

CANDIA SCHOOL BOARD MEETING
Thursday, November 2, 2023 6:00 p.m.
Henry W. Moore School Music Room (#19)
AGENDA

- I. CALL TO ORDER** – Matt Woodrow, Board Chair
- II. PLEDGE OF ALLEGIANCE** – HMS Co- Ed Soccer Team
- III. PROOF OF POSTING** – Superintendent Bill Rearick
- IV. MINUTES**
 - A. Approval of Board Retreat Minutes of October 5, 2023*
 - B. Approval of Non-Public, Sealed, Board Meeting Minutes of October 5, 2023
- V. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VI. EAGLE SCOUT PRESENTATION** – Ethan McKenna
- VII. SUPERINTENDENT’S REPORT***
- VIII. REPORTS**
 - A. Reports of Administrators*
 - B. Reports of Standing Committees
- IX. OLD BUSINESS**
 - A. Streaming Meetings – Discussion
 - B. CEA Contract – Discussion/Approval
 - C. Exit Survey Review - Discussion
- X. NEW BUSINESS**
 - A. Goals*
 - B. Barn Lease Agreement* Renewal
- XI. FINANCIAL**
 - A. 24/25 Budget*
 - B. Expenditure Report*
 - C. Manifest Approvals
- XII. POLICIES**
 - A. Second Reading*
 - Policies AC Non-Discrimination, CB School Superintendent, GBAA and JBAA Sexual Harassment (Employee) (Student), GBEAB Code of Conduct Reporting, GBJA/GBJA-R Health Insurance Portability, IJOA-R Request for Field Trip, JICI-R Modification of a Weapon Expulsion, KED Grievance Procedure, JCA Change of School or Assignment.
- XI. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- XII. NON-PUBLIC SESSION RSA 91-A 3 Sections II (a-k as necessary)**
- XIII. INFORMATIONAL/UPCOMING AGENDA ITEMS**
- XIV. ADJOURNMENT**

The next regularly scheduled Candia School Board Meetings will be held on Thursday, December 7, 2023 at 6:00 p.m. at the Henry W. Moore School Media Center.

**Materials enclosed for Board review prior to meeting*

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

**CANDIA SCHOOL BOARD MEETING
THURSDAY, OCTOBER 5, 2023
HENRY W. MOORE SCHOOL MEDIA CENTER**

These minutes have not been approved.

Board Vice Chair, Stephanie Helmig opened the meeting at 6:01 p.m. Those in attendance were Board members, Dana Buckley, Mark Chalbeck, and Kristina Ickes. Also in attendance was Principal Becky Wing, Assistant Principal Dorothy Franchini, Director of Student Services Stacey Eaton, Superintendent William (Bill) Rearick, and Business Administrator, Cory Izbicki.

PLEDGE OF ALLEGIANCE

Stacey Eaton introduced 8th graders, Gretchen Greco and Stella Kennedy, who 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 August 31, 2023 meeting minutes, and the motion carried unanimously.

Motion by Mark Chalbeck, seconded by Dana Buckley, to approve the non-public meeting minutes of August 31, 2023. With Kristina Ickes abstaining, all others in favor, the motion carried.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Resident and HMS employee Carol Batchelder read a statement asking that the Board consider increasing wages of paraprofessionals. She also asked if there is a contract with Maxim Healthcare for para services. Resident Anthony Esty asked the Board to continue to negotiate language in the Pinkerton contract to allow more than 5% of high schoolers to go to a high school other than Pinkerton.

SUPERINTENDENT'S UPDATES

Bill Rearick updated the Board on transportation issues. He said because of the number of bus drivers who have quit since August, they haven't been able to provide athletic buses. The cost of the buses will be deducted from each month's invoice. Bill also said that he and Becky Wing interviewed the new School Resource Officer who must first attend the police academy for training. She is expected to be at HMS in the spring.

REPORTS

Principal's Report

Becky Wing's report was in the packet for review.

Stephanie Helmig said she loves seeing Candia's representation at the Deerfield Fair.

NEW BUSINESS

Goals

The goals were in the packet for review. The goal to have pictures of president's in the library will be changed to green as that goal has been attained.

ADA Playground

Becky Wing said Cory Izbicki reached out to Primex who only does safety compliance checks. She then reached out to the state, but hasn't received a call back. Kristina Ickes gave Becky a couple of other suggestions and Becky will follow up.

Exit Survey

Bill Rearick said they resent the exit surveys and of 12 sent, 4 were returned.

Streaming Board Meetings

Considerable discussion ensued relative to streaming Board meetings. Bill Rearick stated that any streaming done in SAU #15 must have closed captioning. The reason is that a lawsuit was brought up against the

Hooksett School District for not having closed captioning on their posted meetings. Other uses for streaming equipment were discussed. It was the Board's consensus to put this item on the ballot as a warrant article.

Approval CEA Contract

This will be discussed in a non-public session.

Approval CESPAC Contract

Bill Rearick stated the CESPAC agreement was reopened and that agreed upon changes will be on the ballot to be voted on in March. These changes include increases in salary and reduction of employee health insurance contribution for CESPAC members.

Deliberative Session Date

Because Auburn and Hooksett have scheduled their Deliberative Session for February 4, 2023, the Board decided to hold their Deliberative Session on Thursday, February 8, 2024 at 6:00 following their Board meeting at 5:00 p.m.

FINANCIAL

Expenditure Report

The expenditure report was reviewed.

Manifest Approval

Motion by Stephanie Helmig, seconded by Dana Buckley, to approve the 9/1/23-10/5/23 manifest in the amount of \$2,260,883.92, and the motion carried unanimously.

POLICIES

Policies AC Non-Discrimination, CB School Superintendent, GBAA and JBAA Sexual Harassment (Employee) (Student), GBEAB Code of Conduct Reporting, GBJA/GBJA-R Health Insurance Portability, IJOA-R Request for Field Trip, JICI-R Modification of a Weapon Expulsion, KED Grievance Procedure, JCA Change of School or Assignment, JEC Manifest Educational Hardship, JICM Personal Device Usage, JLCJA Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation were in the packet for a first reading.

Motion by Dana Buckley, seconded by Kristina Ickes, to approve the elimination of policy JICM, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Mark Chalbeck, to approve policy JLCJA and to waive the second reading, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Kristina Ickes, to approve the first reading policies as presented, and the motion carried unanimously.

PERSONNEL

Motion by Kristina Ickes, seconded by Dana Buckley, to approve the Athletic and Co-Curricular nominations as presented. With Stephanie Helmig abstaining, all others in favor, the motion carried.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Resident Sue Demanche stated that she never received an exit survey.

Carol Batchelder asked if there are enough paras to cover students' IEP's to which Stacey Eaton stated that there are. Stacey also added that there is no contract with Maxim Healthcare and invoices are paid per service.

UPCOMING AGENDA ITEMS

SRO Update

High School Choice-Discussion

CEA Contract Approval

ADA Playground (if more information is available)

NON-PUBLIC SESSION RSA 91-A:3 Section II (L)

Motion by Kristina Ickes, seconded by Dana Buckley, to enter into a non-public meeting at 7:20 p.m. A roll call vote was taken and the motion carried unanimously.

The Board resumed their public session at 7:40 p.m.

The board asked the negotiations committee to reconvene discussions with the CEA. No other action was taken.

Motion by Kristina Ickes, seconded by Dana Buckley, to seal the non-public minutes and the motion carried unanimously.

ADJOURNMENT

Motion by Kristina Ickes, seconded by Stephanie Helmig, to adjourn the meeting at 7:40 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be on November 2, 2023 at 6:00 p.m. at the Henry W. Moore School Media Center.

The SAU Board will meet on October 25, 2023 at 6:30 p.m., at the Auburn Village School.

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****11/2/23****CEA Negotiations**

The second negotiations session with the CEA was held on October 11th. The CEA agreed on a tentative agreement to accept the Board's original proposal to increase teacher's salaries in years two and three of the contract. The Board will be reviewing the tentative agreement at the November meeting.

Meet and Greet with Teachers

On October 17th, I held my first Meet and Greet session with the teachers. I updated the teachers on the status of the 2024-25 budget and that it was going to be reviewed by the Board at the November meeting. The teachers shared with me how the six weeks of school has gone so far. It was good to hear that everyone had experienced a seamless opening.

Pinkerton Sending Districts Meeting

The fall meeting of the superintendents from the sending districts met with Dr. Powers on October 18th. Dr. Powers informed us that the renovations to the Social Studies building is currently on schedule to be completed by next year. He also told us that starting next year incoming freshmen will need 23 credits to graduate. Currently students only need 22 credits. Students will be required to take an additional .5 Social Studies class and a .5 Finance class. Pinkerton Academy will be forming a Strategic Planning Committee which will be responsible for developing a strategic plan. The first meeting is scheduled to take place within the next week or two.

There was also a discussion on whether Pinkerton Academy could develop special education programs that would service students who are currently being placed out of district. Dr. Powers said he would research the viability of this proposal.

Pinkerton Board of Trustees Fall Meeting

The Board of Trustees Fall Meeting is scheduled for November 2nd. I inquired with Dr. Powers about changing this date as it conflicted with the Candia Board meeting. Unfortunately, the date was not rescheduled.

