

CANDIA SCHOOL BOARD
Thursday, August 5, 2021 – 6:00 p.m.
Henry W. Moore School Media Center
AGENDA

- I. CALL TO ORDER** – Matt Woodrow, Board Chair
- II. PROOF OF POSTING** – Superintendent Bill Rearick
- III. MINUTES**
 - A. Approval of Board Retreat Minutes of June 3, 2021*
 - B. Approval of Board Meeting Minutes of July 1, 2021*
 - C. Approval of Sealed Non-Public Meeting Minutes of July 1, 2021
 - D. Approval of Board Meeting Minutes of July 22, 2021*
 - E. Approval of Non-Public Meeting Minutes of July 22, 2022
- IV. OLD BUSINESS**
 - A. Snow Day/Remote Learning
 - B. Facilities Projects Update
 - C. Reopening Plan Update*
- V. NEW BUSINESS**
 - A. Instructional Time Schedule – Becky Wing
 - B. Handbook Changes*
- VI. FINANCIAL**
 - A. Manifest Approval
- VII. PERSONNEL**
 - A. Resignation*
 - B. Co-Curricular Nominations*
- VIII. POLICY**
 - A. First Reading-JICK Pupil Safety & Violence Prevention*
- IX. NON-PUBLIC SESSION RSA 91-A 3 Sections II (a-k) if necessary**
- X. INFORMATIONAL/UPCOMING AGENDA ITEMS**
 - Standing Committee Assignments
 - Board Meeting Schedule
 - SAU #15 Meeting Schedule
- XI. ADJOURNMENT**

The next regularly scheduled Candia School Board Meetings will be held on Thursday, September 2, 2021 at 6:00 p.m. at the Henry W. Moore School Media Center.

There will be an SAU Board Meeting on Wednesday, September 15, 2021 at 6:30 p.m. at the Auburn Village School Media Center.

**Materials enclosed for Board review prior to meeting*

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

CANDIA SCHOOL BOARD MEETING
THURSDAY, JUNE 6, 2021 AT 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 5:58 p.m. Those attending were Board members Dana Buckley, Mark Chalbeck, Kristina Ickes, and Stephanie Helmig; Principal, Becky Wing; Assistant Principal John Banks; Director of Student Services, Kathryn Duncan; Technology Director, Chris Jamrog; Superintendent, William (Bill) Rearick, Assistant Superintendent, Marge Polak, and Business Administrator, Amy Ransom.

PLEDGE OF ALLEGIANCE

Matt Woodrow led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

MINUTES

Motion by Kristina Ickes, seconded by Mark Chalbeck, to approve the May 6, 2021 meeting minutes, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Stephanie Helmig, to approve the May 15, 2021 Board Retreat minutes. 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's updates were in the packet for review.

REPORTS

Becky Wing reported that Delta Dental Stadium has relaxed protocols and are no longer requiring masks for those who have been vaccinated. Students may receive their diplomas mask-free. She added that tickets are no longer maxed at 10 per student.

Matt Woodrow reported that the Board approved some updates to the facility at their retreat which included HVAC and windows. Becky Wing stated that since the retreat, the Art room floor tiles have started popping up due to moisture. She also said there may be asbestos in the kiln room. Bill Rearick said they will most likely have to reallocate some of the funds planned for the updates agreed upon at the retreat.

Matt Woodrow said standing committees will be working on developing schedules and for Board members to notify the Superintendent's office when a meeting will take place, and to take minutes at those meetings.

OLD BUSINESS

Goals

Goals were in the packet for review. Marge Polak stated that goals haven't changed since the retreat.

Teacher Workshop Days

Bill Rearick stated that teachers are contractually obligated to three professional development days at the end of the school year. He suggested that those be waived due to their efforts during this difficult year. He said waiving those days would express thanks.

Motion by Mark Chalbeck, seconded by Kristina Ickes, to waive the teacher's professional development days of June 15-17, and the motion carried unanimously.

New Morning Program Response

Kristina Ickes stated that the DHHS response satisfied her inquiry posed at a previous meeting.

Motion by Matt Woodrow, seconded by Dana Buckley, to approve a 12 month contract for the 2021/2022 school year with the New Morning program, and the motion carried unanimously.

