

**CANDIA SCHOOL BOARD MEETING  
AND PUBLIC HEARING TO EXPEND FROM THE SPECIAL EDUCATION TRUST  
FUND  
THURSDAY, MAY 2, 2024 6:00 P.M.  
HENRY W. MOORE SCHOOL MEDIA CENTER**

**AGENDA**

- I. CALL TO ORDER** – Stephanie Helmig, Board Chair
  - A. Pledge of Allegiance
  
- II. PROOF OF POSTING**
  
- III. APPROVAL OF MINUTES**
  - A. Approval of Board Minutes of March 4, 2024\*
  - B. Approval of Board Non-Public Minutes of March 4, 2024
  - C. Approval of Board Minutes of March 7, 2024\*
  - D. Approval of Board Minutes of April 11, 2024\*
  
- Open Public Hearing-
  
- IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
  
- V. SUPERINTENDENT’S UPDATES\***
  
- VI. REPORTS**
  - A. Principal Report of 4/4/24\*
  - B. Reports of Standing Committees
  
- VII. OLD BUSINESS**
  - A. Part-time Custodial Sick/Vacation Time\* (discussion)
  
- VIII. NEW BUSINESS**
  - A. Standing Committee Assignments\*
  - B. Board Meeting Dates\*
  - C. Instructional Update (presentation)
  - D. Parent Information Night Date (discussion)
  - E. Agricultural Day (discussion)
  - F. Summer School Costs –S. Eaton
  - G. Annual Review of Policies AC and DFA\*
  - H. General Assurances\*
  - I. Combining Bus Stops-(discussion) –D. Buckley
  
- IX. FINANCIAL**
  - A. Manifest Approval
  - B. Expenditure Report\*
  
- X. PERSONNEL (if necessary)**
  - A. Resignation\*
  
- XI. POLICIES**

A. First Reading\* - Policies BAA School Board and Administration, GBK-GBK-R Employee Complaints and Grievances, GCB Professional Staff Contracts, GCCAE Professional Staff Visits and Conferences, IL Evaluation of Instructional Programs, IMBB Teaching About Religion, IMC Speakers and Programs and JF Enrollment

**XI. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

-Close Public Hearing-

**XII. NON-PUBLIC SESSION RSA 91-A 3 Sections II (a-c)**

**XIII. INFORMATIONAL ITEMS/UPCOMING AGENDA**

Upcoming: Data Security Plan and Review of Tech Policies

**XIV. ADJOURNMENT**

The next regularly scheduled Candia School Board Meeting will be held on Thursday, June 6, 2024 at 6:00 p.m. at the Henry W. Moore School Media Center.

The SAU Board will meet on May 30, 2024 at 6:30 p.m. at the David R. Cawley Middle School in Hooksett.

*\*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  
MONDAY, MARCH 4, 2024  
HENRY W. MOORE SCHOOL MEDIA CENTER**

**These minutes have not been approved.**

Board Vice Chair, Stephanie Helmig, opened the meeting at 6:00 p.m. Those in attendance were Board members Dana Buckley, Kristina Ickes and Mark Chalbeck, Principal Becky Wing, and Superintendent William (Bill) Rearick.

**PLEDGE OF ALLEGIANCE**

Stephanie Helmig 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 (c)**

Motion by Kristina Ickes, seconded by Dana Buckley, to enter into a non-public meeting at 6:01 p.m. A roll-call vote was taken. With all in favor, the motion carried.

The Board reconvened their public session at 6:50 p.m.

The Board was apprised of a student disciplinary action, and no action was needed to be taken.

**ADJOURNMENT**

Motion by Stephanie Helmig, seconded by Dana Buckley, to adjourn the meeting at 6:50 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be on April 4, 2024, at 6:00 p.m. at the Henry W. Moore School Media Center.

Respectfully submitted,

Rebecca McCarthy  
Recording Secretary

**CANDIA SCHOOL BOARD MEETING  
THURSDAY, MARCH 7, 2024  
HENRY W. MOORE SCHOOL MEDIA CENTER**

**III.C.**

**These minutes have not been approved.**

Board Chair, Matt Woodrow opened the meeting at 6:00 p.m. Those in attendance were Board members Dana Buckley, Mark Chalbeck, Stephanie Helmig and Kristina Ickes (6:03 p.m.); Principal Becky Wing, Assistant Principal Dorothy Franchini, Director of Student Services Stacey Eaton, and Superintendent William (Bill) Rearick..

**PLEDGE OF ALLEGIANCE**

Stephanie Helmig thanked outgoing Board Chair, Matt Woodrow, for his many years on the School Board, and Matt led the attendees in the Pledge of Allegiance.

**PROOF OF POSTING**

Bill Rearick provided proof of posting.

**MINUTES**

Motion by Dana Buckley, seconded by Mark Chalbeck, to approve the February 8, 2024 meeting minutes, and the motion carried unanimously.

Motion by Kristina Ickes, seconded by Stephanie Helmig, to approve the non-public February 8, 2024 meeting minutes, and the motion carried unanimously.

Motion by Stephanie Helmig, seconded by Dana Buckley, to approve the meeting minutes of February 8, 2024, which followed the Deliberative Session, and the motion carried unanimously.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Kelly Dark-Brown Rd-Is there a 'buddy system' in place for introverted kids. Becky Wing there is lunch-bunch and a buddy bench. She encouraged parents to contact the school if they have any concerns.

Meredith Wilson-High St.-Verify the process of what happens when there is a bullying incident. Becky Wing explained the process and said the term 'bullying' means when there is an imbalance of power. She said all reports of bullying are investigated and there are many factors that are taken into consideration such as age, frequency and severity.

Carol Batchelder-Does the Board plan on scheduling a parent information night.

Danielle Davis-Laliberte Lane-Any adult can request a bullying investigation, even if it happens outside the school, such as in social media.

Amanda Ciofalo-Patten Hill-What are the expected enrollment numbers for kindergarten.

Becky Wing said it looks like there will be two kindergarten classes, and Stephanie Helmig said the Board will schedule a parent information night at their April meeting.

**SUPERINTENDENT'S UPDATES**

Bill Rearick summarized his report which was in the packet. He said he had to reschedule a visit to the Moore School until next week.

Bill also congratulated Becky Wing on being named School Principal of the Year, and the attendees gave her a round of applause. Becky also said that the Moore School is up for K-8 School of Excellence this year.

**NEW BUSINESS**

**NH K-8 School of Excellence Presentation**

Becky showed the Moore School's NH K-8 School of Excellence presentation.

**Custodial Staff Benefits**

Some discussion ensued relative to part-time custodian's not being entitled to sick/vacation time. Bill and the Human Resources Director will look into this and the Board will discuss it further at their April meeting.

**FINANCIAL**

**Expenditure Report**

The expenditure report was reviewed.

**Manifest Approval**

Motion by Matt Woodrow, seconded by Mark Chalbeck, to approve the manifest in the amount of \$1,215,039.56, and the motion carried unanimously.

**POLICIES**

Motion by Dana Buckley, seconded by Stephanie, to approve the second reading/adoption of policies JKAA, JKAA-R Use of Child Restraint/Seclusion and Procedures, DFGA Crowdfunding, IKL Academic Honesty and Integrity, KCD Public Gifts/Donations, GBAA Sexual Harassment-Students / Staff, AC Non-Discrimination, KED Grievance Procedure and IJOA / IJOA-R Field Trips and Form as presented, and the motion carried unanimously.

**PERSONNEL**

Motion by Matt Woodrow, seconded by Kristina Ickes, to approve the co-curricular nominations as presented, and the motion carried unanimously.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Kelly Dark asked if coaches are aware that coaching is a stipend position.

Jason Gustin-Crowley Road-Reminded the Board that the votes passed by only 34 votes last year.

Carol Batchelder-Asked if citizens could explain the budget online, to which Bill Rearick said members of the public may explain and make requests regarding the budget, but Board members risk electioneering if they don't word things about the warrant articles properly.

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

Motion by Kristina Ickes, seconded by Dana Buckley, to enter into a non-public meeting at 7:05 p.m. A roll-call vote was taken. With all in favor, the motion carried.

The Board reconvened their public session at 7:15 p.m.

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the CESPAs MOU as presented, and the motion carried unanimously.

**ADJOURNMENT**

Motion by Dana Buckley, seconded by Mark Chalbeck, 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 April 4, 2024, at 6:00 p.m. at the Henry W. Moore School Media Center.

Respectfully submitted,

Rebecca McCarthy  
Recording Secretary

**CANDIA SCHOOL BOARD MEETING  
TUESDAY, APRIL 11, 2024 (RESCHEDULED FROM 4/4/24)  
HENRY W. MOORE SCHOOL MEDIA CENTER**

**These minutes have not been approved.**

Superintendent Bill Rearick opened the meeting at 6:00 p.m. Those in attendance were Board members Dana Buckley, Kristina Ickes, Mark Chalbeck, and Merideth Wilson. Also in attendance was Principal Becky Wing, Director of Student Services Stacey Eaton and Interim Business Administrator, Karen Lessard.

Bill stated that this meeting the Board was to reorganize and asked for nominations for Board Chair.

Motion by Mark Chalbeck, seconded by Kristina Ickes, to nominate Stephanie Helmig as Chair, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Merideth Wilson, to nominate Mark Chalbeck as Vice-Chair, and the motion carried unanimously.

Mark Chalbeck then presided over the meeting.

Motion by Mark Chalbeck, seconded by Kristina Ickes, to nominate Dana Buckley as Board Clerk, and the motion carried unanimously.

**PLEDGE OF ALLEGIANCE**

Mark Chalbeck led the attendees in the Pledge of Allegiance.

**PROOF OF POSTING**

Bill Rearick provided proof of posting.

**PUBLIC INPUT**

No participation.

Motion by Dana Buckley, seconded by Kristina Ickes, to approve the manifest in the amount of \$1,158,918.85, and the motion carried unanimously.

Karen Lessard spoke to the expenditure report, saying that the \$65,000 window project is not included and that City Wide contracted custodial services will be an additional \$11,000. Another 100,000-105,000 is needed for a new special education issue. Karen said there is a trust fund to help cover the special education overage, but that there would have to be a public hearing to expend those funds. Karen said that she expects a credit from Eversource for approximately \$30,000.

Becky Wing said they have a finalist for the SRO position, but that Police Chief McGillen said the town would like it full-time. The school budget has \$31,000 allotted for that position. Some discussion ensued.

Motion by Mark Chalbeck, seconded by Dana Buckley to expend up to \$31,003 for the School Resource Office to work in conjunction with the town, and the motion carried unanimously.

Motion by Mark Chalbeck, seconded by Merideth Wilson, to accept, with regret, the resignation of Caroline Megan, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Kristina Ickes, to accept the Superintendent's nominations of HMS staff, and the motion carried unanimously.

Motion by Kristina Ickes, seconded by Merideth Wilson, to accept the Superintendent's nominations of HMS administration, and the motion carried unanimously.

The Board scheduled their annual retreat for Saturday, June 1 at 8:00 am. At the Henry W. Moore School.

**ADJOURNMENT**

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

The next regularly scheduled Candia School Board Meeting will be on May 2, 2024, 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***William J. Rearick***Superintendent of Schools***Meghan Largy***Director of Curriculum, Instruction and Assessment***Cory Izbicki***Business Administrator***Candia School Board Report****May 2, 2024****SRO Update**

Since the last Board meeting, Karen has been spoke with Chief McGillen regarding the funding for the SRO position. Karen confirmed the district will provide the entire amount that we have budgeted for the 2023-2024 school year to the town, and that on July 1<sup>st</sup>, we would then provide the amount we have in the 2024-2025 budget. This can be used to help offset the costs of hiring a full-time police officer. We are still waiting to hear back from the Town regarding how they will be proceeding with the full-time position.

**Window Replacement Update**

The NH Department of Education has approved the district's request to use its remaining ESSER funds to pay for the classroom windows in the original portion of the school. I have been in contact with Mike Davey from EEI and we will be doing a site visit on Monday, April 29, 2024. Mike has already confirmed that work is scheduled to begin the day after school gets out in June.



### Enrollment Update

Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total
35	29	25	36	33	22	26	31	32	<b>269</b> (As of 3/26/24)

### Professional Development

Additional professional development time was added to the school calendar in the form of early release days this year. The days that we have had thus far have been utilized for facilitated collaboration and planning for UFLI, Wonders and Keys to Literacy; middle school science coaching; financial literacy unit development; behavior response strategies; career day planning; NHDOE compliance monitoring; K-5 science and social studies unit development; and NHSAS training.