Enrollment Update

Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total
37	28	25	37	34	21	26	31	31	270 <small>(As of 10/25/23)</small>

Athletic Update

We were able to field a co-ed soccer team and a cross country team this fall! Our soccer team finished the regular season with 5 wins, 4 losses and a tie. They played Londonderry in the playoffs on October 20th in an exciting matchup where they lost by a score of 3-2. This team should be very proud of their accomplishments this season. I would like to extend my gratitude to John Helmig for jumping in as the head coach so that we could field a team this year and avoid automatic elimination from the 2024 season. John was assisted by some of our other fantastic alumni coaches as well including Rob Jones, Clark Thyng and Sheldon Hall. We really appreciate all of their efforts this year along with HMS alumni players Addison and Paige Helmig. Also, a big thank you to Stephanie Helmig for coordinating everyone's efforts!



The cross country team was able to race in several meets this season. The team was enthusiastic, and worked hard. We had four runners who braved the rain, mud and cold to run in the NH state championship meet at Coe-Brown on Saturday, October 21st. Ellie Cox finished 9th for the girls with a time of 16:09 and Joe McKenna finished 2nd for the boys with a time of 13:57. Great job to all runners this season. I would like to thank Feliccia Chirgwin and Steve Coppin for an outstanding job coaching the team again this year.

TeachUNITED Grant

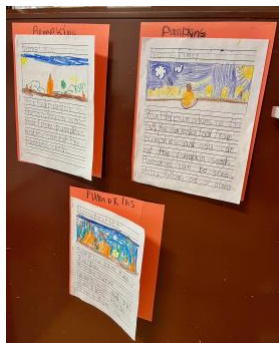
The Moore School applied and was selected to participate in a 2-year program through the New Hampshire Education Department called TeachUNITED (TU) last spring. This program is paid for with state Title II-A funds and involves job embedded coaching in the areas of focus identified by the school. Mrs. Eaton and I participated in the administrator pathway in the spring and Mrs. Belanger, Mr. Pritchard, Mrs. Wilton, and Miss Withee began the teacher pathway in mid-October.

On Wednesday, October 25th representatives from the New Hampshire Education Department and TeachUNITED spent some time at the Moore School getting to know us. Our three guests, Marcia McCaffrey, Joey Nichol, and Molly Hoehm talked with administrators, participated in a student-led tour of the building, visited classrooms to talk with students about their learning, and met with the teacher participants to discuss their goals.

This video gives an overview of the focus areas and goals of the program:

<https://youtu.be/fKEpma-ALDY?si=senRsmR1qlacKsB>

Classroom Updates



To celebrate the fall season and introduce students to the *Keys to Writing* approach, 1st graders researched and wrote about pumpkins! After reading several non-fiction books about this wonderful fruit, they worked together to compile a list of facts. Before writing their facts, they worked together to create an opening sentence and a closing sentence and then sandwiched 2 of their favorite facts in between. They finished their multi-day project with a corresponding illustration!

Students in physical education classes worked on eye-hand coordination, perceptual motor skills, and cooperation through cup stacking activities.



Kindergarteners have been introduced to 8 letters and sounds so far and have already started mapping out words. Students are learning to read and spell words like mat, pin, nap and sit!

Multi-Tiered System of Supports (MTSS)

Mrs. Franchini is leading the charge to refine Moore School processes for our Multi-Tiered System of Supports (MTSS) for both academic and behavioral needs. Dorothy is working with teachers and the administrative team to outline a system to provide academic and behavioral support strategies for students who are struggling academically and/or behaviorally in the classroom. This Tier II Team (TTT) will meet regularly to discuss students who are in need of tier II interventions in the classroom. The team will develop a personalized plan for each student in need and monitor the progress of that plan. The hope is that progress can be made utilizing school wide supports, resources, curriculum and programming.

Professional Development

Teachers participated in a full day of professional development on Friday, September 29th. K-2 teachers attended *Keys to Early Writing* which focused on the background knowledge needed to teach the components of beginning writing instruction. Grade 3-5 teachers attended *Keys to Content Writing* which focused on research-based best practices for writing instruction that can be integrated in any subject. Teachers learned practical strategies for teaching writing skills, how to use writing to support content learning, and how to provide scaffolds to students who need support. Middle school teachers attended *The Key Comprehension Routine* which focused on comprehension strategies that can be taught across multiple grade levels to provide a consistent approach to comprehension instruction.

Red Ribbon Week

Moore school students pledged to “Be Kind to Your Mind” with several Red Ribbon Week activities the week of October 23-27. Students in grades 7 and 8 attended an assembly with motivational speaker and #1 Heavyweight Boxer and Olympian, Cam Awesome. Cam’s message focused on making positive choices to be happy and healthy in all aspects of your life. Thank you to Mrs. Franchini, Mrs. Jarvis, and Mrs. Preble for putting together this fun and educational week for students.



Bullying Prevention Month

October was bullying prevention month. Bullying prevention month raises awareness about the issue of bullying and promoting a safe and respectful school environment for all students and staff. Bullying is when someone is mean, hurtful, or unkind to another person, either with words or actions, on purpose, and repeatedly. Bullying can hurt people's feelings and even their well-being. Nobody should feel scared, sad, or alone because of bullying. We want to make sure that every student and staff member feels safe and respected, so we celebrate Bullying Prevention Month to remind everyone of the importance of kindness, respect, and understanding.



Ms. Jarvis facilitated bullying awareness and prevention lessons in all Moore School classrooms during the month of October. As a follow up to that lesson, students wrote a message on a footprint to share something that they can do for themselves or peers to create a culture that doesn't allow for bullying. The footprints are hanging in the main hallway as a reminder for everyone to take steps to prevent bullying.

Student Services Update

Title I and IDEA grant funds were recently used to purchase a wide variety of alternative seating options, sensory tools and Social Thinking materials that have been offered to all teachers to use in their classrooms with all students. Teachers will work with students to explore which of these items help the student engage in learning and which do not work well for them. Over the next month, a wide variety of book bins with children's literature by grade level will be available for use in classrooms or as part of family engagement take-home bags that address many areas of social/emotional development, math, and world cultures. The take-home bags will include books for families to enjoy together, games that make practicing math fun, and ideas of activities to do at home.

Respectfully Submitted,

A handwritten signature in black ink, reading "Becky L. Wing".

Becky L. Wing
Principal

November Events

11/1: Dia de los Muertos Celebration, 5:30pm
11/1-11/7: Scholastic Book Fair
11/2: School Picture Retake Day
11/6: Parent/Teacher Conferences – No School
11/10: Veterans' Day Observed – No School
11/14: PTO Meeting, 7pm
11/18: VEX IQ Tournament at Moore School
11/22-11/24: Thanksgiving Break – No School

Please see the [website calendar](#) for more November events

**Candia School District
School Board Goals 2023-2024**
11-2-23

X.A.

In Process

Ongoing

Complete

Long Range Planning	Curriculum, Assessment, Programming	Technology
Continue the work of the enrollment committee to identify opportunities and plan for population changes.	Maintain achievement levels on NHSAS (New Hampshire State Assessment System) in all content areas (Top 25%)	Continue to update the technology plan on an annual basis.
	Explore and implement opportunities and programming for advanced learners.	
	Continue to review curricular, instructional and assessment practices.	Continue to identify and address cybersecurity needs.
	Continue to support teachers in enhancing instructional practices through a coaching model.	
	Explore the feasibility of implementing a financial literacy component in the 8 th grade social studies program.	
	Post photos of presidents in library monthly	School Board Functions
	Culture/Community	
Finance & Facilities	Create opportunities for middle school students to explore a variety of career possibilities.	Create a sub-committee calendar and report on committee meetings on a regular basis.
Continue to improve facilities and update the 5-year plan.	Renew wellness committee efforts with students and staff.	Implement a School Board Newsletter
	Examine and improve school culture.	Explore feasibility of offering HMS scholarship for 8th graders intending to enter the education field
	Research the feasibility of offering adult education programs.	Safety
	Examine compensating teachers for time outside of the contract.	Continue See Something Say Something campaign.

X.B.

LEASE AGREEMENT

CANDIA SCHOOL DISTRICT, a New Hampshire municipal corporation having a mailing address of c/o SAU #15, 90 Farmer Road, Hooksett, New Hampshire 03106, hereinafter called the “Lessor” for consideration paid, hereby demises and leases unto the Patriot Heating & Cooling of Candia, LLC, a New Hampshire limited Liability Company, with a mailing address of 45 High Street, Candia, New Hampshire 03034, hereinafter called the “Lessee”.

1. Term of Lease

The term of this lease shall be month to month commencing on November 2, 2023 and expiring on June 30, 2024. Either party may withdraw from this Lease after providing thirty (30) days prior written notice to the other party.

2. Premises and Rent

The Property leased shall be the land and barn (“Leased Premises”) located at 6 Deerfield Road, Candia, New Hampshire, more particularly described on Exhibit A attached hereto and incorporated herein.

The total rental for said lease shall be One Dollar (\$1.00).

3. Property Taxes.

Pursuant to RSA 72:23, (I)(b)(1)(a), the lessee shall in addition pay all properly assessed real and personal property taxes to the Town of Candia no later than the due date. Failure of the lessee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said lease or agreement by the lessor.

4. Utilities

The Lessee shall be responsible for all costs for heat, hot water, and electrical service to the premises.

Lessee shall not use any electrical equipment which in the Lessor’s reasonable opinion will overload the wiring installations.