NEW BUSINESS

Re-Entry Plan 2021/2022 (ESSER II Funds)

Marge Polak provided an overview of Candia's Reopening Plan which is required in order to apply for ESSER Funds. She said the draft will be posted online and will be continually worked on it as they receive feedback. It will be posted a second time in August, and will be brought back to the Board at that time. Motion by Dana Buckley, seconded by Matt Woodrow, to accept the Reopening Plan as presented, and the motion carried unanimously.

Data Governance Manual and Technology Plan

Data Governance Manual and Technology Plan revisions were reviewed. Kristina Ickes stated that she felt the plans were comprehensive and thoughtful. Chris Jamrog fielded a few questions. When asked about the purchase of more Chromebooks, Bill Rearick stated that he didn't foresee the need purchase of much hardware in the 2022/2023 budget.

2021/2022 School Start Time

Becky Wing stated that more instruction time could be provided if five buses could pick up and drop off at the same time as opposed to two of those buses doing Pinkerton runs and arriving at HMS at staggered times. She is working with the bus company to see what they can do to tighten up pick up and drop off times, taking into consideration the length of time students spend on the bus.

Authorize Superintendent to Hire Non-Teaching Positions over the Summer

Bill Rearick stated that in order to expedite the hiring process of non-teachers, the Board must give him that authorization. The Board must meet to approve teaching positions.

Motion by Dana Buckley, seconded by Mark Chalbeck, to grant the Superintendent the authority to hire non-teaching positions from June 4, 2021 until the next Board meeting, and the motion carried unanimously.

Morning COVID Procedure

Motion by Dana Buckley, seconded by Matt Woodrow, to waive the Pickup Patrol screening process starting Monday, June 7, 2021, and the motion carried unanimously.

FINANCIAL

Manifest Approval

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the May 7-21, 2021 manifest in the amount of \$210,549.18, and the motion carried unanimously.

Motion by Matt Woodrow, seconded by Mark Chalbeck, to approve the May 24-28, 2021 manifest in the amount of \$176,576.32, and the motion carried unanimously.

The Expenditure Report was reviewed.

POLICIES

Annual Board Review of Policies

First Reading of Policies

Policies GBAA/JBAA Sexual Harassment/Violence, JBAA-A Pupil Safety/Bullying, JICK Pupil Safety and Violence Prevention-Bullying, JICK-R Bullying Form were reviewed.

Dana Buckley stated that a Presidential Order must go into effect 100 days after March 8 (June 15), so he recommended waiving the second reading of policy GBAA/JBAA.

Motion by Dana Buckley, seconded by Matt Woodrow, to adopt Policy GBAA/JBAA, waiving the second reading, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Matt Woodrow, to eliminate policies JBAA-A (redundant) and JICK-R (not being used), and the motion carried unanimously.

Motion by Dana Buckley, seconded by Matt Woodrow, to approve policy JICK as a first reading and the motion carried unanimously.

Policies AC (Non-Discrimination), EHAA (Computer Security), GBEF (School District Internet Access for Staff), JICL/IJNDB (School District Internet Access for Students), JICM (Personal Device Usage), GBEF-R (Acceptable Internet Use Procedures-Staff), and JICL-R (Acceptable Internet Use Procedures-Students) were reviewed.

Motion by Dana Buckley, seconded by Matt Woodrow, to approve policies AC, EHAA, GBEF, JICL/IJNDB, JICL-R, and GBEF-R as presented, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Meg Morenz introduced Pam Jarvis, the new Co-President of the CEA.

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

No need

INFORMATIONAL ITEMS/UPCOMING AGENDA

Instructional Time Schedule

Handbook Changes

ADJOURNMENT

Motion by Dana Buckley, seconded by Kristina Ickes, to adjourn the meeting at 7:00 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be on Thursday, August 5, 2021 at 6:00 p.m. at the Henry W. Moore School Cafetorium.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary

**CANDIA SCHOOL BOARD MEETING
THURSDAY, JULY 1, 2021 AT 6:30 P.M.
HENRY W. MOORE SCHOOL CAFETORIUM**

These minutes have not been approved.