All Candia School District employees participated in ALICE Active Shooter Response Training during the March 18 professional development day. Staff members completed an online ALICE training prior to the in-person training which included 2 hours of classroom instruction followed by 2 hours of active shooter scenarios specific to the Moore School facility. Participants learned the strategies of ALICE (Alert, Lockdown, Inform, Counter, Evacuate) and when it is best to use each strategy; how to apply the strategies in any situation, regardless of location; and to think critically about their surroundings to plan ahead and be prepared. The feedback from staff after the training was extremely positive.

### Field Trips

Most grade levels have either taken field trips already this year or have a field trip scheduled. These field trips include Meadow Ledge Farm, Smyth Public Library, Children's Museum of NH, Joppa Hill Educational Farm, Lowell Memorial Auditorium, SEE Science Center, New Hampshire State House and Supreme Court, Freedom Trail in Boston, Palace Theater, and Washington, D.C.



### Coaching Model (Board Goal)

One of the Candia School Board goals for the 2023-2024 school year is to continue to support teachers in enhancing instructional practices through a coaching model. The areas of focus for coaching this year have been middle school science, K-5 writing, and mathematics. Julie Brassard, retired Moore School science teacher, has been working with our new middle school science teachers throughout the school year to provide ongoing coaching and support. K-5 teachers participated in Keys to Literacy training at the beginning of the school year and have been meeting regularly with our Keys to Literacy coach, Michelle Zampell, a few times during the school year. K-2 teachers have focused on the keys to early writing which provides the foundational knowledge that teachers need to teach beginning writing skills to our youngest students. Teachers of grades 3-5 have focused on keys to content writing which focuses on strategies that help students develop their writing ability and use writing to learn content across all subjects. Middle school teachers participated in this coaching model last year. Jessica Kaminski continues to provide coaching and support in mathematics for teachers who are new to their grade level or content area. Jessica has been working with Candia teachers for several years now.

## Student Services Report:

### HMS Summer School Camp 2024

Planning has been happening for our HMS Summer School Camp 2024. There are currently 91 students enrolled. At this time, the interest form is still open, but will close soon based on the capacity of the program. A great group of teachers, specialists and service providers have expressed interest in planning and running our summer program. A presentation will be made to the board regarding costs of the program since the Beyond Schools Grant is no longer available.

### Program Approval and General Supervision (PAGS) Monitoring Process

The student services team has used professional development time to participate in the Office of Training and Monitoring (OTM) Program Approval and General Supervision (PAGS) process. The first stage of this process has been completed and is submitted for review. During the second phase, staff from the NHDOE will be onsite to review files and observe approved special education programs at Henry Moore and for students attending Pinkerton or other out of district programs.

### Child Find

On March 22nd, the student services team held our second Child Find Screening of the year. School districts are responsible to find and conduct a screening for all children ages 2.5 to 22 who reside in the town of Candia and are suspected to need special education, including children who are being home-schooled and those who are placed by parents in for-profit private schools. Families are notified through flyers in the community, information on our electronic sign and website, and by local agencies who we send the notification to. Child Find involves screening children in speech, motor and learning skills and making a referral to special education if appropriate. Four students attended the March screening.

Respectfully Submitted,



Becky L. Wing, Principal

Upcoming Events
4/3-4/5: I'm Not Scared, I'm Prepared Discussions (K-5)
4/5: End of Quarter 3 for Grades 5 & 6 Unified Arts
4/8: Solar Eclipse
4/9: PTO Meeting, 7pm
4/11: Randy Pierce Assemblies (sponsored by Wellness Committee)
4/16-4/19: 8th Grade Washington, DC Trip
4/19: Early Release for Students/PD Day
4/22-4/26: April Vacation



**CANDIA SCHOOL BOARD  
STANDING COMMITTEES 2023/2024**

**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 &amp; 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>
Negotiations		<u>Matt Woodrow &amp; Kristina Ickes</u>
Enrollment Committee*		<u>Mark Chalbeck</u>
		<u>Dana Buckley</u>
Pinkerton	Time	<u>Stephanie Helmig</u>
	Building	<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  
2024/2025**

The Candia School Board Meetings are held the *1<sup>st</sup>* 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.

**2024**

**August TBD** (2024 the August meeting was held late in the month September meeting was waived. However, the last Thursday of August is the first day of school in Candia)

**September 5**

**October 3**

**November 7**

**December 5**

**2025**

**January 2**

**February 6** (Coincides with Deliberative Session\*)

**March 6**

**April 3**

**May 1**

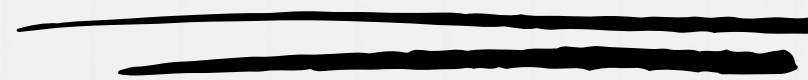
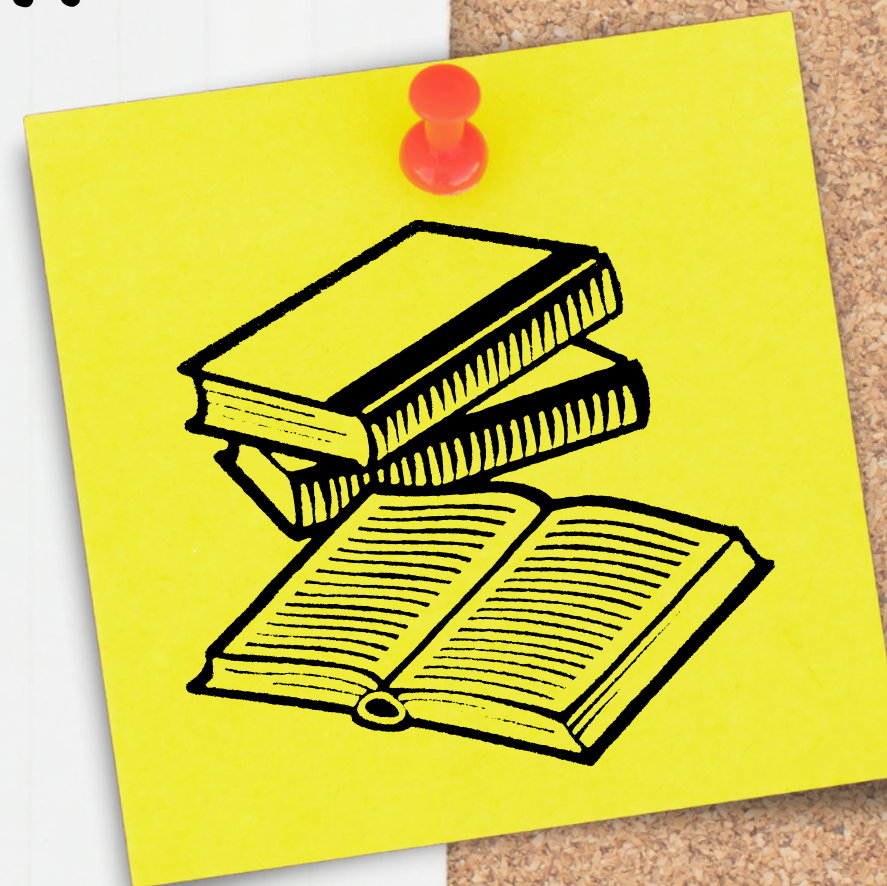
**June 5**

**\*Deliberative Session #1** February 6, 2025 (in keeping with having the Board mtg and Deliberative Meeting on the same night)

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.)



# HMS SUMMER SCHOOL CAMP



Summer 2024

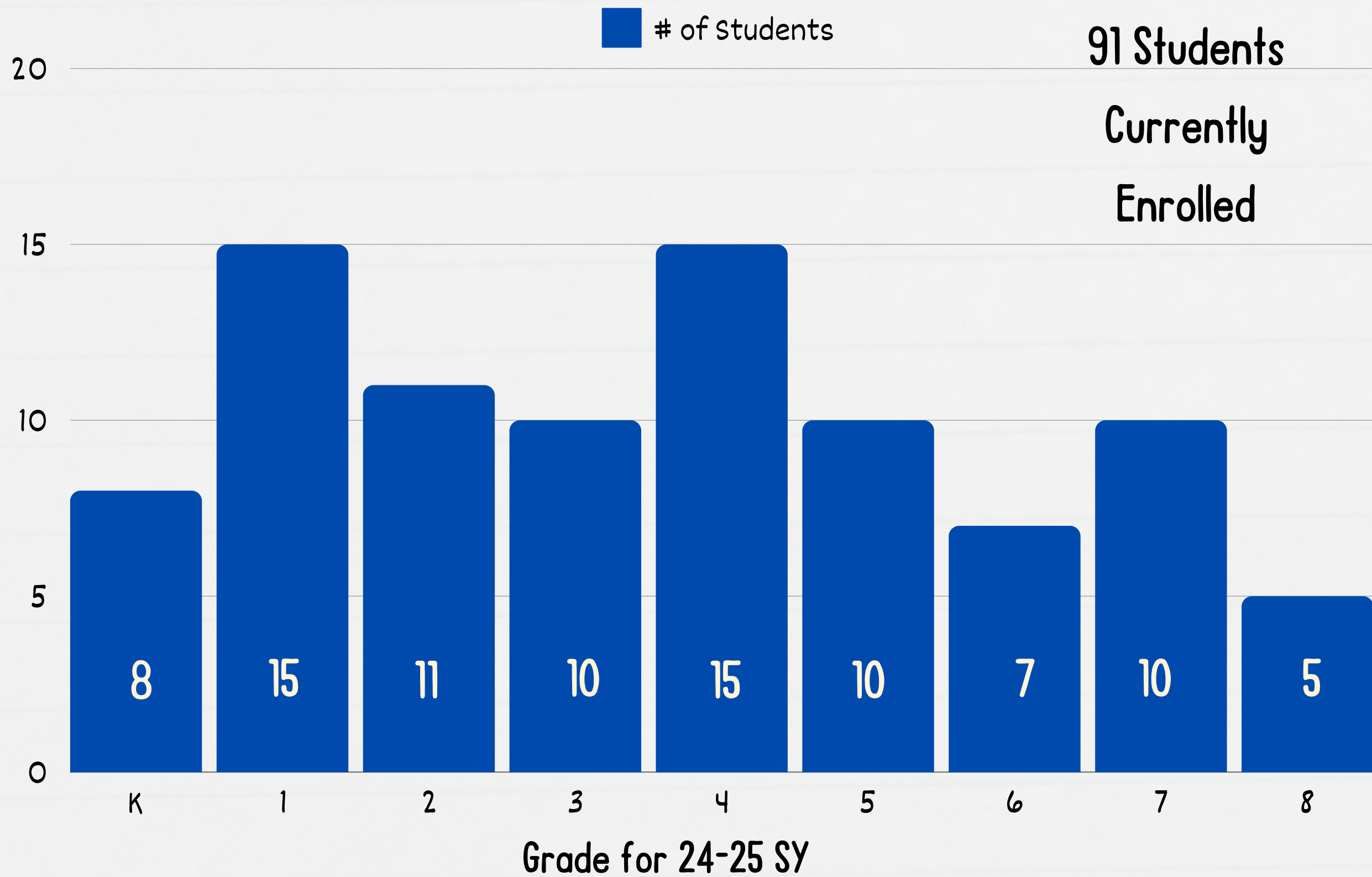


# Summer 2023

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Our first HMS Summer School Camp was created and funded by the Beyond Schools Grant (ESSER Funds). Our HMS Summer Program 2023 had a total of 74 students (21 in K-1, 21 in 2-3 and 31 in 4-8) participate. Of those students, 17 had IEPs and 12 of the 17 had ESY services as part of their IEP. There were 11 of the 74 students who would have qualified for typical Title I funded summer programming. Our summer program was able to serve 51 students who would not have been able to participate in our summer program if it was only funded by special education, IDEA and Title I Funds. We maintained a long waitlist and feedback was overwhelmingly popular.

# Current Enrollment for 2024





## Special Educators

Two special educators will provide IEP services and co-teach with classroom teachers to support inclusive practices.

## Classroom Teachers

Three classroom teachers with multi-age groups of students. Additionally, unified arts, special educators and interventionists will co-teach or teach groups of students.

## Related Service

OT, speech, BCBA/behavior support, Paraprofessionals and Nursing will be available based on need. These staff may take on other roles outside of contracted services hours.

## Administrators

At least one of the HMS Administrators will be in the school and available to staff and students.

## Unified Arts

Art and physical education (including Project Adventure) will be incorporated into the program. Unified Arts staff may also work as classroom teachers.