5. Condition / Use of Leased Premises

The Lessee acknowledges it has inspected and is familiar with the condition the Property and accepts the Property in its current, as-is condition with all faults.

The Lessee shall use the Leased Premises for its business of operating a heating and cooling business.

6. Subleasing or Assignment

The Lessee shall not sublet or assign any part or the whole of the Leased Premises without the prior written approval of the Lessor.

7. Care

The Lessee shall maintain the interior of the Leased Premises in a clean condition and shall not paint, decorate or otherwise embellish or make any other major renovations to the interior of the said premises without the prior written consent of the Lessor. The Lessee shall be responsible for outside maintenance of the Leased Premises including snow removal and maintenance of any septic system outside of said premises.

Lessee shall not permit the accumulation of waste or refuse matter on the Leased Premises or anywhere in or near the building.

8. Hazardous materials.

a The lessee its employees, representatives, agents, contractors, subcontractors, successors, assigns, tenants, subtenants, concessionaires, invitees and guests (for purpose of this Lease, referred to collectively herein as “**Lessee’s Representatives**”) shall not use, generate, manufacture, refine, produce, process, store or dispose of, on, under or about the Property or the improvements thereon, or transport to or from the Property in the future for the purpose of generating, manufacturing, refining, producing, storing, handling, transferring, processing or transporting Hazardous Materials, except in compliance with all applicable Hazardous Materials Laws. *(Hazardous Materials are defined as materials which are or later during the Term become regulated by any local governmental authority, the State of New Hampshire or the United States Government (“**Environmental Regulator**”), including, but not limited to, substances defined as “hazardous substances,” “hazardous materials,” “toxic substances” or “hazardous wastes” in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. § 9601, et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. § 1801, et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, et seq.; all corresponding and related State of New Hampshire and local statutes, ordinances and regulations, including, without limitation, any regulations dealing with underground storage tanks; and in any other environmental law, regulation or ordinance now existing or hereafter enacted or amended).*

b If at any time during the Lease, removal or remediation of Hazardous Materials from the Property is required by applicable laws or regulations and if such contamination is caused by the act or omission of the Lessee or the Lessee’s Representatives (“**Lessee Contamination**”), then the Lessee, at its sole cost and expense, shall promptly and diligently remove such Contamination from the Property to the extent required by applicable law or regulations and the agencies enforcing them, including, without limitation, the groundwater underlying the Property, and diligently prosecute the accomplishment of any response actions required by any Environmental Regulator due to a Lessee Contamination.

9. Parking

Lessee shall direct the parking and shall make designation of parking and assigned parking spaces affecting the Leased Premises with the purpose of providing customer and public parking control within a reasonable distance.

10. Insurance

The lessor shall maintain fire, hazard, and extended coverage insurance on the said Leased Premises. The Lessee shall be responsible for any insurance on contents and personal property contained within said premises.

Lessee shall provide Lessor with a certification of insurance in which the Lessor is shown as named insured with coverage acceptable to the Lessor.

11. Indemnification

The Lessee shall defend, indemnify, and hold the District harmless (by counsel reasonably acceptable to the District) from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorneys' fees and costs), for personal injury and or death and or property damage whether or not involving a third party claim, which arise out of or relate to the Lessee's use of the Property, including, but not limited to, violations of Section 8.

12. Quiet Enjoyment

The Lessee, upon payment of the rent herein reserved and upon the performance of all the terms of this Lease, shall, at all times during the lease period, peaceably and quietly enjoy the leased property without any disturbance from the Lessor or any other person claiming through the Lessor.

13. No Liens

The Lessee has no authority, express or implied, to create or place any lien or encumbrance of any kind or nature whatsoever upon, or in any manner to bind the District's property or the interest of the District in the Property. The Lessee shall timely pay or cause to be paid all sums due for any labor performed or materials furnished in connection with any work performed on the Property by or at the request of the Lessee. The Lessee shall defend, indemnify and hold harmless the District against all liability and loss, including but not limited to reasonable attorney's fees and costs through litigation and all appeals, arising from any claims, liens, security interests and encumbrances that may encumber any improvements, fixtures and property on the leased premises.

14. Entire Agreement

This lease contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the parties. If any term of provision or this lease or the extension thereof shall, to any extent, be invalid or unenforceable, the remainder of this lease shall not be affected thereby and each term and provision of this lease shall be valid and be enforced to the fullest extent permitted by law.

15. End of Lease

At the expiration of the lease period, the Lessee shall surrender the Leased Premises in as good condition as it was at the beginning of the lease period, reasonable use and wear and damages by the elements excepted. At Lessee's expense, removal of all Lessee's personal property and those improvements made by the Lessee which have not become the property of the Lessor, including trade fixtures, cabinet work, moveable paneling, partitions and the like; repair all injury done by or in connection with the installation or removal of the property and improvements. All property of the Lessee remaining on the premises after the last day of the term of this lease shall be conclusively deemed abandoned and may be removed by Lessor, and Lessee shall reimburse Lessor for the cost of such removal.

16. Applicable Law

This lease is made in New Hampshire and shall be governed by New Hampshire law. Disputes arising under this lease shall be brought in New Hampshire courts with appropriate jurisdiction.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2023.

Candia School District By:

Witness

Matthew Woodrow, Chair
Candia School Board
Duly Authorized

Patriot Heating & Cooling, LLC
By:

Witness

Colleen Gosselin, Manager
Duly Authorized

Witness

Arthur G. Gosselin III, Manager
Duly Authorized

Personal Guarantee

We, Colleen Gosselin and Arthur G. Gosselin III hereby personally guarantee performance of this Lease.

Witness

Colleen Gosselin

Witness

Arthur G. Gosselin, III

INSURANCE

Lessee shall maintain with respect to the Premises Comprehensive General Liability and Property Damage insurance including the broad form Comprehensive General Liability coverage in amounts not less than \$1,000,000 combined single limit and an annual aggregate of at least \$2,000,000. Such insurance shall include Lessor as an additional named insured against injury to persons or damage to property as a result of Lessee's use of the Premises as herein provided.

Lessee shall maintain, at its sole cost and expense, (A) Fire and extended coverage insurance for all its contents, furniture, furnishings, equipment, improvements, funds, personal property, floor coverings and fixtures located within or about the Property, providing protection in an amount equal to one hundred percent (100%) of the insurable value of said items, (B) business interruption/rental interruption insurance sufficient to cover twelve months of rents hereunder, (C) Comprehensive General Liability insurance.