CALL TO ORDER

Matt Woodrow, Board Chair, called the meeting to order at 6:30 p.m. Those in attendance were Board members Stephanie Helmig, Mark Chalbeck, Kristina Ickes and Dana Buckley. Also in attendance were Principal, Becky Wing, and Assistant Superintendent, Marge Polak.

PLEDGE OF ALLEGIANCE

Matt Woodrow led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Marge Polak provided proof of posting.

NEW BUSINESS

Resignation

Motion by Matt Woodrow, seconded by Kristina Ickes, to accept the resignation of Angela Kinson, and the motion carried unanimously.

Superintendent's Nominations

Motion by Matt Woodrow, seconded by Mark Chalbeck, to accept the Superintendent's nomination of Feliccia Chirgwin, and the motion carried unanimously.

Motion by Matt Woodrow, seconded by Dana Buckley to accept the Superintendent's nomination of Kelly Jacques, and the motion carried unanimously.

Board Representative to Pinkerton's Building Committee

Kristina Ickes will serve as Board Representative to Pinkerton Building Committee.

NON-PUBLIC SESSION RSA 91-A 3 SECTION II c

Motion by Matt Woodrow at 6:40 p.m., seconded by Kristina Ickes, to enter into a non-public session 91-A 3 Section II c. A roll call vote was taken. With all in favor, the motion carried.

The Board resumed their public meeting at 7:09 p.m.

Motion by Matt Woodrow, seconded by Dana Buckley, to seal the non-public minutes in perpetuity. A roll call vote was taken. With all in favor, the motion carried.

ADJOURNMENT

Motion by Stephanie Helmig, seconded by Mark Chalbeck, to adjourn the meeting at 7:10 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be on Thursday, August 5, 2021 at 6:00 p.m. at the Henry W. Moore School Cafetorium.

Respectfully submitted,

Marge Polak
Assistant Superintendent

**CANDIA SCHOOL BOARD MEETING
THURSDAY, JULY 22, 2020 AT 7:00 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 7:00 p.m. Those in attendance were Board members Stephanie Helmig, Mark Chalbeck, Kristina Ickes and Dana Buckley. Also in attendance was Superintendent William (Bill) Rearick.

PLEDGE OF ALLEGIANCE

Matt Woodrow led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

NON-PUBLIC SESSION RSA 91-A 3 SECTION II L

Motion by Matt Woodrow at 7:03 p.m., seconded by Mark Chalbeck, to enter into a non-public session 91-A 3 Section II L. A roll call vote was taken. With all in favor, the motion carried.

The Board resumed their public meeting at 7:13 p.m.

Motion by Matt Woodrow, seconded by Mark Chalbeck to approve Mr. and Mrs. Keena’s request to allow their child to attend the Henry W. Moore School for the 2021/2022 school year, based on documentation provided. The parents must provide transportation. The motion carried unanimously.

ADJOURNMENT

Motion by Matt Woodrow, seconded by Dana Buckley, to adjourn the meeting at 7:15 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be on Thursday, August 5, 2021 at 6:00 p.m. at the Henry W. Moore School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy
Board Recorder

Henry W. Moore School



Reopening Plan

2021 - 2022

Updated August 5, 2021

As we look to the 2021-2022 school year, we continue our commitment to a safe and meaningful opening of school that aligns with CDC, state and local health guidelines and recommendations. **The Henry W. Moore School will open for full-time in-person learning for all students on September 2, 2021.** From our experience this year, we recognize that in-person learning is the best way to provide services to our students to meet their educational needs as well as for staff and student mental health needs. This document outlines our plan for full in-person learning for the 2021-2022 school year.

This opening plan was developed in part to satisfy federal COVID related grant requirements, and also to communicate with the Moore School community the expectations for the coming school year. The plan will be reviewed by the School Board every six months to ensure we are continuing to deliver the best practices/services for our school community.

The plan was developed from input by the SAU staff, school administration, teachers, school board and parents. The plan was reviewed at the June, 2021 Candia School Board meeting for comment and is posted on the district website with an optional survey for comments and suggestions. The survey is open to anyone in our community to take. Our website and school board meetings are open to the public as well.