## Interventionists

Two intervention teachers will provide small group reading, math, or social skill interventions to students identified as "at risk" and may co-teach with classroom teachers.



## 2024 HMS Summer School Camp Budget Template

Type of Cost	Description of Cost	Cost
Salaries for Teachers	<p>The cost of three teachers to teach the summer program. Four days/week for four weeks. Teaching 5 hours per day with .75 hour per day of planning/set-up/clean-up. <math>23 \text{ hrs/week} \times 4 \text{ weeks} = 92 \text{ hrs} \times \\$40/\text{hr} = \\$3680 \times 3 \text{ teachers} = \\$11,040 + \\$844.56 \text{ FICA} + \text{NHRS}</math></p> <p style="text-align: center;"><math>\\$2168.26 = \\$14,052.82</math></p> <p style="text-align: center; color: red;">*two special educators through IDEA and two intervention teachers through Title I</p>	<b>\$14,052.82</b>
Salaries for Paraprofessionals	<p>The cost of two paraprofessionals for 5 hours per day/4 days per week for 20 hrs/wk x 4 weeks = 80 hours x \$20 = \$1600 x 2 = \$3200 + \$244.80 (FICA)=\$3444.8 Paid through IDEA/ESY budget</p>	<b>\$0.00</b>
Planning Stipends	<p>To pay two teachers a stipend of \$300 each to plan, develop, and organize the summer program afterschool hours. This work will include developing the schedule, planning curriculum, creating a newsletter for parents, finalizing field trips, and getting the classrooms ready for summer programming. <span style="color: red;">*two additional teacher stipends paid through IDEA grant for students with special education needs</span></p>	<b>\$600.00</b>
Image-Making Writing Materials and other Supplies	<p>Cost of one whole class kit \$490 + \$45 S&amp;H and one mini-kit of consumables \$175 + \$25 S&amp;H &amp; \$250 for general supplies</p>	<b>\$985.00</b>
Cost of Field Trips for focus on SEL, with physical activity and team building	<p>Adventurelore or similar program \$3000 for 40+ students/day days x4. The younger group will attend two days and the older group will attend two days over the course of the summer session. Additional field trips to Palace Theater \$600 and other trips TBD \$1000=  <math>\\$13,600</math></p> <p style="text-align: center; color: red;">-\$6472.33 for cost of Adventurelore for at-risk students</p>	<b>\$7127.67</b>
Bus Transportation for SEL Field Trips	<p>Transportation to and from Adventurelore/other SEL program for 4 days (4 round trips @\$400/day) and 3 additional field trips (3 round trips @\$400/day)</p>	<b>\$2,800.00</b>
Other special education services	<p>OT, speech, BCBA, specialized transportation and other special education services will be paid through the ESY special education budget</p>	<b>\$0.00</b>
<b>Total Cost of Project:</b>		<b>\$25,565.49</b>



## Costs to Families

Students attend by the week. Some students will have summer school as part of their IEP or intervention plans. If the cost is divided by 80 students, there would be a weekly cost of approximately \$80/student.



## Other Options

- Reduce the number of field trips
- Create larger classes with more paraprofessionals and less teachers.
- Can reduce the number of students who attend.
- Can reduce hours, # of days or # of weeks.

**CANDIA SCHOOL DISTRICT**  
**NON-DISCRIMINATION**

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

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

Director of Human Resources  
Candia School District, SAU #15  
90 Farmer Road  
Hooksett, NH 03106-2125  
(603) 622-3731

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

Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy GBAA.

2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy JBAA.

3. Reports or complaints of discrimination on the basis of disability should be made under Board policy AC, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED; and

4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

#### Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights (“OCR”), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

*Note:* Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: [humanrights@nh.gov](mailto:humanrights@nh.gov)

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

#### Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

#### Staff Assigned Roles

Human Rights Officer-Human Resource Director  
Title IX Coordinator- Director of Human Resources  
504 Coordinator-School Counselor

This policy will be reviewed every two years.

#### Legal Reference:

RSA 354-A:7, Unlawful Discrimination Practices

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

Adopted: November 8, 1989

Revised: September 10, 1992

Re-Adopted: June 8, 1999

Revised: March 16, 2001

Re-Adopted: June 2, 2005

Revised: January 3, 2019, November 7, 2019, June 4, 2020

Reviewed: June 3, 2021, May 5, 2022, May 4, 2023

Revised: November 2, 2023, March 7, 2024

**CANDIA SCHOOL DISTRICT  
INVESTMENT**

The Candia School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

**OBJECTIVES**

The three objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to RSA 366:57.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

**STANDARDS OF CARE**

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officers Association's Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
3. Internal Controls. All checks will be signed by the Treasurer (electronic signatures are acceptable), since the checks are signed electronically the Treasurer will be notified via email when payroll and accounts payable checks are ready to be issued. The Treasurer will reply with their approval to release the checks.

The Business Office staff will keep a running total of the cash in the checking account to verify that there is enough money to cover the disbursements for the district.

The Treasurer reconciles the checking account on a monthly basis. The Business Office staff reconciles the cash account and ensures that the cash account and the Treasurer's reconciliation agree.

The Board will review the investment policy annually.

Legal References:

RSA 197:23-a Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

Adopted: February 3, 2000

Revised: March 8, 2007

Reviewed: February 5, 2009, May 6, 2010, May 5, 2011, June 7, 2012, June 6, 2013, May 7, 2015,  
April 7, 2016

Revised: January 5, 2017

Reviewed: April 5, 2018, June 6, 2019, June 4, 2020, April 1, 2021, May 5, 2022, May 4, 2023

## **VIII.A.**

### **General Assurances**

The Superintendent and Board Chair must sign each page of the General Assurances. These are required by the Department of Education in order for the district to receive federal funds.



CANDIA SCHOOL DISTRICT  
GENERAL FUND  
YTD EXPENDITURE REPORT AS OF APRIL 26, 2024

IX.B.

TITLE						ENCUMBRANCES			ENCUMBRANCES PLUS		
						FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
21	1100	1	02	00	5110	REG ED SALARIES OF REGULAR EMPL	\$ 120,000.00	\$ -	\$ 120,000.00	\$ 120,000.00	\$ -
21	1100	1	02	00	5112	REG ED TEACHER SALARIES	\$ 1,372,433.60	\$ 358,300.34	\$ 1,097,791.34	\$ 1,456,091.68	\$ (83,658.08)
21	1100	1	02	00	5114	REG ED PARAPROFESSIONAL	\$ 17,710.77		\$ 7,092.35	\$ 7,092.35	\$ 10,618.42
21	1100	1	02	00	5120	REG ED SUBSTITUTE SALARIES	\$ 25,000.00	\$ 19,100.93	\$ 82,059.06	\$ 101,159.99	\$ (76,159.99)
21	1100	1	02	00	5122	REG ED HEALTH INSURANCE BUYOUT	\$ 18,936.64	\$ 4,734.17	\$ 14,202.48	\$ 18,936.65	\$ (0.01)
21	1100	1	02	00	5211	REG ED HEALTH INSURANCE	\$ 443,136.54	\$ 59,328.80	\$ 367,653.77	\$ 426,982.57	\$ 16,153.97
21	1100	1	02	00	5212	REG ED DENTAL INSURANCE	\$ 20,973.11	\$ 1,718.69	\$ 14,241.64	\$ 15,960.33	\$ 5,012.78
21	1100	1	02	00	5213	REG ED LIFE INSURANCE	\$ 1,822.56	\$ 279.97	\$ 1,418.75	\$ 1,698.72	\$ 123.84
21	1100	1	02	00	5214	REG ED DISABILITY INSURANCE	\$ 4,096.13	\$ 714.29	\$ 3,106.39	\$ 3,820.68	\$ 275.45
21	1100	1	02	00	5220	REG ED FICA	\$ 115,620.02	\$ 29,212.85	\$ 97,469.70	\$ 126,682.55	\$ (11,062.53)
21	1100	1	02	00	5231	REG ED NHRS SUPPORT	\$ 2,396.27	\$ -	\$ 292.02	\$ 292.02	\$ 2,104.25
21	1100	1	02	00	5232	REG ED NHRS PROFESSIONAL	\$ 296,833.12	\$ 70,370.43	\$ 224,895.85	\$ 295,266.28	\$ 1,566.84
21	1100	1	02	00	5240	REG ED TUITION REIMBURSEMENT	\$ 25,000.00	\$ 120.00	\$ 2,145.00	\$ 2,265.00	\$ 22,735.00
21	1100	1	02	00	5241	REG ED WORKSHOP REIMB PROF	\$ 3,000.00	\$ -	\$ 260.00	\$ 260.00	\$ 2,740.00
21	1100	1	02	00	5250	REG ED UNEMPLOYMENT INSURANCE	\$ 618.67	\$ -	\$ 416.38	\$ 416.38	\$ 202.29
21	1100	1	02	00	5260	REG ED WORKER'S COMPENSATION	\$ 5,543.24	\$ -	\$ 5,543.24	\$ 5,543.24	\$ -
21	1100	1	02	00	5320	REG ED PROFESSIONAL EDUCATIONAL	\$ 500.00	\$ 228.00	\$ 272.00	\$ 500.00	\$ -
21	1100	1	02	00	5330	REG ED OTHER PROF SVCS	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
21	1100	1	02	00	5430	REG ED REPAIRS & MAINT SERVICES	\$ 3,679.00	\$ 1,832.37	\$ 1,985.85	\$ 3,818.22	\$ (139.22)
21	1100	1	02	00	5431	REG ED REPAIRS EQUIPMENT	\$ 650.00	\$ -	\$ 130.00	\$ 130.00	\$ 520.00
21	1100	1	02	00	5442	REG ED RENTAL OF EQUIPMENT	\$ 7,740.00	\$ 3,905.30	\$ 3,913.93	\$ 7,819.23	\$ (79.23)
21	1100	1	02	00	5580	REG ED MILEAGE REIMBURSEMENT	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
21	1100	1	02	00	5610	REG ED SUPPLIES	\$ 13,200.00	\$ 433.64	\$ 11,698.01	\$ 12,131.65	\$ 1,068.35
21	1100	1	02	00	5641	REG ED TEXTBOOKS	\$ 300.00	\$ -	\$ 57.33	\$ 57.33	\$ 242.67
21	1100	1	02	00	5737	REG ED REPLACEMENT FURNITURE & F	\$ 1,300.00	\$ -	\$ 710.88	\$ 710.88	\$ 589.12
21	1100	1	02	06	5641	FOREIGN LANGUAGE TEXTBOOKS	\$ 866.00	\$ 50.47	\$ 60.32	\$ 110.79	\$ 755.21
21	1100	1	02	08	5610	ART SUPPLIES	\$ 2,475.00	\$ -	\$ 2,456.23	\$ 2,456.23	\$ 18.77
21	1100	1	02	18	5610	HEALTH SUPPLIES	\$ 1,054.20	\$ -	\$ 950.35	\$ 950.35	\$ 103.85
21	1100	1	02	23	5610	MATH SUPPLIES	\$ 822.42	\$ -	\$ 997.44	\$ 997.44	\$ (175.02)
21	1100	1	02	23	5643	MATH INFORMATION ACCESS FEES	\$ 9,375.00	\$ -	\$ 9,340.00	\$ 9,340.00	\$ 35.00
21	1100	1	02	23	5645	MATH PRACTICE BOOKS	\$ 3,210.00	\$ -	\$ 2,932.48	\$ 2,932.48	\$ 277.52
21	1100	1	02	24	5610	MUSIC SUPPLIES	\$ 1,000.00	\$ -	\$ 639.51	\$ 639.51	\$ 360.49
21	1100	1	02	24	5643	MUSIC INFORMATION ACCESS FEES	\$ 600.00	\$ -	\$ 684.00	\$ 684.00	\$ (84.00)
21	1100	1	02	24	5731	MUSIC NEW EQUIPMENT	\$ 570.68	\$ -	\$ 246.50	\$ 246.50	\$ 324.18
21	1100	1	02	25	5610	PHYS ED SUPPLIES	\$ 1,415.99	\$ -	\$ 1,650.63	\$ 1,650.63	\$ (234.64)
21	1100	1	02	27	5610	READING SUPPLIES	\$ 159.34	\$ -	\$ 259.75	\$ 259.75	\$ (100.41)
21	1100	1	02	27	5643	READING INFORMATION ACCESS FEES	\$ 5,350.00	\$ -	\$ 2,169.40	\$ 2,169.40	\$ 3,180.60
21	1100	1	02	27	5645	READING PRACTICE BOOKS	\$ 966.00	\$ -	\$ 3,721.47	\$ 3,721.47	\$ (2,755.47)
21	1100	1	02	29	5610	SCIENCE SUPPLIES	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00
21	1100	1	02	29	5641	SCIENCE TEXTBOOKS	\$ -	\$ -	\$ -	\$ -	\$ -
21	1100	1	02	29	5643	SCIENCE INFORMATION ACCESS FEES	\$ 1,940.60	\$ -	\$ 1,955.85	\$ 1,955.85	\$ (15.25)
21	1100	1	02	30	5610	SOCIAL STUDIES SUPPLIES	\$ -	\$ -	\$ 325.06	\$ 325.06	\$ (325.06)
<b>1100 Total</b>						<b>REGULAR EDUCATION</b>	<b>\$ 2,531,844.90</b>	<b>\$ 550,330.25</b>	<b>\$ 2,085,744.96</b>	<b>\$ 2,636,075.21</b>	<b>\$ (104,230.31)</b>
21	1105	3	02	00	5561	REG ED HIGH SCHOOL TUITION OTHER LEA'S	\$ -	\$ -	\$ -	\$ -	\$ -
21	1105	3	02	00	5563	REG ED HIGH SCHOOL TUITION PUBLIC ACADEMIES	\$ 1,771,920.00	\$ 29,578.27	\$ 1,819,381.73	\$ 1,848,960.00	\$ (77,040.00)
<b>1105 Total</b>						<b>REGULAR EDUCATION - HIGH SCHOOL</b>	<b>\$ 1,771,920.00</b>	<b>\$ 29,578.27</b>	<b>\$ 1,819,381.73</b>	<b>\$ 1,848,960.00</b>	<b>\$ (77,040.00)</b>
21	1200	1	02	00	5111	SPED ELEMENTARY ADMIN/OTHER SALARIES	\$ 94,860.00	\$ 14,736.94	\$ 81,053.06	\$ 95,790.00	\$ (930.00)
21	1200	1	02	00	5112	SPED ELEMENTARY TEACHER SALARIES	\$ 151,403.00	\$ 43,983.54	\$ 119,643.46	\$ 163,627.00	\$ (12,224.00)
21	1200	1	02	00	5114	SPED ELEMENTARY PARAPROFESSIONAL	\$ 114,536.56	\$ 12,829.84	\$ 62,369.56	\$ 75,199.40	\$ 39,337.16
21	1200	1	02	00	5115	SPED ELEMENTARY SECRETARIAL SALARIES	\$ 36,915.84	\$ 6,238.68	\$ 18,761.32	\$ 25,000.00	\$ 11,915.84
21	1200	1	02	00	5117	SPED ELEMENTARY CO-CURRICULAR SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -

CANDIA SCHOOL DISTRICT  
GENERAL FUND  
YTD EXPENDITURE REPORT AS OF APRIL 26, 2024

IX.B.

TITLE						ENCUMBRANCES			ENCUMBRANCES PLUS		
FY24 BUDGET						OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE		
21	1200	1	02	00	5122	SPED ELEMENTARY HEALTH INSURANCE BUYOUT	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00
21	1200	1	02	00	5211	SPED ELEMENTARY HEALTH INSURANCE	\$ 173,210.91	\$ 22,588.97	\$ 106,320.81	\$ 128,909.78	\$ 44,301.13
21	1200	1	02	00	5212	SPED ELEMENTARY DENTAL INSURANCE	\$ 3,148.96	\$ 866.03	\$ 2,346.75	\$ 3,212.78	\$ (63.82)
21	1200	1	02	00	5213	SPED ELEMENTARY LIFE INSURANCE	\$ 593.28	\$ 454.11	\$ 316.05	\$ 770.16	\$ (176.88)
21	1200	1	02	00	5214	SPED ELEMENTARY DISABILITY INSURANCE	\$ 707.77	\$ 292.07	\$ 439.57	\$ 731.64	\$ (23.87)
21	1200	1	02	00	5220	SPED ELEMENTARY FICA	\$ 27,658.54	\$ 5,945.56	\$ 19,758.70	\$ 25,704.26	\$ 1,954.28
21	1200	1	02	00	5231	SPED ELEMENTARY NHRS SUPPORT	\$ 4,994.71	\$ -	\$ 2,109.43	\$ 2,109.43	\$ 2,885.28
21	1200	1	02	00	5232	SPED ELEMENTARY NHRS PROFESSIONAL	\$ 48,366.05	\$ 11,532.68	\$ 39,416.77	\$ 50,949.45	\$ (2,583.40)
21	1200	1	02	00	5240	SPED ELEMENTARY TUITION REIMBURSEMENT	\$ 6,270.00	\$ 940.50	\$ 5,329.50	\$ 6,270.00	\$ -
21	1200	1	02	00	5241	SPED ELEMENTARY WORKSHOP REIMB PROF	\$ 795.00	\$ -	\$ -	\$ -	\$ 795.00
21	1200	1	02	00	5244	SPED ELEMENTARY SECRETARIAL WORKSHOP	\$ -	\$ -	\$ -	\$ -	\$ -
21	1200	1	02	00	5250	SPED ELEMENTARY UNEMPLOYMENT INSURANCE	\$ 438.22	\$ -	\$ 294.93	\$ 294.93	\$ 143.29
21	1200	1	02	00	5260	SPED ELEMENTARY WORKER'S COMPENSATION	\$ 1,908.39	\$ -	\$ 1,908.39	\$ 1,908.39	\$ -
21	1200	1	02	00	5320	SPED ELEMENTARY PROFESSIONAL EDUCATIONAL	\$ -	\$ -	\$ -	\$ -	\$ -
21	1200	1	02	00	5330	SPED ELEMENTARY OTHER PROF SVCS	\$ 139,334.00	\$ 28,952.89	\$ 66,560.76	\$ 95,513.65	\$ 43,820.35
21	1200	1	02	00	5336	SPED ELEMENTARY MEDICAID SERVICE PROVIDER	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
21	1200	1	02	00	5430	SPED ELEMENTARY REPAIRS & MAINT SERVICES	\$ 350.00	\$ 286.70	\$ 63.30	\$ 350.00	\$ -
21	1200	1	02	00	5442	SPED ELEMENTARY RENTAL OF EQUIPMENT	\$ 1,500.00	\$ 579.30	\$ 920.70	\$ 1,500.00	\$ -
21	1200	1	02	00	5531	SPED ELEMENTARY TELEPHONE	\$ 2,100.00	\$ 910.59	\$ 2,266.31	\$ 3,176.90	\$ (1,076.90)
21	1200	1	02	00	5564	SPED ELEMENTARY TUITION TO PRIVATE SCHOOL	\$ 2,700.00	\$ 374.00	\$ 2,650.00	\$ 3,024.00	\$ (324.00)
21	1200	1	02	00	5580	SPED ELEMENTARY MILEAGE REIMBURSEMENT	\$ 3,000.00	\$ -	\$ 1,556.65	\$ 1,556.65	\$ 1,443.35
21	1200	1	02	00	5610	SPED ELEMENTARY SUPPLIES	\$ 500.00	\$ -	\$ 2,518.51	\$ 2,518.51	\$ (2,018.51)
21	1200	1	02	00	5643	SPED ELEMENTARY INFORMATION ACCESS FEES	\$ 500.00	\$ -	\$ 2,506.14	\$ 2,506.14	\$ (2,006.14)
21	1200	1	02	00	5810	SPED ELEMENTARY DUES & FEES	\$ 1,075.00	\$ -	\$ 955.00	\$ 955.00	\$ 120.00
21	1200	2	02	00	5320	SPED MIDDLE PROFESSIONAL EDUCATIONAL	\$ 17,623.80	\$ 26,931.87	\$ 75,381.78	\$ 102,313.65	\$ (84,689.85)
21	1200	2	02	00	5330	SPED MIDDLE OTHER PROF SVCS	\$ -	\$ 430.25	\$ 2,735.75	\$ 3,166.00	\$ (3,166.00)
21	1200	2	02	00	5561	SPED MIDDLE TUITION OTHER LEA'S	\$ -	\$ -	\$ -	\$ -	\$ -
21	1200	2	02	00	5564	SPED MIDDLE TUITION TO PRIVATE SCHOOL	\$ 167,962.41	\$ -	\$ 61,239.60	\$ 61,239.60	\$ 106,722.81
21	1200	3	00	00	5320	SPED HIGH SCHOOL PROFESSIONAL EDUCATIONAL	\$ 127,495.00	\$ 33,237.39	\$ 175,197.81	\$ 208,435.20	\$ (80,940.20)
21	1200	3	00	00	5330	SPED HIGH SCHOOL OTHER PROF SVCS	\$ 58,968.00	\$ 27,027.00	\$ 6,552.00	\$ 33,579.00	\$ 25,389.00
21	1200	3	00	00	5561	SPED HIGH SCHOOL TUITION OTHER LEA'S	\$ -	\$ -	\$ -	\$ -	\$ -
21	1200	3	00	00	5563	SPED HIGH SCHOOL TUITION PUBLIC ACADEMIES	\$ 778,574.00	\$ -	\$ 606,364.00	\$ 606,364.00	\$ 172,210.00
21	1200	3	00	00	5564	SPED HIGH SCHOOL TUITION TO PRIVATE SCHOOL	\$ 738,657.38	\$ 146,531.93	\$ 515,200.22	\$ 661,732.15	\$ 76,925.23
<b>1200 Total</b>						<b>SPECIAL EDUCATION</b>	<b>\$ 2,709,896.82</b>	<b>\$ 385,670.84</b>	<b>\$ 1,982,736.83</b>	<b>\$ 2,368,407.67</b>	<b>\$ 341,489.15</b>
21	1230	1	00	00	5564	ESY TUITION TO PRIVATE SCHOOL	\$ 800.00	\$ -	\$ 88.00	\$ 88.00	\$ 712.00
21	1230	1	02	00	5112	ESY ELEMENTARY TEACHER SALARIES	\$ 5,700.00	\$ -	\$ 6,790.00	\$ 6,790.00	\$ (1,090.00)
21	1230	1	02	00	5114	ESY ELEMENTARY PARAPROFESSIONAL	\$ 1,325.88	\$ -	\$ 1,300.00	\$ 1,300.00	\$ 25.88
21	1230	1	02	00	5220	ESY ELEMENTARY FICA	\$ 535.87	\$ -	\$ 618.89	\$ 618.89	\$ (83.02)
21	1230	1	02	00	5231	ESY ELEMENTARY NHRS SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -
21	1230	1	02	00	5232	ESY ELEMENTARY NHRS PROFESSIONAL	\$ 837.32	\$ -	\$ 3,254.38	\$ 3,254.38	\$ (2,417.06)
21	1230	1	02	00	5330	ESY ELEMENTARY OTHER PROF SVCS	\$ 2,900.00	\$ -	\$ 2,400.00	\$ 2,400.00	\$ 500.00
21	1230	1	02	00	5580	ESY ELEMENTARY MILEAGE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
21	1230	1	02	00	5610	ESY ELEMENTARY SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
21	1230	2	02	00	5564	ESY MIDDLE TUITION TO PRIVATE SCHOOL	\$ 4,417.31	\$ -	\$ 8,141.44	\$ 8,141.44	\$ (3,724.13)
21	1230	3	02	00	5330	ESY HIGH SCHOOL OTHER PROF SVCS	\$ 2,000.00	\$ -	\$ 6,347.25	\$ 6,347.25	\$ (4,347.25)
21	1230	3	02	00	5563	ESY HIGH SCHOOL TUITION PUBLIC ACADEMIES	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
21	1230	3	02	00	5564	ESY HIGH SCHOOL TUITION TO PRIVATE SCHOOL	\$ 21,006.00	\$ -	\$ 10,569.89	\$ 10,569.89	\$ 10,436.11
<b>1230 Total</b>						<b>EXTENDED SCHOOL YEAR</b>	<b>\$ 42,522.38</b>	<b>\$ -</b>	<b>\$ 39,509.85</b>	<b>\$ 39,509.85</b>	<b>\$ 3,012.53</b>
21	1260	1	02	00	5114	ELL PARAPROFESSIONAL	\$ -	\$ -	\$ -	\$ -	\$ -
21	1260	1	02	00	5220	ELL FICA	\$ -	\$ -	\$ -	\$ -	\$ -
21	1260	1	02	00	5250	ELL UNEMPLOYMENT INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -

CANDIA SCHOOL DISTRICT  
GENERAL FUND  
YTD EXPENDITURE REPORT AS OF APRIL 26, 2024

IX.B.