CANDIA SCHOOL DISTRICT FY 2024-25 BUDGET DEVELOPMENT													
Account Number	Object	Description	Actual 20-21	Actual 21-22	Actual 22-23	3 Year Average Expenditures	Adopted Budget 23-24	Default 24-25	Requests	Proposed Budget 24-25	Adopted Changes	% Change	Notes
21-1100-1-02-00-	5110	REG ED - SALARIES	0.00	0.00	0.00	0.00	120,000.00		0.00		(120,000.00)	-100%	Intent to Retire due October 1 per CEA CBA
21-1100-1-02-00-	5112	REG ED - TEACHER SALARIES	1,369,853.46	1,287,961.63	1,347,213.89	1,335,009.66	1,372,433.60	1,578,192.79	0.00	1,578,192.79	205,759.19	15%	Based on FY24 staffing (12.5 new staff members in 2023-2024) Includes additional approved K position
21-1100-1-02-00-	5114	REG ED - PARAPROFESSIONAL	1,394.83	-	19,080.56	6,825.13	17,710.77	26,262.60	0.00	26,262.60	8,551.83	48%	Based on FY24 staffing
21-1100-1-02-00-	5120	REG ED - SUBSTITUTE SALARIES	24,767.65	40,531.28	52,025.76	39,108.23	25,000.00	25,000.00	41,349.64	66,349.64	41,349.64	165%	Proposed includes Permanent Sub position
21-1100-1-02-00-	5122	REG ED - HEALTH INSURANCE BUYOUT	21,936.64	21,936.64	12,936.65	18,936.64	18,936.64	12,936.65	0.00	12,936.65	(5,999.99)	-32%	Based on FY24 staff insurance elections
21-1100-1-02-00-	5211	REG ED - HEALTH INSURANCE	376,746.07	331,699.71	372,957.32	360,467.70	443,136.54	480,112.44	0.00	480,112.44	36,975.90	8%	Based on FY24 staff insurance elections, FY24 Rate + 3 year average % increase (7.83%)
21-1100-1-02-00-	5212	REG ED - DENTAL INSURANCE	20,249.67	12,082.39	18,266.97	16,866.34	20,973.11	22,387.13	0.00	22,387.13	1,414.02	7%	Based on FY24 staff insurance elections FY 24 Rate + 5%
21-1100-1-02-00-	5213	REG ED - LIFE INSURANCE	1,917.81	1,741.26	1,709.05	1,789.37	1,822.56	1,822.56	(22.56)	1,800.00	(22.56)	-1%	Adjusted to be more in line with 3 year average and FY23 Actuals
21-1100-1-02-00-	5214	REG ED - DISABILITY INSURANCE	3,914.52	3,795.26	3,812.84	3,840.87	4,096.13	4,096.13	(96.13)	4,000.00	(96.13)	-2%	Adjusted to be more in line with 3 year average and FY23 Actuals
21-1100-1-02-00-	5220	REG ED - FICA	104,403.99	99,541.15	104,576.65	102,840.60	115,620.02	125,642.99	3,163.25	128,806.24	13,186.22	11%	Calculated based on salaries
21-1100-1-02-00-	5231	REG ED - NHRS SUPPORT	0.00	3.52	0.00	1.17	2,396.27	0.00	0.00	0.00	(2,396.27)	-100%	No FY24 staffing qualify for the minimum hours for NHRS
21-1100-1-02-00-	5232	REG ED - NHRS PROFESSIONAL	245,671.26	277,392.55	278,755.79	267,273.20	296,833.12	312,497.82	0.00	312,497.82	15,664.70	5%	Calculated based on salaries
21-1100-1-02-00-	5240	REG ED - TUITION REIMBURSEMENT	5,372.50	0.50	5,175.50	3,516.17	25,000.00	22,000.00	0.00	22,000.00	(3,000.00)	-12%	Defined in the CBA, contractual increase only applicable if maximum is exceeded in previous year.
21-1100-1-02-00-	5241	REG ED - WORKSHOP REIMB PROF	1,251.00	2,047.80	1,186.00	1,494.93	3,000.00	7,500.00	0.00	7,500.00	4,500.00	150%	Defined in the CBA, contractual increase only applicable if maximum is exceeded in previous year.
21-1100-1-02-00-	5250	REG ED - UNEMPLOYMENT INSURANCE	118.43	16.89	262.63	132.65	618.67	499.32	0.00	499.32	(119.35)	-19%	Agrees with Primex renewal for insurance
21-1100-1-02-00-	5260	REG ED - WORKER'S COMPENSATION	5,714.27	4,366.59	5,729.21	5,270.02	5,543.24	5,011.51	0.00	5,011.51	(531.73)	-10%	Agrees with Primex renewal for insurance
21-1100-1-02-00-	5320	REG ED - PROFESSIONAL EDUCATIONAL	0.00	85.00	0.00	28.33	500.00	500.00	1,500.00	2,000.00	1,500.00	300%	Field Trip costs >\$8/student
21-1100-1-02-00-	5330	REG ED - OTHER PROF SVCS	0.00	-	0.01	0.00	500.00	500.00	0.00	500.00	0.00	0%	Tutorial services
21-1100-1-02-00-	5430	REG ED - REPAIRS & MAINT SERVICES	2,054.80	2,093.02	1,867.17	2,005.00	3,679.00	3,679.00	0.00	3,679.00	0.00	0%	Staff & Workroom copier usage fees
21-1100-1-02-00-	5431	REG ED - REPAIRS EQUIPMENT	0.00	-	0.00	0.00	650.00	650.00	(350.00)	300.00	(350.00)	-54%	Music/instrument repairs
21-1100-1-02-00-	5442	REG ED - RENTAL OF EQUIPMENT	7,740.00	7,055.10	6,611.50	7,135.53	7,740.00	7,740.00	0.00	7,740.00	0.00	0%	Copier lease fees
21-1100-1-02-00-	5580	REG ED - MILEAGE REIMBURSEMENT	0.00	-	0.00	0.00	300.00	300.00	0.00	300.00	0.00	0%	
21-1100-1-02-00-	5610	REG ED - SUPPLIES	6,290.60	10,419.32	10,215.23	8,975.05	13,200.00	13,200.00	2,800.00	16,000.00	2,800.00	21%	General supplies, Driven by increased costs and inflation
21-1100-1-02-00-	5641	REG ED - TEXTBOOKS	0.00	-	0.00	0.00	300.00	300.00	0.00	300.00	0.00	0%	Replacement of textbooks
21-1100-1-02-00-	5643	REG ED - INFORMATION ACCESS FEES	0.00		0.00	0.00			0.00		0.00		
21-1100-1-02-00-	5737	REG ED - REPLACEMENT FURNITURE & F	27,400.00	-	455.47	9,285.16	1,300.00	0.00	12,500.00	12,500.00	11,200.00	862%	Replacement furniture (6 teacher desks & chairs (rooms 1, 7, 14, 49, 50 & 53) ; 2 mobile bookcases)
21-1100-1-02-06-	5641	FOREIGN LANGUAGE - TEXTBOOKS	0.00	-	84.83	28.28	866.00		0.00	0.00	(866.00)	-100%	
21-1100-1-02-08-	5610	ART - SUPPLIES	(253.35)	2,297.02	2,491.90	1,511.86	2,475.00	2,475.00	225.00	2,700.00	225.00	9%	
21-1100-1-02-18-	5610	HEALTH - SUPPLIES	0.00	669.90	978.21	549.37	1,054.20	1,054.20	37.28	1,091.48	37.28	4%	K-2 health curriculum & K-8 bullying prevention
21-1100-1-02-23-	5610	MATH - SUPPLIES	255.16	-	345.37	200.18	822.42	822.42	(122.42)	700.00	(122.42)	-15%	Math supplies (anchor charts, replace calculators, Etc)
21-1100-1-02-23-	5641	MATH - TEXTBOOKS	0.00	-	0.00	0.00			0.00		0.00		
21-1100-1-02-23-	5643	MATH - INFORMATION ACCESS FEES	4,587.70	9,360.00	6,060.00	6,669.23	9,375.00	9,375.00	(3,325.00)	6,050.00	(3,325.00)	-35%	Math in Focus teacher access & Gr 6-8 student access (6050)
21-1100-1-02-23-	5645	MATH - PRACTICE BOOKS	7,062.21	3,469.70	3,339.80	4,623.90	3,210.00	3,210.00	321.00	3,531.00	321.00	10%	Math in Focus consumables K-8
21-1100-1-02-24-	5610	MUSIC - SUPPLIES	0.00	918.36	570.14	496.17	1,000.00	1,000.00	0.00	1,000.00	0.00	0%	Arrangements (choral & band)