When planning the best use of the ESSER II / III funds, the Candia School Board reviewed the proposal by the SAU in a public meeting in which the community was welcome to attend. Everyone in attendance was welcome to speak to the spending in public comment. The needs identified for ESSER funds include facility needs such as HVAC filters, fans and additional cleaning /disinfecting supplies and personnel; materials and professional development to identify and fill learning gaps; contracted intervention services; and supports for student and staff mental health.

Our top priority is the safety of everyone in our school buildings. We will continue to collaborate with the NH Department of Health and Human Services in regard to contact tracing, isolation and quarantine as needed. We have found that over the year some of our new procedures have served us well, and we will keep some of them in place as they have assisted us in becoming more efficient, focused and safe.

Screenings

Families and staff will not be asked to report daily screenings; however, both students and staff will be asked to stay home if they have COVID-19 symptoms. It is the responsibility of the family to ensure that students are well when they come to school. Staff and students who have symptoms should also contact their primary care physician for further instructions.

COVID-19 In School

If a student or staff member tests positive for COVID-19, the school Principal will notify the NH Department of Public Health. Those who have been in contact with the positive individual will be asked to [“self-observe”](#) and may continue to attend school as long as they remain asymptomatic. Those who are considered household contacts will be asked to [“self-quarantine”](#) as determined by NH DPHS.

Bus Transportation

Students will continue to be assigned seating on the school buses. Buses will continue to be sanitized between all bus runs. Per [CDC Order](#) passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems. (For more information see [Frequently Asked Questions](#)) Masks will be provided for students who do not have their own.

Parents/Visitors/Volunteers

Will be allowed into the Moore School following protocols; all visitors must sign in upon entering and indicating that they have no signs or symptoms of COVID.

Lunches

Lunches will be served in the cafeteria as long as appropriate spacing can be maintained. We will continue to use the ordering system that will require students who would like to receive school lunch to order lunch in advance based on our provided menu, and that meal will be ready for them once in the cafeteria. This system will allow for better ordering and less food waste throughout the year. ~~This system will still allow the use of the “My School Bucks” payment option.~~

Physical Activity

Recess is scheduled for students in grades K-6. Students may interact with other assigned cohorts during recess. Our physical education classes will take place in the gymnasium or outside as appropriate. Band and Chorus will resume as normal and may require social distancing as well as instrument shields for additional mitigation. Extracurricular activities will be returning in full, and we will look to Tri-County Athletics for any guidance in sport programs. All other activities will follow school protocols.

Classrooms

Student work stations will be spaced 3’ apart in all grade levels. There may be a reduction of classroom furniture if necessary to accommodate spacing of student work stations. Individual plexiglass dividers will be available in all classrooms for use at the discretion of the teacher. Our intent is to return to a more traditional classroom environment.

Facility Precautions

Frequent cleaning will occur in hallways and bathrooms throughout the day. Night time cleaning will be completed using normal cleaning practices along with spray disinfectant. Our HVAC system filters will be replaced more frequently to help promote clean air. When possible, windows will be opened to help with the circulation of fresh air.

Masks

Any person entering our facilities has the option to wear a mask at any time due to any concerns they may have. The district will provide disposable masks at the entrance of each building. Students and teachers are encouraged to wear a mask if they are feeling sick while at school until they leave the building. **If there is a significant rise in community transmission of COVID-19, masks may be recommended for all occupants of the school building.**

Handwashing and Respiratory Etiquette

The Moore School will have signs reminding students and staff of healthy practices such as coughing/sneezing into your elbow, frequently sanitizing/washing hands for at least 20 seconds and staying home when sick. Students and staff will sanitize hands (wash hands or use hand sanitizer) upon arrival to school, when changing location and before and after eating.

Remote Option

Any family that requires a remote option should contact the school principal who will assist them in contacting Virtual Learning Academy Charter School (VLACS) for enrollment in Grades K-8. **If a student is asked to self-quarantine, a remote learning option will be provided during their absence.**

The Candia School District will continue to utilize NH Division of Public Health Services for guidance on re-opening protocols, screening, travel, self-quarantine and self-isolation for staff and students, and any other related practices. Our procedures will continue to be updated based on the ever-evolving CDC and NH DPHS guidance; input from educators, students, families, and community partners; and learnings from our own implementation and that of others.