TITLE						ENCUMBRANCES			ENCUMBRANCES PLUS		
						FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
21	1260	1	02	00	5330	ELL OTHER PROF SVCS	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
<b>1260 Total</b>						<b>ELL</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>
21	1270	1	02	00	5112	ADV LEARNER TEACHER SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -
21	1270	1	02	00	5211	ADV LEARNER HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
21	1270	1	02	00	5212	ADV LEARNER DENTAL INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
21	1270	1	02	00	5213	ADV LEARNER LIFE INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
21	1270	1	02	00	5214	ADV LEARNER DISABILITY INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
21	1270	1	02	00	5220	ADV LEARNER FICA	\$ -	\$ -	\$ -	\$ -	\$ -
21	1270	1	02	00	5232	ADV LEARNER NHRS PROFESSIONAL	\$ -	\$ -	\$ -	\$ -	\$ -
21	1270	1	02	00	5250	ADV LEARNER UNEMPLOYMENT INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
21	1270	1	02	00	5563	ADV LEARNER TUITION PUBLIC ACADEMIES	\$ 1,613.39	\$ -	\$ -	\$ -	\$ 1,613.39
21	1270	1	02	00	5610	ADV LEARNER SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>1270 Total</b>						<b>ADV LEARNER</b>	<b>\$ 1,613.39</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,613.39</b>
21	1410	1	02	00	5111	COCURRICULAR ADMIN/OTHER SALARIES	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
21	1410	1	02	00	5112	COCURRICULAR TEACHER SALARIES	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
21	1410	1	02	00	5117	COCURRICULAR CO-CURRICULAR SALARIES	\$ 15,088.00	\$ 12,362.00	\$ 11,050.00	\$ 23,412.00	\$ (8,324.00)
21	1410	1	02	00	5220	COCURRICULAR FICA	\$ 1,483.18	\$ 944.10	\$ 825.15	\$ 1,769.25	\$ (286.07)
21	1410	1	02	00	5231	COCURRICULAR NHRS SUPPORT	\$ -	\$ 101.46	\$ 101.48	\$ 202.94	\$ (202.94)
21	1410	1	02	00	5232	COCURRICULAR NHRS PROFESSIONAL	\$ 3,807.80	\$ 2,094.15	\$ 1,836.33	\$ 3,930.48	\$ (122.68)
21	1410	1	02	00	5610	COCURRICULAR SUPPLIES	\$ 980.00	\$ -	\$ 1,169.23	\$ 1,169.23	\$ (189.23)
21	1410	1	02	00	5810	COCURRICULAR DUES & FEES	\$ 2,250.00	\$ 175.00	\$ 1,917.50	\$ 2,092.50	\$ 157.50
<b>1410 Total</b>						<b>COCURRICULAR</b>	<b>\$ 27,908.98</b>	<b>\$ 15,676.71</b>	<b>\$ 16,899.69</b>	<b>\$ 32,576.40</b>	<b>\$ (4,667.42)</b>
21	1420	1	02	00	5117	ATHLETICS CO-CURRICULAR SALARIES	\$ 16,071.00	\$ 3,500.00	\$ 12,000.00	\$ 15,500.00	\$ 571.00
21	1420	1	02	00	5220	ATHLETICS FICA	\$ 1,229.43	\$ 267.59	\$ 909.58	\$ 1,177.17	\$ 52.26
21	1420	1	02	00	5232	ATHLETICS NHRS PROFESSIONAL	\$ 3,162.77	\$ 294.58	\$ 962.36	\$ 1,256.94	\$ 1,905.83
21	1420	1	02	00	5330	ATHLETICS OTHER PROF SVCS	\$ 3,955.00	\$ -	\$ 3,955.00	\$ 3,955.00	\$ -
21	1420	1	02	00	5441	ATHLETICS RENTAL OF LAND & BUILDING	\$ 5,910.00	\$ 3,390.00	\$ 2,520.00	\$ 5,910.00	\$ -
21	1420	1	02	00	5610	ATHLETICS SUPPLIES	\$ 1,174.65	\$ 406.30	\$ 326.67	\$ 732.97	\$ 441.68
21	1420	1	02	00	5739	ATHLETICS OTHER EQUIPMENT	\$ 2,740.01	\$ 1,065.05	\$ 687.10	\$ 1,752.15	\$ 987.86
21	1420	1	02	00	5810	ATHLETICS DUES & FEES	\$ 530.00	\$ -	\$ 530.00	\$ 530.00	\$ -
<b>1420 Total</b>						<b>ATHLETICS</b>	<b>\$ 34,772.86</b>	<b>\$ 8,923.52</b>	<b>\$ 21,890.71</b>	<b>\$ 30,814.23</b>	<b>\$ 3,958.63</b>
21	2120	1	02	00	5112	GUIDANCE TEACHER SALARIES	\$ 76,092.82	\$ 21,101.26	\$ 59,774.74	\$ 80,876.00	\$ (4,783.18)
21	2120	1	02	00	5211	GUIDANCE HEALTH INSURANCE	\$ 23,421.24	\$ 3,418.02	\$ 19,991.32	\$ 23,409.34	\$ 11.90
21	2120	1	02	00	5212	GUIDANCE DENTAL INSURANCE	\$ 783.27	\$ 83.82	\$ 547.45	\$ 631.27	\$ 152.00
21	2120	1	02	00	5213	GUIDANCE LIFE INSURANCE	\$ 75.00	\$ 12.50	\$ 62.50	\$ 75.00	\$ -
21	2120	1	02	00	5214	GUIDANCE DISABILITY INSURANCE	\$ 224.47	\$ 32.94	\$ 191.58	\$ 224.52	\$ (0.05)
21	2120	1	02	00	5220	GUIDANCE FICA	\$ 5,821.10	\$ 1,618.09	\$ 4,388.30	\$ 6,006.39	\$ (185.29)
21	2120	1	02	00	5232	GUIDANCE NHRS PROFESSIONAL	\$ 14,944.63	\$ 4,144.40	\$ 11,248.76	\$ 15,393.16	\$ (448.53)
21	2120	1	02	00	5250	GUIDANCE UNEMPLOYMENT INSURANCE	\$ 25.78	\$ -	\$ 17.35	\$ 17.35	\$ 8.43
21	2120	1	02	00	5260	GUIDANCE WORKER'S COMPENSATION	\$ 299.43	\$ -	\$ 299.43	\$ 299.43	\$ -
21	2120	1	02	00	5330	GUIDANCE OTHER PROF SVCS	\$ 5,423.17	\$ -	\$ 5,498.50	\$ 5,498.50	\$ (75.33)
<b>2120 Total</b>						<b>GUIDANCE</b>	<b>\$ 127,110.91</b>	<b>\$ 30,411.03</b>	<b>\$ 102,019.93</b>	<b>\$ 132,430.96</b>	<b>\$ (5,320.05)</b>
21	2130	1	02	00	5112	HEALTH TEACHER SALARIES	\$ 56,980.00	\$ 8,523.56	\$ 55,767.18	\$ 64,290.74	\$ (7,310.74)
21	2130	1	02	00	5120	HEALTH SUBSTITUTE SALARIES	\$ 1,000.00	\$ -	\$ 175.00	\$ 175.00	\$ 825.00
21	2130	1	02	00	5122	HEALTH HEALTH INSURANCE BUYOUT	\$ -	\$ 750.00	\$ 2,250.00	\$ 3,000.00	\$ (3,000.00)
21	2130	1	02	00	5211	HEALTH HEALTH INSURANCE	\$ 31,262.88	\$ -	\$ -	\$ -	\$ 31,262.88
21	2130	1	02	00	5212	HEALTH DENTAL INSURANCE	\$ 1,389.42	\$ -	\$ -	\$ -	\$ 1,389.42
21	2130	1	02	00	5213	HEALTH LIFE INSURANCE	\$ 75.00	\$ -	\$ 87.50	\$ 87.50	\$ (12.50)
21	2130	1	02	00	5214	HEALTH DISABILITY INSURANCE	\$ 173.55	\$ -	\$ 201.91	\$ 201.91	\$ (28.36)
21	2130	1	02	00	5220	HEALTH FICA	\$ 4,435.47	\$ 709.42	\$ 4,451.75	\$ 5,161.17	\$ (725.70)
21	2130	1	02	00	5232	HEALTH NHRS PROFESSIONAL	\$ 11,190.87	\$ 1,673.97	\$ 9,563.22	\$ 11,237.19	\$ (46.32)

CANDIA SCHOOL DISTRICT  
GENERAL FUND  
YTD EXPENDITURE REPORT AS OF APRIL 26, 2024

IX.B.