21-1100-1-02-24-	5643	MUSIC - INFORMATION ACCESS FEES	488.50	698.50	489.00	558.67	600.00	600.00	0.00	600.00	0.00	0%	Soundtrap account (Gr 4-8)
21-1100-1-02-24-	5731	MUSIC - NEW EQUIPMENT	0.00	204.48	245.29	149.92	570.68	570.68	(0.68)	570.00	(0.68)	0%	Recorders; additional music equipment
21-1100-1-02-25-	5610	PHYS ED - SUPPLIES	0.00	335.73	571.76	302.50	1,415.99	1,415.99	(595.07)	820.92	(595.07)	-42%	
21-1100-1-02-27-	5610	READING - SUPPLIES	0.00	202.78	194.93	132.57	159.34	159.34	40.66	200.00	40.66	26%	Word I Use consumables (Gr 1-3)
21-1100-1-02-27-	5643	READING - INFORMATION ACCESS FEES	0.00	-	1,694.00	564.67	5,350.00	5,350.00	(220.00)	5,130.00	(220.00)	-4%	Springboard ELA (2050) & Lexia (3080)
21-1100-1-02-27-	5645	READING - PRACTICE BOOKS	7,949.44	1,479.60	119.90	3,182.98	966.00	966.00	34.00	1,000.00	34.00	4%	
21-1100-1-02-29-	5610	SCIENCE - SUPPLIES	415.95	2,742.17	201.18	1,119.77	750.00	750.00	(250.00)	500.00	(250.00)	-33%	Gr 5-8 Science Supplies
21-1100-1-02-29-	5641	SCIENCE - TEXTBOOKS	0.00	-	0.00	0.00	0.00	0.00	6,000.00	6,000.00	6,000.00		K-5 Science Textbooks
21-1100-1-02-29-	5643	SCIENCE - INFORMATION ACCESS FEES	1,680.00	980.00	0.00	886.67	1,940.60	1,940.60	19.40	1,960.00	19.40	1%	IQWST
21-1100-1-02-30-	5610	SOCIAL STUDIES - SUPPLIES	0.00	562.80	0.00	187.60		0.00	300.00	300.00	300.00		Misc. Social Studies Supplies
FUNCTION: REGULAR EDUCATION - 1100			2,248,983.11	2,126,690.65	2,260,224.51	2,211,966.09	2,531,844.90	2,680,520.17	63,308.37	2,743,828.54	211,983.64		
21-1105-3-02-00-	5561	REG ED HIGH SCHOOL - TUITION OTHER LEA'S	167,118.84	27,018.94	0.00	64,712.59	0.00		0.00		0.00		
21-1105-3-02-00-	5563	REG ED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	1,736,081.22	1,769,120.00	1,581,404.34	1,695,535.19	1,771,920.00	1,815,949.90	0.00	1,815,949.90	44,029.90	2%	Projecting 5.23% (3 year average %) Increase in Tuition Rate for FY25 School Year, 112 Students
FUNCTION: REGULAR EDUCATION HIGH SCHOOL - 1105			1,903,200.06	1,796,138.94	1,581,404.34	1,760,247.78	1,771,920.00	1,815,949.90	0.00	1,815,949.90	44,029.90		
21-1200-1-02-00-	5111	SPED ELEMENTARY - ADMIN/OTHER SALARIES	85,956.79	91,385.31	93,000.00	90,114.03	94,860.00	98,663.70	0.00	98,663.70	3,803.70	4%	Based on FY24 staffing
21-1200-1-02-00-	5112	SPED ELEMENTARY - TEACHER SALARIES	136,879.88	146,093.41	157,410.00	146,794.43	151,403.00	171,072.00	0.00	171,072.00	19,669.00	13%	Based on FY24 staffing. Increase due to new hires at higher placement on the salary grid than previous employees.
21-1200-1-02-00-	5114	SPED ELEMENTARY - PARAPROFESSIONAL	105,764.15	120,186.39	87,356.32	104,435.62	114,536.56	93,471.95	0.00	93,471.95	(21,064.61)	-18%	Based on FY24 staffing. Budget based on existing staff plus 2 vacancies currently covered by outside contracted service.
21-1200-1-02-00-	5115	SPED ELEMENTARY - SECRETARIAL SALARIES	27,254.80	27,092.06	32,229.11	28,858.66	36,915.84	41,697.36	0.00	41,697.36	4,781.52	13%	Based on FY24 staffing
21-1200-1-02-00-	5117	SPED ELEMENTARY - CO-CURRICULAR SALARIES	0.00	-	0.00	0.00			0.00		0.00		
21-1200-1-02-00-	5122	SPED ELEMENTARY - HEALTH INSURANCE BUYOUT	2,250.00	1,500.00	1,500.00	1,750.00	750.00	750.00	0.00	750.00	0.00	0%	Based on FY24 staff insurance elections
21-1200-1-02-00-	5211	SPED ELEMENTARY - HEALTH INSURANCE	104,915.82	112,241.30	109,064.22	108,740.45	173,210.91	164,852.45	0.00	164,852.45	(8,358.46)	-5%	Based on FY24 staff insurance elections, FY24 Rate + 3 year average % increase (7.83%)
21-1200-1-02-00-	5212	SPED ELEMENTARY - DENTAL INSURANCE	3,239.01	3,926.16	3,859.20	3,674.79	3,148.96	4,335.46	0.00	4,335.46	1,186.50	38%	Based on FY24 staff insurance elections FY 24 Rate + 5%
21-1200-1-02-00-	5213	SPED ELEMENTARY - LIFE INSURANCE	414.88	454.82	471.77	447.16	593.28	593.28	(93.28)	500.00	(93.28)	-16%	Adjusted to be more in line with 3 year average and FY23 Actuals
21-1200-1-02-00-	5214	SPED ELEMENTARY - DISABILITY INSURANCE	570.12	654.90	617.34	614.12	707.77	707.77	(57.77)	650.00	(57.77)	-8%	Adjusted to be more in line with 3 year average and FY23 Actuals
21-1200-1-02-00-	5220	SPED ELEMENTARY - FICA	24,038.17	25,697.95	25,129.72	24,955.28	27,658.54	30,975.22	(0.01)	30,975.22	3,316.68	12%	Calculated based on salaries
21-1200-1-02-00-	5231	SPED ELEMENTARY - NHRS SUPPORT	3,062.76	3,809.12	4,053.42	3,641.77	4,994.71	5,641.65	0.00	5,641.65	646.94	13%	Calculated based on salaries
21-1200-1-02-00-	5232	SPED ELEMENTARY - NHRS PROFESSIONAL	39,555.45	49,264.57	52,636.32	47,152.11	48,366.05	52,976.55	0.00	52,976.55	4,610.50	10%	Calculated based on salaries
21-1200-1-02-00-	5240	SPED ELEMENTARY - TUITION REIMBURSEMENT	0.00	-	3,762.00	1,254.00	6,270.00	6,270.00	0.00	6,270.00	0.00	0%	Line level funded
21-1200-1-02-00-	5241	SPED ELEMENTARY - WORKSHOP REIMB PROF	375.00	778.81	0.00	384.60	795.00	795.00	0.00	795.00	0.00	0%	Line level funded
21-1200-1-02-00-	5244	SPED ELEMENTARY - SECRETARIAL WORKSHOP	0.00	-	0.00	0.00			0.00		0.00		
21-1200-1-02-00-	5250	SPED ELEMENTARY - UNEMPLOYMENT INSURANCE	82.63	-	186.02	89.55	438.22	354.06	0.00	354.06	(84.16)	-19%	Agrees with Primex renewal for insurance
21-1200-1-02-00-	5260	SPED ELEMENTARY - WORKER'S COMPENSATION	1,967.48	1,405.55	1,972.42	1,781.82	1,908.39	1,728.11	0.00	1,728.11	(180.28)	-9%	Agrees with Primex renewal for insurance
21-1200-1-02-00-	5320	SPED ELEMENTARY - PROFESSIONAL EDUCATIONAL	0.00	-	(2,024.58)	(674.86)	0.00		0.00		0.00		
21-1200-1-02-00-	5330	SPED ELEMENTARY - OTHER PROF SVCS	132,355.13	385,666.67	124,621.58	214,214.46	139,334.00	150,000.00	0.00	150,000.00	10,666.00	8%	Based on student need, increase in contract cost for BCBA Services beyond usage of grant funding.
21-1200-1-02-00-	5336	SPED ELEMENTARY - MEDICAID SERVICE PROVIDER	4.06	-	0.00	1.35	3,000.00	3,000.00	0.00	3,000.00	0.00	0%	Line level funded
21-1200-1-02-00-	5430	SPED ELEMENTARY - REPAIRS & MAINT SERVICES	0.00	310.28	178.40	162.89	350.00	350.00	0.00	350.00	0.00	0%	Line