We hope that this plan provides you with information that helps to outline the Henry W. Moore School reopening in September, 2021. Additional information regarding the 2021-2022 school year will be available in August.

Please go www.candia.sau15.net to comment on the 2021-2022 reopening plan.

August 5, 2021

Student and Family Handbook Updates 2021-2022

The following changes were made to the Moore School Student and Family Handbook

- Updated the following sections to reflect pre-covid-19 protocols
 - Emergency Management Procedures - removed covid guidelines
 - Visitors - allow visitors in the building
 - Tardiness - updated protocol for dropping off tardy students
 - Nutritional Services - moved lunch location from classrooms to cafeteria
 - Health Services - updated protocols for seeing the nurse
 - Recess - removed covid protocols for recess

- Updated school calendar and welcome letter
- Updated school hours, arrival/dismissal times (will revisit after 8/5 decision on transportation)
- Updated any policy references that were approved by the board during the 2020-2021 school year

[Link to Student and Family Handbook Draft 2021-2022](#). Please note that this link will take a few moments to begin downloading a copy of the draft handbook.

All significant updates are in **red font**.

VII.A.

CANDIA SCHOOL BOARD

August 5, 2021

Resignation

Angela Kinson
Teacher

VII.B.

**CANDIA SCHOOL DISTRICT
2021-2022
CO-CURRICULAR ASSIGNMENT NOMINATIONS**

LAST NAME	FIRST NAME	ACTIVITY	COMPENSATION
Preble	Shauna	Athletic Director	\$ 2,295.00
Preble	Shauna	Cross Country Coach	\$ 1,312.00
Murphy	Elisabeth	Track and Field Coach	\$ 1,312.00
Doherty	Ellen	Asst. Trach and Field	\$ 640.00
Gleason	Maria	Art Club Advisor	\$ 984.00
Brown	Richard	Band/Orchestra Director	\$ 984.00
Brown	Richard	Chorus Director	\$ 984.00
Jarvis	Pam	Graduation Advisor (50%)	\$ 492.00
Brassard	Julie	Graduation Advisor (50%)	\$ 492.00
Wood	Branden	Chess/Gaming Club Advisor	\$ 984.00
Doherty	Ellen	Math Club Advisor	\$ 984.00
Capel	Kim	Professional Development Rep	\$ 1,312.00
Kenney	Kayleen	Robotics Coach	\$ 1,640.00
Gleason	Maria	Student Newspaper	\$ 1,640.00
Murphy	Elisabeth	Student Council Advisor (50%)	\$ 820.00
Wood	Branden	Student Council Advisor (50%)	\$ 820.00

Candia POLICIES Second Reading

2nd Board Reading Date: 8/5/2021

1st Board Reading Date: 6/3/2021

Committee Meeting Date:

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	NHSBA Status	DATE REVIEWED	SUGGESTED RECOMMENDATIONS
Pupil Safety and Violence Prevention - Bullying	JICK				Change language to add Principal's designee

CANDIA SCHOOL DISTRICT
PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

I. Definitions (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. **Electronic devices.** Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. **School property.** School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the **Principal/Principal designee** after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the **Principal/Principal designee** or other staff member that he/she believes he/she may be retaliated against, the **Principal/Principal designee** shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))

Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.).

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.).

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the **Principal/Principal designee** shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the **Principal/Principal designee**. If the student is more comfortable reporting the alleged act to a person other than the **Principal/Principal designee**, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the **Principal/Principal designee** as soon as possible, but no later than the end of that school day.
3. The **Principal/Principal designee** may develop a system or method for receiving

anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the **Principal/Principal designee** shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the **Principal/Principal designee** as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the **Principal/Principal designee** shall commence an investigation consistent with the provisions of Section XI of this policy.