						ENCUMBRANCES			ENCUMBRANCES PLUS		
TITLE						FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
21	2130	1	02	00	5250	HEALTH UNEMPLOYMENT INSURANCE	\$ 25.78	\$ -	\$ 17.35	\$ 17.35	\$ 8.43
21	2130	1	02	00	5260	HEALTH WORKER'S COMPENSATION	\$ 231.50	\$ -	\$ 231.50	\$ 231.50	\$ -
21	2130	1	02	00	5330	HEALTH OTHER PROF SVCS	\$ -	\$ -	\$ 297.00	\$ 297.00	\$ (297.00)
21	2130	1	02	00	5610	HEALTH SUPPLIES	\$ 2,127.30	\$ 33.33	\$ 2,267.26	\$ 2,300.59	\$ (173.29)
21	2130	1	02	00	5641	HEALTH TEXTBOOKS	\$ 157.50	\$ -	\$ -	\$ -	\$ 157.50
21	2130	1	02	00	5642	HEALTH ELECTRONIC INFORMATION	\$ 549.15	\$ -	\$ 557.00	\$ 557.00	\$ (7.85)
21	2130	1	02	00	5735	HEALTH REPLACEMENT EQUIPMENT	\$ 3,560.55	\$ -	\$ -	\$ -	\$ 3,560.55
21	2130	1	02	00	5810	HEALTH DUES & FEES	\$ 157.50	\$ -	\$ -	\$ -	\$ 157.50
<b>2130 Total</b>						<b>HEALTH SERVICES</b>	<b>\$ 113,316.47</b>	<b>\$ 11,690.28</b>	<b>\$ 75,866.67</b>	<b>\$ 87,556.95</b>	<b>\$ 25,759.52</b>
21	2140	1	02	00	5330	PSYCH SERVICES OTHER PROF SVCS	\$ 80,419.50	\$ 33,305.03	\$ 47,114.47	\$ 80,419.50	\$ -
21	2140	1	02	00	5610	PSYCH SERVICES SUPPLIES	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
21	2140	2	02	00	5330	PSYCH SVCS - MIDDLE OTHER PROF SVCS	\$ 6,006.42	\$ 3,783.28	\$ 2,223.14	\$ 6,006.42	\$ -
21	2140	3	02	00	5330	PSYCH SVCS - HIGH OTHER PROF SVCS	\$ 4,964.82	\$ 3,933.46	\$ 1,031.36	\$ 4,964.82	\$ -
<b>2140 Total</b>						<b>PSYCHOLOGICAL SERVICES</b>	<b>\$ 91,890.74</b>	<b>\$ 41,021.77</b>	<b>\$ 50,368.97</b>	<b>\$ 91,390.74</b>	<b>\$ 500.00</b>
21	2150	1	02	00	5330	SPEECH OTHER PROF SVCS	\$ 112,803.20	\$ 35,907.19	\$ 76,896.01	\$ 112,803.20	\$ -
21	2150	1	02	00	5580	SPEECH MILEAGE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
21	2150	2	02	00	5330	SPEECH MIDDLE OTHER PROF SVCS	\$ 9,400.00	\$ 2,946.25	\$ 6,453.75	\$ 9,400.00	\$ -
21	2150	3	02	00	5330	SPEECH SVCS - HIGH OTHER PROF SVCS	\$ 11,158.35	\$ -	\$ -	\$ -	\$ 11,158.35
<b>2150 Total</b>						<b>SPEECH SERVICES</b>	<b>\$ 133,361.55</b>	<b>\$ 38,853.44</b>	<b>\$ 83,349.76</b>	<b>\$ 122,203.20</b>	<b>\$ 11,158.35</b>
21	2160	1	02	00	5334	THERAPY SVCS OT CONTRACTED SVCS	\$ 92,299.50	\$ 17,577.00	\$ 74,722.50	\$ 92,299.50	\$ -
21	2160	1	02	00	5610	THERAPY SVCS SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
21	2160	2	02	00	5330	OT MIDDLE OTHER PROF SVCS	\$ 3,807.00	\$ 2,488.95	\$ 1,318.05	\$ 3,807.00	\$ -
<b>2160 Total</b>						<b>OT</b>	<b>\$ 96,106.50</b>	<b>\$ 20,065.95</b>	<b>\$ 76,040.55</b>	<b>\$ 96,106.50</b>	<b>\$ -</b>
21	2162	1	02	00	5330	PHYSICAL THERAPY OTHER PROF SVCS	\$ 7,182.00	\$ -	\$ -	\$ -	\$ 7,182.00
<b>2162 Total</b>						<b>PT</b>	<b>\$ 7,182.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,182.00</b>
21	2190	1	02	00	5330	OTHER SUPPORT SERVICES OTHER PROF SVCS	\$ 1,050.00	\$ -	\$ 300.00	\$ 300.00	\$ 750.00
21	2190	1	02	00	5550	OTHER SUPPORT SERVICES PRINTING	\$ 500.00	\$ 400.00	\$ -	\$ 400.00	\$ 100.00
21	2190	1	02	00	5610	OTHER SUPPORT SERVICES SUPPLIES	\$ 1,302.00	\$ 408.24	\$ 128.62	\$ 536.86	\$ 765.14
21	2190	1	02	00	5810	OTHER SUPPORT SERVICES DUES & FEES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2190 Total</b>						<b>OTHER SUPPORT SERVICES</b>	<b>\$ 2,852.00</b>	<b>\$ 808.24</b>	<b>\$ 428.62</b>	<b>\$ 1,236.86</b>	<b>\$ 1,615.14</b>
21	2210	1	02	00	5117	STAFF DEVELOPMENT CO-CURRICULAR SALARIES	\$ 8,312.00	\$ 6,000.00	\$ 6,500.00	\$ 12,500.00	\$ (4,188.00)
21	2210	1	02	00	5220	STAFF DEVELOPMENT FICA	\$ 635.87	\$ 458.62	\$ 490.85	\$ 949.47	\$ (313.60)
21	2210	1	02	00	5232	STAFF DEVELOPMENT NHRS PROFESSIONAL	\$ 1,632.48	\$ 883.36	\$ 993.38	\$ 1,876.74	\$ (244.26)
21	2210	1	02	00	5291	STAFF DEVELOPMENT ADMIN DIRECTED WORKSHOPS	\$ 1,750.00	\$ -	\$ -	\$ -	\$ 1,750.00
21	2210	1	02	00	5330	STAFF DEVELOPMENT OTHER PROF SVCS	\$ -	\$ -	\$ 2,337.50	\$ 2,337.50	\$ (2,337.50)
<b>2210 Total</b>						<b>STAFF DEVELOPMENT</b>	<b>\$ 12,330.35</b>	<b>\$ 7,341.98</b>	<b>\$ 10,321.73</b>	<b>\$ 17,663.71</b>	<b>\$ (5,333.36)</b>
21	2220	1	02	00	5111	MEDIA ADMIN/OTHER SALARIES	\$ 64,322.19	\$ 18,169.65	\$ 49,317.35	\$ 67,487.00	\$ (3,164.81)
21	2220	1	02	00	5122	MEDIA HEALTH INSURANCE BUYOUT	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
21	2220	1	02	00	5211	MEDIA HEALTH INSURANCE	\$ -	\$ 4,491.37	\$ 21,080.51	\$ 25,571.88	\$ (25,571.88)
21	2220	1	02	00	5212	MEDIA DENTAL INSURANCE	\$ -	\$ 350.61	\$ 932.10	\$ 1,282.71	\$ (1,282.71)
21	2220	1	02	00	5213	MEDIA LIFE INSURANCE	\$ 75.00	\$ 31.25	\$ 43.75	\$ 75.00	\$ -
21	2220	1	02	00	5214	MEDIA DISABILITY INSURANCE	\$ 189.75	\$ 52.38	\$ 141.18	\$ 193.56	\$ (3.81)
21	2220	1	02	00	5220	MEDIA FICA	\$ 5,150.15	\$ 1,390.66	\$ 3,350.29	\$ 4,740.95	\$ 409.20
21	2220	1	02	00	5232	MEDIA NHRS PROFESSIONAL	\$ 13,222.08	\$ 3,568.52	\$ 9,686.01	\$ 13,254.53	\$ (32.45)
21	2220	1	02	00	5250	MEDIA UNEMPLOYMENT INSURANCE	\$ 25.78	\$ -	\$ 17.35	\$ 17.35	\$ 8.43
21	2220	1	02	00	5260	MEDIA WORKER'S COMPENSATION	\$ 253.11	\$ -	\$ 253.11	\$ 253.11	\$ -
21	2220	1	02	00	5430	MEDIA REPAIRS & MAINT SERVICES	\$ 2,410.00	\$ -	\$ 988.00	\$ 988.00	\$ 1,422.00
21	2220	1	02	00	5431	MEDIA REPAIRS EQUIPMENT	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00
21	2220	1	02	00	5610	MEDIA SUPPLIES	\$ 1,580.00	\$ -	\$ 1,378.68	\$ 1,378.68	\$ 201.32
21	2220	1	02	00	5615	MEDIA AV SUPPLIES	\$ 250.00	\$ 557.00	\$ -	\$ 557.00	\$ (307.00)
21	2220	1	02	00	5641	MEDIA TEXTBOOKS	\$ 4,600.00	\$ 771.23	\$ 3,582.27	\$ 4,353.50	\$ 246.50

CANDIA SCHOOL DISTRICT  
GENERAL FUND  
YTD EXPENDITURE REPORT AS OF APRIL 26, 2024

IX.B.

						ENCUMBRANCES			ENCUMBRANCES PLUS		
TITLE						FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
21	2220	1	02	00	5644	MEDIA PERIODICALS	\$ 211.00	\$ -	\$ 194.93	\$ 194.93	\$ 16.07
21	2220	1	02	00	5649	MEDIA NON PRINT	\$ 6,679.00	\$ -	\$ 6,397.99	\$ 6,397.99	\$ 281.01
21	2220	1	02	00	5735	MEDIA REPLACEMENT EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2220 Total</b>						<b>MEDIA SERVICES</b>	<b>\$ 102,368.06</b>	<b>\$ 29,382.67</b>	<b>\$ 97,363.52</b>	<b>\$ 126,746.19</b>	<b>\$ (24,378.13)</b>
21	2310	1	02	00	5111	SCHOOL BOARD SERVICES ADMIN/OTHER SALARIES	\$ 4,200.00	\$ -	\$ 4,200.00	\$ 4,200.00	\$ -
21	2310	1	02	00	5113	SCHOOL BOARD SERVICES TREASURER SALARIES	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,200.00	\$ -
21	2310	1	02	00	5115	SCHOOL BOARD SERVICES SECRETARIAL SALARIES	\$ 2,250.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 750.00
21	2310	1	02	00	5220	SCHOOL BOARD SERVICES FICA	\$ 585.23	\$ -	\$ 527.89	\$ 527.89	\$ 57.34
21	2310	1	02	00	5231	SCHOOL BOARD SERVICES NHRS SUPPORT	\$ 304.43	\$ -	\$ 202.99	\$ 202.99	\$ 101.44
21	2310	1	02	00	5332	SCHOOL BOARD SERVICES AUDIT EXPENSES	\$ 7,600.00	\$ 1,600.00	\$ 6,000.00	\$ 7,600.00	\$ -
21	2310	1	02	00	5341	SCHOOL BOARD SERVICES LEGAL & CONSULTING	\$ 12,500.00	\$ 2,802.00	\$ 12,198.00	\$ 15,000.00	\$ (2,500.00)
21	2310	1	02	00	5342	SCHOOL BOARD SERVICES DISTRICT MEETING SERVICES	\$ 600.00	\$ -	\$ 570.00	\$ 570.00	\$ 30.00
21	2310	1	02	00	5613	SCHOOL BOARD SERVICES SCHOOL BOARD SUPPLIES	\$ -	\$ -	\$ 754.83	\$ 754.83	\$ (754.83)
21	2310	1	02	00	5614	SCHOOL BOARD SERVICES DISTRICT MEETING SUPPLIES	\$ 2,500.00	\$ -	\$ 3,621.64	\$ 3,621.64	\$ (1,121.64)
21	2310	1	02	00	5618	SCHOOL BOARD SERVICES TREASURER SUPPLIES	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00
21	2310	1	02	00	5810	SCHOOL BOARD SERVICES DUES & FEES	\$ 5,000.00	\$ 252.44	\$ 6,651.82	\$ 6,904.26	\$ (1,904.26)
<b>2310 Total</b>						<b>SCHOOL BOARD SERVICES</b>	<b>\$ 37,489.66</b>	<b>\$ 4,654.44</b>	<b>\$ 37,427.17</b>	<b>\$ 42,081.61</b>	<b>\$ (4,591.95)</b>
21	2320	1	02	00	5590	SAU SERVICES SAU SERVICES	\$ 203,891.00	\$ -	\$ 203,891.00	\$ 203,891.00	\$ -
<b>2320 Total</b>						<b>SAU SERVICES</b>	<b>\$ 203,891.00</b>	<b>\$ -</b>	<b>\$ 203,891.00</b>	<b>\$ 203,891.00</b>	<b>\$ -</b>
21	2410	1	02	00	5111	PRINCIPAL SERVICES ADMIN/OTHER SALARIES	\$ 108,200.56	\$ 16,809.43	\$ 92,451.92	\$ 109,261.35	\$ (1,060.79)
21	2410	1	02	00	5115	PRINCIPAL SERVICES SECRETARIAL SALARIES	\$ 62,918.39	\$ 12,904.40	\$ 58,904.67	\$ 71,809.07	\$ (8,890.68)
21	2410	1	02	00	5118	PRINCIPAL SERVICES ASSISTANT PRINCIPAL SALAR	\$ 88,759.65	\$ 14,307.76	\$ 78,692.24	\$ 93,000.00	\$ (4,240.35)
21	2410	1	02	00	5211	PRINCIPAL SERVICES HEALTH INSURANCE	\$ 51,776.22	\$ 2,043.11	\$ 10,385.26	\$ 12,428.37	\$ 39,347.85
21	2410	1	02	00	5212	PRINCIPAL SERVICES DENTAL INSURANCE	\$ 3,912.65	\$ 1,903.36	\$ 1,137.40	\$ 3,040.76	\$ 871.89
21	2410	1	02	00	5213	PRINCIPAL SERVICES LIFE INSURANCE	\$ 202.28	\$ 34.44	\$ 146.04	\$ 180.48	\$ 21.80
21	2410	1	02	00	5214	PRINCIPAL SERVICES DISABILITY INSURANCE	\$ 569.64	\$ 132.44	\$ 426.04	\$ 558.48	\$ 11.16
21	2410	1	02	00	5220	PRINCIPAL SERVICES FICA	\$ 19,880.71	\$ 3,366.12	\$ 17,480.69	\$ 20,846.81	\$ (966.10)
21	2410	1	02	00	5231	PRINCIPAL SERVICES NHRS SUPPORT	\$ 6,054.11	\$ 1,209.58	\$ 5,125.31	\$ 6,334.89	\$ (280.78)
21	2410	1	02	00	5232	PRINCIPAL SERVICES NHRS PROFESSIONAL	\$ 38,682.98	\$ 6,111.41	\$ 33,612.70	\$ 39,724.11	\$ (1,041.13)
21	2410	1	02	00	5240	PRINCIPAL SERVICES TUITION REIMBURSEMENT	\$ 5,000.00	\$ 1,570.00	\$ 4,710.00	\$ 6,280.00	\$ (1,280.00)
21	2410	1	02	00	5241	PRINCIPAL SERVICES WORKSHOP REIMB PROF	\$ 2,000.00	\$ -	\$ 1,215.00	\$ 1,215.00	\$ 785.00
21	2410	1	02	00	5244	PRINCIPAL SERVICES SECRETARIAL WORKSHOP	\$ 425.00	\$ -	\$ -	\$ -	\$ 425.00
21	2410	1	02	00	5250	PRINCIPAL SERVICES UNEMPLOYMENT INSURANCE	\$ 103.10	\$ -	\$ 69.39	\$ 69.39	\$ 33.71
21	2410	1	02	00	5260	PRINCIPAL SERVICES WORKER'S COMPENSATION	\$ 995.92	\$ -	\$ 995.92	\$ 995.92	\$ -
21	2410	1	02	00	5330	PRINCIPAL SERVICES OTHER PROF SVCS	\$ 31,003.00	\$ 31,003.00	\$ -	\$ 31,003.00	\$ -
21	2410	1	02	00	5430	PRINCIPAL SERVICES REPAIRS & MAINT SERVICES	\$ 2,630.00	\$ 381.85	\$ 1,114.95	\$ 1,496.80	\$ 1,133.20
21	2410	1	02	00	5442	PRINCIPAL SERVICES RENTAL OF EQUIPMENT	\$ 1,253.00	\$ 209.00	\$ 1,044.00	\$ 1,253.00	\$ -
21	2410	1	02	00	5531	PRINCIPAL SERVICES TELEPHONE	\$ 9,000.00	\$ 2,315.91	\$ 10,536.09	\$ 12,852.00	\$ (3,852.00)
21	2410	1	02	00	5534	PRINCIPAL SERVICES POSTAGE	\$ 1,700.00	\$ -	\$ 1,700.00	\$ 1,700.00	\$ -
21	2410	1	02	00	5540	PRINCIPAL SERVICES ADVERTISING	\$ 500.00	\$ 62.20	\$ 124.40	\$ 186.60	\$ 313.40
21	2410	1	02	00	5550	PRINCIPAL SERVICES PRINTING	\$ 500.00	\$ -	\$ 567.50	\$ 567.50	\$ (67.50)
21	2410	1	02	00	5580	PRINCIPAL SERVICES MILEAGE REIMBURSEMENT	\$ 750.00	\$ -	\$ 587.98	\$ 587.98	\$ 162.02
21	2410	1	02	00	5610	PRINCIPAL SERVICES SUPPLIES	\$ 1,500.00	\$ -	\$ 904.30	\$ 904.30	\$ 595.70
21	2410	1	02	00	5641	PRINCIPAL SERVICES TEXTBOOKS	\$ 172.00	\$ -	\$ 117.24	\$ 117.24	\$ 54.76
21	2410	1	02	00	5644	PRINCIPAL SERVICES PERIODICALS	\$ 365.00	\$ -	\$ 89.00	\$ 89.00	\$ 276.00
21	2410	1	02	00	5735	PRINCIPAL SERVICES REPLACEMENT EQUIPMENT	\$ 790.00	\$ -	\$ 1,155.00	\$ 1,155.00	\$ (365.00)
21	2410	1	02	00	5810	PRINCIPAL SERVICES DUES & FEES	\$ 1,800.00	\$ -	\$ 2,973.00	\$ 2,973.00	\$ (1,173.00)
<b>2410 Total</b>						<b>PRINCIPAL SERVICES</b>	<b>\$ 441,444.21</b>	<b>\$ 94,364.01</b>	<b>\$ 326,266.04</b>	<b>\$ 420,630.05</b>	<b>\$ 20,814.16</b>
21	2600	1	02	00	5111	MAINTENANCE ADMIN/OTHER SALARIES	\$ 65,731.43	\$ 10,211.62	\$ 57,164.24	\$ 67,375.86	\$ (1,644.43)
21	2600	1	02	00	5116	MAINTENANCE CUSTODIAL SALARIES	\$ 129,961.09	\$ 12,745.20	\$ 42,623.42	\$ 55,368.62	\$ 74,592.47
21	2600	1	02	00	5211	MAINTENANCE HEALTH INSURANCE	\$ 43,947.72	\$ 3,509.20	\$ 18,847.50	\$ 22,356.70	\$ 21,591.02