CANDIA SCHOOL DISTRICT FY 2024-25 BUDGET DEVELOPMENT			Actual 20-21	Actual 21-22	Actual 22-23	3 Year Average Expenditures	Adopted Budget 23-24	Default 24-25	Proposed Budget Requests	24-25	Adopted Changes	% Change	Notes
21-1200-1-02-00-	5564	SPED ELEMENTARY - TUITION TO PRIVATE SCHOOL	0.00	18,870.00	39,775.30	19,548.43	2,700.00	45,000.00	0.00	45,000.00	42,300.00	1567%	new student OOD for ABA program
21-1200-1-02-00-	5580	SPED ELEMENTARY - MILEAGE REIMBURSEMENT	446.80	2,279.21	2,793.86	1,839.96	3,000.00	3,000.00	0.00	3,000.00	0.00	0%	Line level funded
21-1200-1-02-00-	5610	SPED ELEMENTARY - SUPPLIES	0.00	0.00	499.70	166.57	500.00	500.00	0.00	500.00	0.00	0%	Line level funded
21-1200-1-02-00-	5643	SPED ELEMENTARY - INFORMATION ACCESS FEES	38.85	610.09	0.00	216.31	500.00	500.00	2,500.00	3,000.00	2,500.00	500%	Adding Docusign- can no longer add to grant
21-1200-1-02-00-	5737	SPED ELEMENTARY - REPLACEMENT FURNITURE & F	0.00	489.50	0.00	163.17	0.00	0.00	3,000.00	3,000.00	3,000.00		
21-1200-1-02-00-	5810	SPED ELEMENTARY - DUES & FEES	1,130.00	934.50	955.00	1,006.50	1,075.00	1,075.00	0.00	1,075.00	0.00	0%	Line level funded
FUNCTION: SPECIAL EDUCATION ELEMENTARY - 1200			674,228.75	997,552.75	743,161.08	804,980.86	820,616.23	881,909.56	5,528.94	887,438.51	66,822.28		
21-1200-2-02-00-	5320	SPED MIDDLE - PROFESSIONAL EDUCATIONAL	63,440.16	0.00	137,078.67	66,839.61	17,623.80	18,504.15	0.00	18,504.15	880.35	5%	Based on student need
21-1200-2-02-00-	5330	SPED MIDDLE - OTHER PROF SVCS	222,834.38	3,220.82	0.00	75,351.73			0.00		0.00		
21-1200-2-02-00-	5561	SPED MIDDLE - TUITION OTHER LEA'S	62,720.00	45,630.00	14,233.66	40,861.22			0.00		0.00		
21-1200-2-02-00-	5564	SPED MIDDLE - TUITION TO PRIVATE SCHOOL	212,626.40	90,867.70	90,051.22	131,181.77	167,962.41	64,301.55	0.00	64,301.55	(103,660.86)	-62%	reduced to 1 student
FUNCTION: SPECIAL EDUCATION MIDDLE - 1200			561,620.94	139,718.52	241,363.55	314,234.34	185,586.21	82,805.70	0.00	82,805.70	(102,780.51)		
21-1200-3-00-00-	5320	SPED HIGH SCHOOL - PROFESSIONAL EDUCATIONAL	32,740.03	69,108.86	139,899.40	80,582.76	127,495.00	221,435.00	0.00	221,435.00	93,940.00	74%	para- 2 students pinkerton and 1 res 24/hr para
21-1200-3-00-00-	5330	SPED HIGH SCHOOL - OTHER PROF SVCS	13,340.00	14,625.00	37,505.34	21,823.45	58,968.00	58,968.00	0.00	58,968.00	0.00	0%	2 super senior comm. services
21-1200-3-00-00-	5561	SPED HIGH SCHOOL - TUITION OTHER LEA'S	50,758.26	-	0.00	16,919.42			0.00		0.00	#DIV/0!	
21-1200-3-00-00-	5563	SPED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	589,761.15	488,399.80	446,079.52	508,080.16	778,574.00	536,611.01	0.00	536,611.01	(241,962.99)	-31%	no upcoming 8th graders, 1 NECC and 1 PASSES
21-1200-3-00-00-	5564	SPED HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	202,449.24	513,424.45	679,571.64	465,148.44	738,657.38	675,283.85	0.00	675,283.85	(63,373.53)	-9%	reduced for students who switched to HiSet (includes one potential), 1 residential
FUNCTION: SPECIAL EDUCATION HIGH SCHOOL - 1200			889,048.68	1,085,558.11	1,303,055.90	1,092,554.23	1,703,694.38	1,492,297.86	0.00	1,492,297.86	(211,396.52)		
21-1230-1-00-00-	5564	ESY - TUITION TO PRIVATE SCHOOL	0.00	-	3,376.16	1,125.39	800.00	5,000.00	0.00	5,000.00	4,200.00	525%	Added student requiring ABA programming
21-1230-1-02-00-	5112	ESY ELEMENTARY - TEACHER SALARIES	5,787.50	10,500.00	9,315.00	8,534.17	5,700.00	5,700.00	4,300.00	10,000.00	4,300.00	75%	Adjusted to be more in line with 3 year average and FY23 Actuals
21-1230-1-02-00-	5114	ESY ELEMENTARY - PARAPROFESSIONAL	309.65	1,183.35	0.00	497.67	1,325.88	1,325.88	1,674.12	3,000.00	1,674.12	126%	
21-1230-1-02-00-	5220	ESY ELEMENTARY - FICA	466.44	875.81	712.47	684.91	535.87	537.48	457.02	994.50	458.63	86%	Calculated based on salaries
21-1230-1-02-00-	5231	ESY ELEMENTARY - NHRS SUPPORT	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
21-1230-1-02-00-	5232	ESY ELEMENTARY - NHRS PROFESSIONAL	1,030.18	2,207.10	1,958.00	1,731.76	837.32	1,119.48	844.52	1,964.00	1,126.68	135%	Calculated based on salaries
21-1230-1-02-00-	5330	ESY ELEMENTARY - OTHER PROF SVCS	6,732.97	16,787.50	9,915.00	11,145.16	2,900.00	2,900.00	2,100.00	5,000.00	2,100.00	72%	
21-1230-1-02-00-	5580	ESY ELEMENTARY - MILEAGE REIMBURSEMENT	0.00	-	0.00	0.00			0.00	0.00	0.00		
21-1230-1-02-00-	5610	ESY ELEMENTARY - SUPPLIES	0.00	-	0.00	0.00		0.00	350.00	350.00	350.00		
FUNCTION: EXTENDED SCHOOL YEAR ELEMENTARY - 1230			14,326.74	31,553.76	25,276.63	23,719.04	12,099.07	16,582.84	9,725.66	26,308.50	14,209.43		
21-1230-2-02-00-	5564	ESY MIDDLE - TUITION TO PRIVATE SCHOOL	8,173.00	3,807.91	0.00	3,993.64	4,417.31	3,761.02	0.00	3,761.02	(656.29)	-15%	Based on student need
FUNCTION: EXTENDED SCHOOL YEAR MIDDLE - 1230			8,173.00	3,807.91	0.00	3,993.64	4,417.31	3,761.02	0.00	3,761.02	(656.29)		
21-1230-3-02-00-	5330	ESY HIGH SCHOOL - OTHER PROF SVCS	0.00	5,460.00	0.00	1,820.00	2,000.00	2,000.00	0.00	2,000.00	0.00	0%	Line level funded
21-1230-3-02-00-	5563	ESY HIGH SCHOOL - TUITION PUBLIC ACADEMIES	0.00	2,713.99	0.00	904.66	3,000.00	3,000.00	0.00	3,000.00	0.00	0%	
21-1230-3-02-00-	5564	ESY HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	2,285.44	7,763.91	9,757.07	6,602.14	21,006.00	16,348.38	0.00	16,348.38	(4,657.62)	-22%	Based on student need
FUNCTION: EXTENDED SCHOOL YEAR HIGH SCHOOL - 1230			2,285.44	15,937.90	9,757.07	9,326.80	26,006.00	21,348.38	0.00	21,348.38	(4,657.62)		
21-1260-1-02-00-	5114	ELL - PARAPROFESSIONAL	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1260-1-02-00-	5220	ELL - FICA	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1260-1-02-00-	5250	ELL - UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1260-1-02-00-	5260	ELL - WORKER'S COMPENSATION	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1260-1-02-00-	5330	ELL - OTHER PROF SVCS	0.00	2,000.00	0.00	666.67	1,000.00	0.00	0.00		(1,000.00)	-100%	
FUNCTION: ENGLISH LANGUAGE LEARNERS - 1260			0.00	2,000.00	0.00	666.67	1,000.00	0.00	0.00	0.00	(1,000.00)		
21-1270-1-02-00-	5112	ADV LEARNER - TEACHER SALARIES	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1270-1-02-00-	5211	ADV LEARNER - HEALTH INSURANCE	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1270-1-02-00-	5212	ADV LEARNER - DENTAL INSURANCE	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1270-1-02-00-	5213	ADV LEARNER - LIFE INSURANCE	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1270-1-02-00-	5214	ADV LEARNER - DISABILITY INSURANCE	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1270-1-02-00-	5220	ADV LEARNER - FICA	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1270-1-02-00-	5232	ADV LEARNER - NHRS PROFESSIONAL	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1270-1-02-00-	5250	ADV LEARNER - UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1270-1-02-00-	5260	ADV LEARNER - WORKER'S COMPENSATION	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
21-1270-1-02-00-	5563	ADV LEARNER - TUITION PUBLIC ACADEMIES	0.00	0.00	0.00	0.00	1,613.39	0.00	0.00	0.00	(1,613.39)	-100%	
21-1270-1-02-00-	5610	ADV LEARNER - SUPPLIES	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
FUNCTION: ADVANCED LEARNERS - 1270			0.00	0.00	0.00	0.00	1,613.39	0.00	0.00	0.00	(1,613.39)		
21-1410-1-02-00-	5111	COCURRICULAR - ADMIN/OTHER SALARIES	0.00	0.00	0.00	0.00	300.00	300.00	0.00	300.00	0.00	0%	Volunteer Coordinator
21-1410-1-02-00-	5112	COCURRICULAR - TEACHER SALARIES	45.00	0.00	1,200.00	415.00	4,000.00	4,000.00	0.00	4,000.00	0.00	0%	Overnight stipend (DC & Science Camp)
21-1410-1-02-00-	5117	COCURRICULAR - CO-CURRICULAR SALARIES	11,136.00	15,088.00	17,056.00	14,426.67	15,088.00	23,200.00	0.00	23,200.00	8,112.00	54%	Club Advisors. Based on Listing of cocurricular positions and clubs reviewed with School Administration.
21-1410-1-02-00-	5220	COCURRICULAR - FICA	842.40	1,116.13	1,292.38	1,083.64	1,483.18	1,775.00	0.00	1,775.00	291.82	20%	Calculated based on salaries
21-1410-1-02-00-	5231	COCURRICULAR - NHRS SUPPORT	0.00	0.00	0.00	0.00			0.00		0.00		
21-1410-1-02-00-	5232	COCURRICULAR - NHRS PROFESSIONAL	1,844.27	2,999.12	3,307.52	2,716.97	3,807.80	4,566.00	0.00	4,566.00	758.20	20%	Calculated based on salaries
21-1410-1-02-00-	5580	COCURRICULAR - MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00			0.00		0.00		
21-1410-1-02-00-	5610	COCURRICULAR - SUPPLIES	124.55	204.48	1,005.48	444.84	980.00	980.00	220.00	1,200.00	220.00		Robotics & drama supplies