Parent Reporting

Any parent who believes that their student is being bullied or has been bullied will report the incident immediately to the **Principal/Principal designee**.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the **Principal/Principal designee** or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal/Principal designee or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The Principal/Principal designee shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the **Principal/Principal designee** a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the **Principal/Principal designee** shall, within 5 school days, initiate an investigation into the alleged act. If the Principal/Principal designee is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the **Principal/Principal designee** may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the **Principal/Principal designee** or other investigator may consider during the course of the investigation, including but not limited to:
 - Description of incident, including the nature of the behavior;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The characteristics of parties involved, (name, grade, age, etc.);
 - The identity and number of individuals who participated in bullying behavior;
 - Where the alleged incident(s) occurred;
 - Whether the conduct adversely affected the student's education or educational environment;
 - Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
 - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The **Principal/Principal designee** shall complete the investigation within 10 school days of receiving the initial report. If the **Principal/Principal designee** needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the **Principal/Principal designee** shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the **Principal/Principal designee**.

8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

XV. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(l))

The **Principal/Principal designee** shall forward all substantiated reports of bullying to the Superintendent upon completion of the **Principal/Principal designee's** investigation.

XIV. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m))

1. Within two school days of completing an investigation, the **Principal/Principal designee** will notify the students involved in person of his/her findings and the result of the investigation.
2. The **Principal/Principal designee** will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The **Principal/Principal designee** will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the **Principal/Principal designee** shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XVI. Appeal

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the **Principal/Principal designee's** decision to the Superintendent in writing within five (5) school days. The Superintendent shall review the **Principal/Principal designee's** decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.
2. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

XVII. School Officials (RSA 193-F:4, II(n))

The Superintendent of schools is responsible for ensuring that this policy is implemented.

XVIII. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XIX. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Adopted: January 9, 2001
Adopted: August 10, 2004
Revised: May 13, 2008
Revised: April 13, 2010
Revised: December 2, 2010

Legal References:

RSA 193-F:3
RSA 570-A:2
NH Admin Rules, Section Ed 306.04(a)(8)

CANDIA SCHOOL BOARD
STANDING COMMITTEES 2021/2022

CHAIR: Matt Woodrow

Vice-Chair: Stephanie Helmig

Clerk: Dana Buckley

COMMITTEE

Budget Member: Stephanie Helmig

Alternate: Dana Buckley

Facilities* Mark Chalbeck & Kristina Ickes

NHSBA Delegate and Legislative Advocacy
Network Representative Matt Woodrow

Policy* Dana Buckley

Transportation* Mark Chalbeck

Long-Term Planning* Matt Woodrow

Wellness* Dana Buckley

CESPA Negotiations Matt Woodrow & Kristina Ickes

Enrollment Committee* Mark Chalbeck
Dana Buckley

Manifest May/June/July Mark Chalbeck
Aug/Sept./Oct. Dana Buckley
Nov./Dec./Jan Matt Woodrow
Feb./Mar./April Kristina Ickes

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

**CANDIA SCHOOL BOARD MEETINGS
2021/2022**

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

2021**August 5****September 2****October 7****November 4****December 2****2022****January 6****February 3****March 10** (2nd Thursday in March (Board Reorganization))**April 7****May 5****June 2****Deliberative Session #1 TBD** (Past two years has been on a Wednesday.)**Snow date: TBD**

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.)

SAU #15 BOARD MEETING SCHEDULE 2021/2022

Fall Meetings

**Wednesday, September 15, 2021 – 6:30 p.m.
Auburn Village School – AUBURN
*2022/2023 SAU Budget Presentation***

**Wednesday, October 20, 2021 – 6:30 p.m.
Henry W. Moore School – CANDIA
*Public Hearing on 2022/2023 SAU Budget***

Winter Meeting

**Wednesday, February 16, 2022 – 6:30 p.m.
Superintendent's Evaluation
David R. Cawley Middle School – HOOKSETT
*SAU Board Self-Evaluation***

Spring Meeting

**Wednesday, May 18, 2022 – 6:30 p.m.
Auburn Village School – AUBURN
*SAU Board Reorganization***

Special and/or rescheduled meetings as appropriately posted.

Henry W. Moore School 2021-2022 Start Times

Grades K-6 = minimum 945 hours/year - maximum 345 min./day (recess can be 30 min.)