CANDIA SCHOOL DISTRICT  
GENERAL FUND  
YTD EXPENDITURE REPORT AS OF APRIL 26, 2024

IX.B.

						ENCUMBRANCES			ENCUMBRANCES PLUS		
TITLE						FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
21	2600	1	02	00	5212	MAINTENANCE DENTAL INSURANCE	\$ 1,651.00	\$ 294.66	\$ 597.70	\$ 892.36	\$ 758.64
21	2600	1	02	00	5213	MAINTENANCE LIFE INSURANCE	\$ 147.69	\$ 56.50	\$ 66.50	\$ 123.00	\$ 24.69
21	2600	1	02	00	5214	MAINTENANCE DISABILITY INSURANCE	\$ 361.65	\$ 109.44	\$ 169.32	\$ 278.76	\$ 82.89
21	2600	1	02	00	5220	MAINTENANCE FICA	\$ 14,970.47	\$ 1,762.77	\$ 7,382.96	\$ 9,145.73	\$ 5,824.74
21	2600	1	02	00	5231	MAINTENANCE NHRS SUPPORT	\$ 21,405.39	\$ 1,381.63	\$ 8,168.41	\$ 9,550.04	\$ 11,855.35
21	2600	1	02	00	5232	MAINTENANCE NHRS PROFESSIONAL	\$ -	\$ -	\$ -	\$ -	\$ -
21	2600	1	02	00	5250	MAINTENANCE UNEMPLOYMENT INSURANCE	\$ 128.89	\$ -	\$ 86.75	\$ 86.75	\$ 42.14
21	2600	1	02	00	5260	MAINTENANCE WORKER'S COMPENSATION	\$ 3,129.29	\$ -	\$ 3,129.29	\$ 3,129.29	\$ -
21	2600	1	02	00	5411	MAINTENANCE WATER/SEWERAGE	\$ 9,500.00	\$ 3,580.80	\$ 4,719.20	\$ 8,300.00	\$ 1,200.00
21	2600	1	02	00	5430	MAINTENANCE REPAIRS & MAINT SERVICES	\$ 13,300.00	\$ 9,642.40	\$ 86,542.01	\$ 96,184.41	\$ (82,884.41)
21	2600	1	02	00	5432	MAINTENANCE REPAIRS BUILDINGS	\$ 20,000.00	\$ 5,262.36	\$ 13,423.52	\$ 18,685.88	\$ 1,314.12
21	2600	1	02	00	5433	MAINTENANCE REPAIRS GROUNDS	\$ 8,850.00	\$ 2,415.20	\$ 14,119.80	\$ 16,535.00	\$ (7,685.00)
21	2600	1	02	00	5434	MAINTENANCE BUILDING IMPROVEMENTS	\$ 30,000.00	\$ -	\$ 93,670.98	\$ 93,670.98	\$ (63,670.98)
21	2600	1	02	00	5435	MAINTENANCE REPAIRS MAINT EQUIPMENT	\$ 1,000.00	\$ 442.42	\$ 617.92	\$ 1,060.34	\$ (60.34)
21	2600	1	02	00	5436	MAINTENANCE REPAIRS SECURITY SYSTEM	\$ 500.00	\$ 82.00	\$ 1,447.50	\$ 1,529.50	\$ (1,029.50)
21	2600	1	02	00	5437	MAINTENANCE GARBAGE REMOVAL	\$ 5,100.00	\$ 974.44	\$ 3,375.56	\$ 4,350.00	\$ 750.00
21	2600	1	02	00	5452	MAINTENANCE LEASE	\$ -	\$ -	\$ -	\$ -	\$ -
21	2600	1	02	00	5521	MAINTENANCE PROPERTY/LIABILITY INS	\$ 18,143.00	\$ -	\$ 18,143.00	\$ 18,143.00	\$ -
21	2600	1	02	00	5531	MAINTENANCE TELEPHONE	\$ -	\$ 240.00	\$ 480.00	\$ 720.00	\$ (720.00)
21	2600	1	02	00	5580	MAINTENANCE MILEAGE REIMBURSEMENT	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00
21	2600	1	02	00	5610	MAINTENANCE SUPPLIES	\$ 5,700.00	\$ -	\$ -	\$ -	\$ 5,700.00
21	2600	1	02	00	5612	MAINTENANCE MAINTENANCE SUPPLIES	\$ 15,225.00	\$ 3,912.53	\$ 11,609.82	\$ 15,522.35	\$ (297.35)
21	2600	1	02	00	5619	MAINTENANCE SUPPLIES GROUNDS	\$ 1,339.52	\$ 59.72	\$ 448.82	\$ 508.54	\$ 830.98
21	2600	1	02	00	5622	MAINTENANCE ELECTRICITY	\$ 60,900.00	\$ 30,870.90	\$ 30,029.10	\$ 60,900.00	\$ -
21	2600	1	02	00	5624	MAINTENANCE OIL	\$ 63,525.00	\$ 3,037.58	\$ 51,962.42	\$ 55,000.00	\$ 8,525.00
21	2600	1	02	00	5626	MAINTENANCE GASOLINE	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00
21	2600	1	02	00	5731	MAINTENANCE NEW EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
21	2600	1	02	00	5735	MAINTENANCE REPLACEMENT EQUIPMENT	\$ 600.00	\$ -	\$ 3,750.00	\$ 3,750.00	\$ (3,150.00)
<b>2600 Total</b>						<b>PLANT OPERATIONS</b>	<b>\$ 536,467.14</b>	<b>\$ 90,591.37</b>	<b>\$ 472,575.74</b>	<b>\$ 563,167.11</b>	<b>\$ (26,699.97)</b>
21	2700	1	02	00	5517	REG ED TRANSPORTATION ATHLETIC TRANS	\$ 11,600.00	\$ 13,585.78	\$ 11,844.22	\$ 25,430.00	\$ (13,830.00)
21	2700	1	02	00	5518	REG ED TRANSPORTATION FIELD TRIPS	\$ 7,500.00	\$ 5,487.04	\$ (2,380.54)	\$ 3,106.50	\$ 4,393.50
21	2700	1	02	00	5519	REG ED TRANSPORTATION TRANSPORTATION	\$ 505,332.00	\$ 183,956.40	\$ 275,934.60	\$ 459,891.00	\$ 45,441.00
21	2700	1	02	61	5519	SPED TRANSPORTATION TRANSPORTATION	\$ 225,000.00	\$ 142,932.51	\$ 243,778.64	\$ 386,711.15	\$ (161,711.15)
<b>2700 Total</b>						<b>STUDENT TRANSPORTATION</b>	<b>\$ 749,432.00</b>	<b>\$ 345,961.73</b>	<b>\$ 529,176.92</b>	<b>\$ 875,138.65</b>	<b>\$ (125,706.65)</b>
21	2840	1	02	00	5111	IT ADMIN/OTHER SALARIES	\$ 45,900.00	\$ 2,350.00	\$ 45,000.00	\$ 47,350.00	\$ (1,450.00)
21	2840	1	02	00	5211	IT HEALTH INSURANCE	\$ 12,434.31	\$ 1,754.70	\$ 9,423.65	\$ 11,178.35	\$ 1,255.96
21	2840	1	02	00	5212	IT DENTAL INSURANCE	\$ 504.00	\$ 87.46	\$ 360.94	\$ 448.40	\$ 55.60
21	2840	1	02	00	5213	IT LIFE INSURANCE	\$ 75.00	\$ 12.50	\$ 62.50	\$ 75.00	\$ -
21	2840	1	02	00	5214	IT DISABILITY INSURANCE	\$ 210.75	\$ 1,285.46	\$ 174.46	\$ 1,459.92	\$ (1,249.17)
21	2840	1	02	00	5220	IT FICA	\$ 3,511.33	\$ 179.79	\$ 3,315.86	\$ 3,495.65	\$ 15.68
21	2840	1	02	00	5231	IT NHRS SUPPORT	\$ 6,210.27	\$ 317.97	\$ 5,953.21	\$ 6,271.18	\$ (60.91)
21	2840	1	02	00	5240	IT TUITION REIMBURSEMENT	\$ 4,950.00	\$ 550.75	\$ 1,641.21	\$ 2,191.96	\$ 2,758.04
21	2840	1	02	00	5241	IT WORKSHOP REIMB PROF	\$ 825.00	\$ -	\$ -	\$ -	\$ 825.00
21	2840	1	02	00	5250	IT UNEMPLOYMENT INSURANCE	\$ 25.78	\$ -	\$ 17.35	\$ 17.35	\$ 8.43
21	2840	1	02	00	5260	IT WORKER'S COMPENSATION	\$ 281.12	\$ -	\$ 281.12	\$ 281.12	\$ -
21	2840	1	02	00	5330	IT OTHER PROF SVCS	\$ 26,500.00	\$ -	\$ 7,327.12	\$ 7,327.12	\$ 19,172.88
21	2840	1	02	00	5431	IT REPAIRS EQUIPMENT	\$ 1,500.00	\$ 215.42	\$ 375.00	\$ 590.42	\$ 909.58
21	2840	1	02	00	5610	IT SUPPLIES	\$ 5,000.00	\$ 91.96	\$ 1,729.53	\$ 1,821.49	\$ 3,178.51
21	2840	1	02	00	5650	IT SOFTWARE	\$ 12,977.57	\$ 517.50	\$ 12,788.82	\$ 13,306.32	\$ (328.75)
21	2840	1	02	00	5735	IT REPLACEMENT EQUIPMENT	\$ 17,749.00	\$ 399.00	\$ 11,402.52	\$ 11,801.52	\$ 5,947.48
21	2840	1	02	00	5810	IT DUES & FEES	\$ 540.00	\$ -	\$ 298.10	\$ 298.10	\$ 241.90

