subject to a direct vote of the people.

It is the responsibility of the School Board to sufficiently explain the objectives and needs of the school to the legislative body which casts the final vote, so that local support of education can indeed provide for all children equal educational opportunities.

The Board, administration, and the professional staff will work with the taxpayers toward the solution of problems in the operational funding of the school district.

The financial condition of the district, along with its needs and goals, will be presented to the citizens. This will be done through an ongoing public information program, carried out by all appropriate means.

In addition, the Board may:

1. Accept available state funds to which the district is entitled by law or through rules of the State Board of Education, and
2. Accept federal funds which are available providing there is a specific need for them and that matching funds required are available.

The Board may accept revenues on a case-by-case basis consistent with the goals, policies, and programs of the district.

**CANDIA SCHOOL DISTRICT
BONDED EMPLOYEES**

The School Board requires that the Treasurer and Assistant Treasurer be bonded. The district will arrange a Public Officials Bond to cover the Treasurer and each assistant, if any, in the amount of \$100,000. It is the practice that any employee who administers student activity money shall be bonded **per the insurance carrier**.

Any employee who administers funds for the district will be bonded appropriately.

Adopted: February 3, 2000

**CANDIA SCHOOL DISTRICT
AUDITS**

The books and accounts of the district shall be audited annually. The audit to be performed **by a private auditing firm and** will meet the basic audit procedures prescribed by CPA standards.

The School Board will confirm the selection of the auditors after hearing the recommendation from the Superintendent or Business Administrator. Such audit will be made in accordance with RSA 197:25.

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

Statutory References:
RSA 197:25
RSA 671:5

**CANDIA SCHOOL DISTRICT
PURCHASING**

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent or his/her designee the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the district.

The Superintendent or his/her designee will approve all purchases, including those beyond line item limitations (see Policy DBJ).

Adopted: February 3, 2000

**CANDIA SCHOOL DISTRICT
PURCHASING PROCEDURES**

Purchasing procedures will be designed to avoid assumption of the risk of unauthorized expenditures and to ensure the best possible price for the desired products and services.

Procedures for purchasing will be developed by the Superintendent or his/her designee.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Adopted: February 3, 2000

**CANDIA SCHOOL DISTRICT
PETTY CASH ACCOUNTS**

ELIMINATE

Petty cash funds may be established for schools and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

The manager for such accounts at the school will be the Principal.

Adopted: February 3, 2000

**CANDIA SCHOOL DISTRICT
COOPERATIVE PURCHASING**

The Board may join in cooperative purchasing with other schools **within SAU #15** districts to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding.

The Superintendent is directed to maximize opportunities for cost savings whenever possible, consistent with this policy.

Adopted: February 3, 2000

**CANDIA SCHOOL DISTRICT
PAYMENT PROCEDURES**

In keeping with the district's desire for efficient fiscal management, the following procedure for payment of its liabilities is in effect:

1. All manifests, supported by original invoices, will be approved and signed by the majority of the School Board.
2. The School District Treasurer's real or facsimile signature will be on all checks.

Adopted: February 3, 2000

**CANDIA SCHOOL DISTRICT
CASH IN THE SCHOOL BUILDING**

Prudent measures shall be taken for monies that are left in the school overnight. The building Principal shall take measures to ensure regular and routine deposits to avoid large sums of money from being stored in the building. All monies collected shall be receipted and accounted for.

Deposits must be made at least once weekly.

Adopted: February 3, 2000

CANDIA SCHOOL DISTRICT
CONDITIONS OF STUDENT TRANSPORTATION SERVICES

ELIMINATE

The Candia School District agrees to provide transportation to students, on a space-available basis, who attend Trinity High School. It is understood that the transporting of eligible Trinity pupils must not impact (time and length) the established bus routes.

Adopted: October 5, 2000
Revised: August 2, 2001
Revised: May 9, 2002

Revised: June 5, 2003
Revised: March 8, 2007

**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.

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

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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
Business Records		
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

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Child Labor Permits		1 year
Work-study	29 C.F.R. §570.37	3 years from date of enrollment
<input type="checkbox"/> 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
<input type="checkbox"/> Engineering Surveys		Permanent
<input type="checkbox"/> 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:		
<input type="checkbox"/> Fall Reports A12A (RSA 189:28)		Permanent
<input type="checkbox"/> Pupil Registers	RSA 189:27-b	Permanent
<input type="checkbox"/> Resident Pupil Membership Forms		14 years
<input type="checkbox"/> School Opening Reports		3 years
<input type="checkbox"/> 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

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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

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<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

XII.B.

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

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Student Records:		
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
Internal Records:		
Child Abuse Reports/Allegations		Permanent
Criminal Investigation		Permanent

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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