CANDIA SCHOOL DISTRICT FY 2024-25 BUDGET DEVELOPMENT			Actual 20-21	Actual 21-22	Actual 22-23	3 Year Average Expenditures	Adopted Budget 23-24	Default 24-25	Proposed Budget Requests 24-25	Adopted Changes	% Change	Notes	
21-1420-1-02-00-	5441	ATHLETICS - RENTAL OF LAND & BUILDING	0.00	3,920.00	4,095.00	2,671.67	5,910.00	5,910.00	(450.00)	5,460.00	(450.00)	-8%	CYAA
21-1420-1-02-00-	5610	ATHLETICS - SUPPLIES	497.66	1,047.51	974.67	839.95	1,174.65	1,174.65	(266.25)	908.40	(266.25)	-23%	Awards/Field maintenance
21-1420-1-02-00-	5739	ATHLETICS - OTHER EQUIPMENT	0.00	1,641.30	7,329.18	2,990.16	2,740.01	2,740.01	(678.90)	2,061.11	(678.90)	-25%	Consummable & replacement uniforms; first aid; game balls)
21-1420-1-02-00-	5810	ATHLETICS - DUES & FEES	0.00	-	505.00	168.33	530.00	530.00	(180.00)	350.00	(180.00)	-34%	League and tournament dues
FUNCTION: ATHLETICS - 1420			8,630.73	23,807.07	30,454.10	20,963.97	34,772.86	40,031.66	(2,590.15)	37,441.51	2,668.65		
21-2120-1-02-00-	5112	GUIDANCE - TEACHER SALARIES	73,138.04	74,600.80	75,325.12	74,354.65	76,092.82	80,727.00	0.00	80,727.00	4,634.18	6%	Based on FY24 staffing
21-2120-1-02-00-	5211	GUIDANCE - HEALTH INSURANCE	19,180.94	20,109.01	20,896.40	20,062.12	23,421.24	24,829.47	0.00	24,829.47	1,408.23	6%	Based on FY24 staff insurance elections, FY24 Rate + 3 year average % increase (7.83%)
21-2120-1-02-00-	5212	GUIDANCE - DENTAL INSURANCE	709.18	(443.30)	727.70	331.19	783.27	822.00	0.00	822.00	38.73	5%	Based on FY24 staff insurance elections FY 24 Rate + 5%
21-2120-1-02-00-	5213	GUIDANCE - LIFE INSURANCE	75.00	75.00	75.00	75.00	75.00	75.00	0.00	75.00	0.00	0%	Line Level funded
21-2120-1-02-00-	5214	GUIDANCE - DISABILITY INSURANCE	211.56	220.08	224.52	218.72	224.47	224.47	0.00	224.47	0.00	0%	Line Level funded
21-2120-1-02-00-	5220	GUIDANCE - FICA	5,420.27	5,508.20	5,571.19	5,499.89	5,821.10	6,176.00	0.00	6,176.00	354.90	6%	Calculated based on salaries
21-2120-1-02-00-	5232	GUIDANCE - NHRS PROFESSIONAL	13,018.47	15,681.07	15,850.31	14,849.95	14,944.63	15,855.00	0.00	15,855.00	910.37	6%	Calculated based on salaries
21-2120-1-02-00-	5250	GUIDANCE - UNEMPLOYMENT INSURANCE	5.51	-	10.94	5.48	25.78	36.31	0.00	36.31	10.53	41%	Agrees with Primex renewal for insurance
21-2120-1-02-00-	5260	GUIDANCE - WORKER'S COMPENSATION	304.14	239.81	309.47	284.47	299.43	267.86	0.00	267.86	(31.57)	-11%	Agrees with Primex renewal for insurance
21-2120-1-02-00-	5330	GUIDANCE - OTHER PROF SVCS	5,900.50	4,995.25	3,770.00	4,888.58	5,423.17		5,565.00	5,565.00	141.83	3%	DIBELS & NWEA MAP Growth
FUNCTION: GUIDANCE - 2120			117,963.61	120,985.92	122,760.65	120,570.06	127,110.91	129,013.11	5,565.00	134,578.11	7,467.20		
21-2130-1-02-00-	5112	HEALTH - TEACHER SALARIES	55,158.00	58,660.00	58,785.63	57,534.54	56,980.00	65,465.00	0.00	65,465.00	8,485.00	15%	Based on FY24 staffing (2 Part time positions)
21-2130-1-02-00-	5120	HEALTH - SUBSTITUTE SALARIES	187.50	875.00	0.00	354.17	1,000.00	1,000.00	0.00	1,000.00	0.00	0%	Line Level funded
21-2130-1-02-00-	5211	HEALTH - HEALTH INSURANCE	28,159.46	26,847.77	3,279.28	19,428.84	31,262.88	0.00	0.00	0.00	(31,262.88)	-100%	Based on FY24 staff insurance elections, FY24 Rate + 3 year average % increase (7.83%)
21-2130-1-02-00-	5212	HEALTH - DENTAL INSURANCE	1,412.32	958.59	210.18	860.36	1,389.42	0.00	0.00	0.00	(1,389.42)	-100%	Based on FY24 staff insurance elections FY 24 Rate + 5%
21-2130-1-02-00-	5213	HEALTH - LIFE INSURANCE	75.75	75.00	0.00	50.25	75.00	75.00	(75.00)	0.00	(75.00)	-100%	
21-2130-1-02-00-	5214	HEALTH - DISABILITY INSURANCE	159.78	168.12	0.00	109.30	173.55	173.55	(173.55)	0.00	(173.55)	-100%	
21-2130-1-02-00-	5220	HEALTH - FICA	3,903.35	4,264.47	4,497.06	4,221.63	4,435.47	5,008.00	0.00	5,008.00	572.53	13%	Calculated based on salaries
21-2130-1-02-00-	5232	HEALTH - NHRS PROFESSIONAL	9,818.20	12,330.29	0.00	7,382.83	11,190.87	0.00	0.00	0.00	(11,190.87)	-100%	Position is filled by two part time employees not eligible for NHRS
21-2130-1-02-00-	5250	HEALTH - UNEMPLOYMENT INSURANCE	5.51	-	10.94	5.48	25.78	36.31	0.00	36.31	10.53	41%	Agrees with Primex renewal for insurance
21-2130-1-02-00-	5260	HEALTH - WORKER'S COMPENSATION	208.60	183.17	239.27	210.35	231.50	211.69	0.00	211.69	(19.81)	-9%	Agrees with Primex renewal for insurance
21-2130-1-02-00-	5330	HEALTH - OTHER PROF SVCS	229.50	-	0.00	76.50	0.00	0.00	0.00	0.00	0.00		
21-2130-1-02-00-	5610	HEALTH - SUPPLIES	1,497.42	1,989.46	744.29	1,410.39	2,127.30	2,127.30	106.37	2,233.67	106.37	5%	Slight increase for cost of supplies
21-2130-1-02-00-	5641	HEALTH - TEXTBOOKS	0.00	-	0.00	0.00	157.50	0.00	0.00		(157.50)	-100%	No request
21-2130-1-02-00-	5642	HEALTH - ELECTRONIC INFORMATION	530.62	530.62	544.94	535.39	549.15	549.15	27.46	576.61	27.46	5%	Slight increase for cost of subscription
21-2130-1-02-00-	5735	HEALTH - REPLACEMENT EQUIPMENT	119.31	2,189.27	722.00	1,010.19	3,560.55	0.00	2,500.00	2,500.00	(1,060.55)	-30%	
21-2130-1-02-00-	5810	HEALTH - DUES & FEES	0.00	-	180.00	60.00	157.50	157.50	0.00	157.50	0.00	0%	Level funded line
FUNCTION: HEALTH - 2130			101,465.32	109,071.76	69,213.59	93,250.22	113,316.47	74,803.50	2,385.28	77,188.78	(36,127.69)		
21-2140-1-02-00-	5330	PSYCH SERVICES - OTHER PROF SVCS	84,192.66	86,593.95	75,497.09	82,094.57	80,419.50	84,440.48	0.00	84,440.48	4,020.98	5%	Based on student need
21-2140-1-02-00-	5340	PSYCH SERVICES - TECHNICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
21-2140-1-02-00-	5610	PSYCH SERVICES - SUPPLIES	256.95	545.38	0.00	267.44	500.00	500.00	0.00	500.00	0.00	0%	Level funded line
FUNCTION: PSYCH SERVICES - 2140			84,449.61	87,139.33	75,497.09	82,362.01	80,919.50	84,940.48	0.00	84,940.48	4,020.98		
21-2140-2-02-00-	5330	PSYCH SERVICES - OTHER PROF SVCS	0.00	807.74	500.52	436.09	6,006.42	3,000.00	0.00	3,000.00	(3,006.42)	-50%	Based on student need
FUNCTION: PSYCH SERVICES MIDDLE - 2140			0.00	807.74	500.52	436.09	6,006.42	3,000.00	0.00	3,000.00	(3,006.42)		
21-2140-3-02-00-	5330	PSYCH SERVICES - OTHER PROF SVCS	4,880.10	4,581.16	8,928.01	6,129.76	4,964.82	9,000.00	0.00	9,000.00	4,035.18	81%	Based on student need
FUNCTION: PSYCH SERVICES HIGH - 2140			4,880.10	4,581.16	8,928.01	6,129.76	4,964.82	9,000.00	0.00	9,000.00	4,035.18		
21-2150-1-02-00-	5211	SPEECH - HEALTH INSURANCE	0.00	0.00	0.00	0.00			0.00	0.00	0.00		
21-2150-1-02-00-	5212	SPEECH - DENTAL INSURANCE	0.00	0.00	0.00	0.00			0.00		0.00		
21-2150-1-02-00-	5250	SPEECH - UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00			0.00		0.00		
21-2150-1-02-00-	5260	SPEECH - WORKER'S COMPENSATION	0.00	0.00	0.00	0.00			0.00		0.00		
21-2150-1-02-00-	5330	SPEECH - OTHER PROF SVCS	96,094.95	107,942.92	105,751.63	103,263.17	112,803.20	118,443.36	0.00	118,443.36	5,640.16	5%	Based on student need
21-2150-1-02-00-	5580	SPEECH - MILEAGE REIMBURSEMENT	0.00	0.00		0.00			0.00		0.00		
FUNCTION: SPEECH SERVICES - 2140			96,094.95	107,942.92	105,751.63	103,263.17	112,803.20	118,443.36	0.00	118,443.36	5,640.16		
21-2150-2-02-00-	5330	SPEECH - OTHER PROF SVCS	14,535.00	0.00	0.00	4,845.00	9,400.00	9,400.00	0.00	9,400.00	0.00		
FUNCTION: SPEECH SERVICES MIDDLE - 2140			14,535.00	0.00	0.00	4,845.00	9,400.00	9,400.00	0.00	9,400.00	0.00		
21-2150-3-02-00-	5330	SPEECH - OTHER PROF SVCS	13,002.60	10,661.01	14,463.99	12,709.20	11,158.35	15,000.00	0.00	15,000.00	3,841.65	34%	Based on student need
FUNCTION: SPEECH SERVICES HIGH - 2140			13,002.60	10,661.01	14,463.99	12,709.20	11,158.35	15,000.00	0.00	15,000.00	3,841.65		
21-2160-1-02-00-	5331	THERAPY SVCS - OT CONTRACTED SVCS	0.00	0.00	0.00	0.00			0.00		0.00		
21-2160-1-02-00-	5334	THERAPY SVCS - OT CONTRACTED SVCS	86,731.25	91,710.00	95,128.55	91,189.93	92,299.50	96,914.48	0.00	96,914.48	4,614.98	5%	Based on student need
21-2160-1-02-00-	5610	THERAPY SVCS - SUPPLIES		469.08	0.00	156.36			0.00		0.00		
FUNCTION: OT SERVICES - 2160			86,731.25	92,179.08	95,128.55	91,346.29	92,299.50	96,914.48	0.00	96,914.48	4,614.98		
21-2160-2-02-00-	5330	THERAPY SVCS - OT CONTRACTED SVCS	5,625.00	0.00	0.00	1,875.00	3,807.00	4,000.00	0.00	4,000.00	193.00	5%	Based on student need
21-2160-2-02-00-	5610	THERAPY SVCS - SUPPLIES	0.00	0.00	0.00	0.00			0.00		0.00		
FUNCTION: OT SERVICES MIDDLE - 2160			5,625.00	0.00	0.00	1,875.00	3,807.00	4,000.00	0.00	4,000.00	193.00		
21-2160-3-02-00-	5330	THERAPY SVCS - OT CONTRACTED SVCS	294.80	0.00	0.00	98.27		0.00	0.00	0.00	0.00		
21-2160-3-02-00-	5610	THERAPY SVCS - SUPPLIES	0.00	0.00	0.00	0.00			0.00		0.00		
FUNCTION: OT SERVICES HIGH - 2160													