Grades 7 & 8 = minimum 990 hours/year - maximum 360 min./day (+30-60 hours for inclement weather)

Bus Capacities: 3 buses at 77 students; 1 bus at 71 students; 1 bus at 83 students

Option A One Start	Option B Staggered Start	Option C Pre-COVID
<u>AM</u>	<u>AM</u>	<u>AM</u>
K-8 run (5 busses) Arrives @ 8:40am	Gr 5-8 1st run (3 busses) Arrives @ 7:45am	K-8 1st run (3 busses) Arrives @ 7:30am
<u>PM</u>	<u>PM</u>	<u>PM</u>
K-8 run (5 busses) Departs @ 3:30pm	Gr K-4 2nd run (5 busses) Arrives @ 9:15am	K-8 2nd run (5 busses) Arrives @ 8:05am
	<u>PM</u>	<u>PM</u>
	Gr 5-8 1st run (3 busses) Departs @ 2:30pm	K-8 1st run (3 busses) Departs @ 2:45pm
	<u>PM</u>	<u>PM</u>
	Gr K-4 2nd run (5 busses) Departs @ 3:30	Gr K-8 2nd run (5 busses) Departs @ 3:30pm
<u>Riders</u>	<u>Riders</u>	<u>Riders</u>
Route 1 48	Route 1 36/36	Route 1 20/30
Route 2 59	Route 2 36/24	Route 2 28/16
Route 3 28	Route 3 45/33	Route 3 35/36
Route 4 48	Route 4 19	Route 4 28
Route 5 42	Route 5 21	Route 5 32
<u>Length (estimated)</u>	<u>Length (estimated)</u>	<u>Length (estimated)</u>
Average 50 min.	Average 35 min.	Average 25 min.
Shortest 37 min.	Shortest 20 min. (K-4 run)	Shortest 20 min.
Longest 65 min.	Longest 60 min. (5-8 run)	Longest 30 min.
7:35am earliest pickup	6:50am earliest pickup	7:00am earliest pickup
4:35pm latest drop-off	4:15pm latest drop-off	4:10pm latest drop-off
<u>Daily Instructional Time</u>	<u>Daily Instructional Time</u>	<u>Daily Instructional Time</u>
K-6 345 min.	K-6 345 min.	K-6 325 min.
7-8 360 min. (no recess)	7-8 360 min. (no recess)	7-8 343 min. (no recess)
7-8 345 min. (with recess)	7-8 345 min. (with recess)	7-8 328 min. (with recess)
K-6 = 1,035 hours	K-6 = 1,035 hours	K-6 = 975 hours
7-8 = 1,080 hours (no recess)	7-8 = 1,080 hours (no recess)	7-8 = 1,029 hours (no recess)
7-8 = 1,035 (with recess)	7-8 = 1,035 (with recess)	7-8 = 984 hours (with recess)

INSTRUCTIONAL TIME SCHEDULE
OPTION A
2021-2022

School Name Henry W. Moore School

SAU: 15

Town: Candia

Grades: K-8

Ed 306.26 (b) requires that each elementary and middle school have an Instructional Time Schedule which indicates how much classroom time per week is to be spent on the following subjects.

The table below indicates the approximate amount of time (in minutes) spent per week on each subject at this school.

Subject	K	1	2	3	4	5	6	7	8
Art	45	45	45	45	45	45	45	45	45
Language Arts & Reading	600	600	600	600	600	450	450	360	360
Health*	20	20	20	20	20	20	20	20	20
Physical Education*	25	25	25	25	25	25	25	25	25
Information & Communication Technology	45	45	45	45	45	**0	**0	45	45
Math	450	450	450	450	450	450	450	360	360
Science	150	150	150	150	150	300	300	300	300
Social Studies	150	150	150	150	150	300	300	300	300
Family & Consumer Science	X	X	X	X	X	X	X	X	X
Technology Education	X	X	X	X	X	X	X	X	X

Notes: * Health and Physical Education are a combined 45 minute class

**Information & Communication Technology is integrated into core subject areas in grades 5 & 6

Principal Signature Betsy King

Date: 8/5/21

Supt. Signature _____

Date: _____