CANDIA SCHOOL DISTRICT  
GENERAL FUND  
YTD EXPENDITURE REPORT AS OF APRIL 26, 2024

**IX.B.**

TITLE						ENCUMBRANCES			ENCUMBRANCES PLUS	
						FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE
<b>2840 Total</b>						\$ 139,194.13	\$ 7,762.51	\$ 100,151.39	\$ 107,913.90	\$ 31,280.23
21	4600	0	00	00	5330	BUILDING IMPROVEMENT SVCS OTHER PROF SVCS	\$ -	\$ -	\$ -	\$ -
<b>4600 Total</b>						\$ -	\$ -	\$ -	\$ -	\$ -
21	5110	1	02	00	5910	PRINCIPAL OF DEBT PRINCIPAL OF DEBT	\$ 113,846.43	\$ 113,846.43	\$ -	\$ 113,846.43
<b>5110 Total</b>						\$ 113,846.43	\$ 113,846.43	\$ -	\$ 113,846.43	\$ -
21	5120	1	02	00	5830	INTEREST ON DEBT INTEREST	\$ 77,798.17	\$ 77,798.17	\$ -	\$ 77,798.17
<b>5120 Total</b>						\$ 77,798.17	\$ 77,798.17	\$ -	\$ 77,798.17	\$ -
<b>Grand Total</b>						\$ 10,107,560.65	\$ 1,904,733.61	\$ 8,131,411.78	\$ 10,036,145.39	\$ 71,415.26

**X.A.**

**CANDIA SCHOOL BOARD**

**May 2, 2024**

**Resignation**

**Hannah Withee**  
Teacher



<b>April Policy First Reading - Candia</b>		<b>XI.A.</b>
		2nd Board Reading Date: 6/6/2024
		1st Board Reading Date: 5/2/2024
		Committee Meeting Date: 4/15/2024
<b>CURRENT CODE</b>	<b>POLICY TITLE/CATEGORY</b>	<b>Committee Suggestions</b>
BAAA	School Board and Administration	Reviewed. Checked relevance
GBK/GBK-R	Employee Complaints and Grievances	Reviewed. Checked relevance
GBC	Professional Staff Contracts	Reviewed. Checked relevance
GCCAE	Professional Staff Visits and Conferences	Reviewed. Checked relevance
IL	Evaluation of Istructional Programs	Reviewed. Checked relevance
IMBB	Teaching About Religion	Added language
IMC	Speakers and Programs	Changed and added language
JF	Enrollment Policy	Reviewed. Checked relevance

**CANDIA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

**Generally**

The policies of the Candia School Board are intended to establish the general and overall rules within which day-to-day operations of the school district are to be governed. Procedures for carrying out and implementing the broad policies of the Board on a day-to-day basis are to be fashioned and adopted by the administration, under the direction of the Superintendent.

**Contents of Board Policy and Administrative Procedure**

The policies of the Board shall be composed of:

1. The policies contained in this Policy Manual.
2. The contents of administrative job descriptions adopted by the Board.
3. All formal Student Handbooks.
4. All formal Employee Handbooks.

Administrative procedure is not part of the board policy and may be altered by the administration without board action. Administrative procedure, however, may not conflict with board policy.

**Limitations of Policy**

Neither the policies of the Board nor the procedures of the administration are intended, nor shall they be construed, to supersede or preempt any applicable laws, whether constitutional, statutory, regulatory, or common in origin. Consequently, all board policies and administrative procedures shall be given both an interpretation and application which is lawful. The Board shall have the final interpretation of its policies and the administration shall have the final interpretation of its procedures.

As the board policies and administrative procedures are limited by legal constraints, so too are the rights of those to whom the board policies and administrative procedures apply. Neither the policies of the Board nor the procedures of the administration are intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of board policy shall rest exclusively with the Board, and enforcement of administrative procedures shall rest exclusively with the administration.

Board policy and administrative procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, taxpayers, or others within the school district beyond those that are established in law and are not intended to restrict or limit students, employees, or other members of the school district community from pursuing any claims or defenses available under law.

## **Exceptions**

Exceptions to any policy or the application of any policy may be made if requested or recommended in accordance with the following procedures:

1. Any person may request an exception to any board policy or the application of same by submitting a letter to the Superintendent. The request shall identify:
  - a. The name, address, and telephone number of the person making the request.
  - b. The policy for which the exception is being requested.
  - c. The action that the requesting individual desires.
  - d. The rationale supporting the need for an exception.
2. The Superintendent or his/her designee shall conduct a sufficient investigation of any request for an exception and make a determination. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the policy and the request for the exception; and the disposition of prior requests for exceptions to the same or similar policies. Should the parties involved disagree with the Superintendent's decision, an appeal may be made to the Candia School Board.
3. The Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exceptions in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of an exception is ill-advised.
4. Exceptions to administrative procedure shall be made in accordance with the procedures established by the Superintendent.

**CANDIA SCHOOL DISTRICT  
EMPLOYEE COMPLAINTS AND GRIEVANCES**

The Board will establish an orderly, well-defined grievance procedure for the resolution of problems derived from application of the Board policies and district regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the Board.

The machinery set up for the resolution of "grievances" in collective bargaining agreements between the Board and recognized employee organizations will apply only to grievances as defined in the particular agreement.

Adopted: November 2, 2000  
Reviewed: April 6, 2023

**CANDIA SCHOOL DISTRICT  
EMPLOYEE COMPLAINTS AND GRIEVANCES**

A complaint\* is an assertion by an employee that there has been a violation, misinterpretation, or misapplication of district policies, regulations and procedures, existing laws, or other actions that adversely and directly affect the employee personally and/or his/her work.

It is the intent of this procedure that employee complaints will be identified and corrected at the earliest possible time, and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will retaliation be attempted against an employee because he/she filed a complaint.

Procedures

Complaints will be processed according to the step-by-step procedures outlined below:

1. Working Site Level (Step 1)
  - a. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be submitted in writing to their immediate supervisor, **using the Employee Complaint Form.**
  - b. Within five (5) workdays of receiving the complaint, the immediate supervisor will render a decision, in writing, **using the Complaint Response Form,** to the complainant and the person or persons originally involved in the complaint.
2. Site Level (Step 2)
  - a. Within five (5) workdays after receiving the decision at Step 1, the complainant may appeal the decision, in writing, to the appropriate Principal.
  - b. The Principal will, in conjunction with Human Resources, within ten (10) workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the immediate supervisor and to the person or persons originally involved in the complaint.
3. District Level (Step 3)
  - a. Within five (5) workdays after receiving the decision at Step 2, the complainant may appeal the decision, in writing, to the Superintendent or official designee.
  - b. The Superintendent or official designee will, within ten (10) workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the Principal, or immediate supervisor, and to the person or persons originally involved in the complaint. Such decisions will be final.
  - c. The Superintendent, at his or her discretion, may decide if any complaint merits notifying the school board and do so.

\*Note: Other procedures are followed for the processing of grievances as defined in collective bargaining agreements. Such procedures are set forth in agreements with staff units.

Adopted: November 2, 2000

Revised: April 6, 2023

**CANDIA SCHOOL DISTRICT  
PROFESSIONAL STAFF CONTRACTS**

Contracts are designed to protect the interests of the employee and the district. Every permanent professional employee shall be required to execute a contract with the district. The contract shall be signed by the employee and the Superintendent and/or designee.

Adopted: November 2, 2000  
Revised: April 6, 2023

**CANDIA SCHOOL DISTRICT**  
**PROFESSIONAL STAFF VISITATIONS AND CONFERENCES**

Teachers attending conventions or conferences shall, upon their return, be asked to provide either written or verbal summaries of such conventions or conferences to the school administration and/or School Board.

Adopted: November 2, 2000  
Revised: April 6, 2023



**CANDIA SCHOOL DISTRICT**  
**EVALUATION OF INSTRUCTIONAL PROGRAMS**

The Superintendent and/or designee will cause the evaluation of the instructional programs annually in accordance with local and state guidelines. She/he shall have the responsibility to report periodically to the Board on the progress the district is making towards the attainment of its educational goals.

Adopted: January 4, 2001

**CANDIA SCHOOL DISTRICT  
TEACHING ABOUT RELIGION**

~~The Candia School Board believes that the observance of religious holidays is not the responsibility of the public schools. Because a public school is not a place of worship, instructional materials, activities, decorations or assembly programs should not promote any religion. They should be seasonal, not religious.~~

**The Candia School Board believes that the observance of religious holidays is not the responsibility of the public schools. Being that public schools are not places of worship, no curricula, instruction, activities, assemblies, or decorations shall be designed or utilized to promote, advocate for and/or endorse religion in general or a specific religion. It is acknowledged by the Candia School Board that students have the First Amendment right to express their religious faith and beliefs while at school provided that the manner in which they choose to express themselves does not interfere with the educational experience of other students.**

**Given the inherent educational value in portraying historical events as objectively and accurately as possible as part of classroom instruction, it may sometimes be necessary to discuss religion. Teachers are expected do so in a manner that focuses on portraying the role of religion in historical events objectively while refraining from either promoting or denigrating a specific religion or religions.**

## **Tips for Planning Religious Holidays in Public Schools**

Before planning a religious holiday activity in my classroom or school, I would ask the following questions:

1. Is this activity designed in any way to either promote or inhibit religion?
2. How does this activity serve the academic goals of the course, or the educational mission of the school?
3. Will any student or parent be made to feel like an outsider, not a full member of the community, by this activity?
4. If in December: Do I plan activities to teach about religious holidays at various times of the year or only in December?
5. Am I prepared to teach about the religious meaning of this holiday in a way that enriches students' understanding of history and cultures?

**CANDIA SCHOOL DISTRICT  
SPEAKERS AND PROGRAMS**

A goal of education is to prepare our students to participate constructively in a democratic, pluralistic society, a society in which many different opinions are held and differing causes are espoused. It is important that students develop an understanding of ideas and of people who may seem alien to them. It is also important that they develop judgement, a capacity to discern the difference between fact and opinion, and to weigh arguments, slogans, and appeals. Books, files, and other media are valuable for giving students exposure to many differing ideas; but for effective learning, it is also useful to invite appropriate persons not on the district educational staff to speak to or to meet with groups of students as part of the educational process.

The Board, in an effort to uphold the students' freedom to learn while also recognizing obligations which the exercise of this freedom entails, establishes the following guidelines:

1. The teacher/sponsor and the Principal are expected to exercise judgement and to investigate fully those proposed resource persons **/speaker(s)**.
2. Teachers/sponsors should encourage the use of resource persons **/speaker(s)** representing various approaches or points of view on a given topic in order to afford the students a more comprehensive and balanced understanding of the topic/issue.
3. The ideas presented and the resource person **/speaker** invited to present them will have demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.
4. The resource person **/speaker** will abide by the following board regulations:
  - a. **Prior to finalizing an invitation the guest speaker must provide in writing to the principal a summary of what the visit will entail including: all topics to be discussed, a description of planned student interaction, a detailed description of planned activities or exercises, and any other pertinent information.**
  - b. Profanity, vulgarity, and lewd comments are prohibited.
  - c. The teacher/sponsor responsible for inviting the resource person **/speaker** or any member of the school administration, has the right and duty to interrupt or suspend any proceedings if the conduct of the resource person **/speaker** is judged to be in poor taste or endangering to the health and safety of students and staff.

*This policy will be given to the resource person prior to the event.*

Adopted: January 4, 2001  
Reviewed: April 6, 2023

**CANDIA SCHOOL DISTRICT  
ENROLLMENT POLICY**

It is the policy of the Board that all students enrolling in school must do so on a full-time basis. "Full-time basis" shall be defined as attending classes for the full instructional day within the public school system or in conjunction with another state-accredited institution such as a vocational-technical school, college or university for concurrent enrollment. The only exception to this policy shall be for fifth-year seniors and special education students whose IEP's require variations of student schedules. In the event the State Department of Education advises that part-time students can be counted for state aid purposes, the Board will reconsider this policy.