CANDIA SCHOOL DISTRICT												
FY 2024-25 BUDGET DEVELOPMENT												
Account Number	Object	Description	Actual 20-21	Actual 21-22	Actual 22-23	3 Year Average Expenditures	Adopted Budget 23-24	Default 24-25	Proposed Budget Requests 24-25	Adopted Changes	% Change	Notes
FUNCTION: PHYSICAL THERAPY SERVICES - 2162			710.00	4,735.00	52.50	1,832.50	7,182.00	0.00	0.00	0.00	(7,182.00)	
21-2190-1-02-00-	5112	OTHER SUPPORT SERVICES - SALARIES							60,000.00	60,000.00	60,000.00	Proposed Position, Social Worker for greater support of students and families.
21-2190-1-02-00-	5211	OTHER SUPPORT SERVICES - HEALTH INSURANCE							33,136.15	33,136.15	33,136.15	Budgeted Family Insurance for position, FY24 rate plus 3 year average % increase (7.83%)
21-2190-1-02-00-	5212	OTHER SUPPORT SERVICES - DENTAL INSURANCE							1,458.89	1,458.89	1,458.89	Budgeted Family Insurance for position, FY24 rate plus 5%
21-2190-1-02-00-	5220	OTHER SUPPORT SERVICES - FICA							4,590.00	4,590.00	4,590.00	Calculated based on proposed salary
21-2190-1-02-00-	5231	OTHER SUPPORT SERVICES - NHRS SUPPORT							8,118.00	8,118.00	8,118.00	Calculated based on proposed salary
21-2190-1-02-00-	5330	OTHER SUPPORT SERVICES - OTHER PROF SVCS	920.00	300.00	630.00	616.67	1,050.00	50.00	1,000.00	1,050.00	0.00	0% Assembly programs & Signs of Suicide program(300.00)
21-2190-1-02-00-	5550	OTHER SUPPORT SERVICES - PRINTING	0.00	-	0.00	0.00	500.00	500.00	200.00	700.00	200.00	40% Signage, document shredding & envelopes
21-2190-1-02-00-	5610	OTHER SUPPORT SERVICES - SUPPLIES	3,623.62	691.84	1,009.95	1,775.14	1,302.00	1,302.00	242.00	1,544.00	242.00	19% Awards & graduation (level)
21-2190-1-02-00-	5810	OTHER SUPPORT SERVICES - DUES & FEES	0.00	-	0.00	0.00			0.00		0.00	#DIV/0!
FUNCTION: OTHER SUPPORT SERVICES - 2190			4,543.62	991.84	1,639.95	2,391.80	2,852.00	1,852.00	108,745.04	110,597.04	107,745.04	
21-2210-1-02-00-	5117	STAFF DEVELOPMENT - CO-CURRICULAR SALARIES	12,445.00	10,000.00	5,900.00	9,448.33	8,312.00	8,312.00	288.00	8,600.00	288.00	3% Curriculum development (summer work); academic intervention;PD rep (1600)
21-2210-1-02-00-	5220	STAFF DEVELOPMENT - FICA	935.21	741.90	442.27	706.46	635.87	635.87	22.03	657.90	22.03	3% Calculated based on salaries
21-2210-1-02-00-	5232	STAFF DEVELOPMENT - NHRS PROFESSIONAL	680.85	-	189.19	290.01	1,632.48	1,632.48	56.56	1,689.04	56.56	3% Calculated based on salaries
21-2210-1-02-00-	5291	STAFF DEVELOPMENT - ADMIN DIRECTED WORKSHOPS	0.00	1,101.00	0.00	367.00	1,750.00	1,750.00	0.00	1,750.00	0.00	0% Level funded line
21-2210-1-02-00-	5330	STAFF DEVELOPMENT - OTHER PROF SVCS	0.00	-	0.00	0.00			0.00		0.00	
FUNCTION: STAFF DEVELOPMENT - 2210			14,061.06	11,842.90	6,531.46	10,811.81	12,330.34	12,330.34	366.60	12,696.94	366.60	
21-2220-1-02-00-	5111	MEDIA - ADMIN/OTHER SALARIES	62,661.15	65,810.56	68,777.31	65,749.67	64,322.19	67,091.00	0.00	67,091.00	2,768.81	4% Based on FY24 staffing (New staff member, hired at higher position on the salary grid)
21-2220-1-02-00-	5122	MEDIA - HEALTH INSURANCE BUYOUT	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	(3,000.00)	-100% Based on FY24 staff insurance elections
21-2220-1-02-00-	5211	MEDIA - HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	33,136.15	0.00	33,136.15	33,136.15	#DIV/0! Based on FY24 staff insurance elections, FY24 Rate + 3 year average % increase (7.83%)
21-2220-1-02-00-	5212	MEDIA - DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	1,459.00	0.00	1,459.00	1,459.00	#DIV/0! Based on FY24 staff insurance elections FY 24 Rate + 5%
21-2220-1-02-00-	5213	MEDIA - LIFE INSURANCE	75.00	75.00	75.00	75.00	75.00	75.00	0.00	75.00	0.00	0% Adjusted to be more in line with 3 year average and FY23 Actuals
21-2220-1-02-00-	5214	MEDIA - DISABILITY INSURANCE	182.40	186.00	193.56	187.32	189.75	189.75	5.25	195.00	5.25	3% Adjusted to be more in line with 3 year average and FY23 Actuals
21-2220-1-02-00-	5220	MEDIA - FICA	5,023.19	5,264.12	5,491.14	5,259.48	5,150.15	5,132.00	0.00	5,132.00	(18.15)	0% Calculated based on salaries
21-2220-1-02-00-	5232	MEDIA - NHRS PROFESSIONAL	11,153.75	13,833.49	14,457.03	13,148.09	13,222.08	13,177.00	0.00	13,177.00	(45.08)	0% Calculated based on salaries
21-2220-1-02-00-	5250	MEDIA - UNEMPLOYMENT INSURANCE	5.51	-	10.94	5.48	25.78	27.24	0.00	27.24	1.46	6% Agrees with Primex renewal for insurance
21-2220-1-02-00-	5260	MEDIA - WORKER'S COMPENSATION	258.05	202.72	261.60	240.79	253.11	228.97	0.00	228.97	(24.14)	-10% Agrees with Primex renewal for insurance
21-2220-1-02-00-	5430	MEDIA - REPAIRS & MAINT SERVICES	1,505.05	1,520.19	419.00	1,148.08	2,410.00	2,527.00	0.00	2,527.00	117.00	5% Maintenance agreements for circulation system; laminator/poster
21-2220-1-02-00-	5431	MEDIA - REPAIRS EQUIPMENT	0.00	-	0.00	0.00	400.00	400.00	0.00	400.00	0.00	0% Level funded line
21-2220-1-02-00-	5610	MEDIA - SUPPLIES	239.76	615.72	867.90	574.46	1,580.00	1,580.00	140.00	1,720.00	140.00	9% Bar code labels, book repair supplies, display materials, signage.
21-2220-1-02-00-	5615	MEDIA - AV SUPPLIES	0.00	-	0.00	0.00	250.00	250.00	0.00	250.00	0.00	0% Level funded line
21-2220-1-02-00-	5641	MEDIA - TEXTBOOKS	2,477.24	5,695.69	5,494.47	4,555.80	4,600.00	4,600.00	0.00	4,600.00	0.00	0% Level funded line
21-2220-1-02-00-	5644	MEDIA - PERIODICALS	74.88	104.92	191.93	123.91	211.00	211.00	0.00	211.00	0.00	0% Magazine subscriptions
21-2220-1-02-00-	5649	MEDIA - NON PRINT	3,457.00	4,564.00	5,470.19	4,497.06	6,679.00	6,679.00	45.00	6,724.00	45.00	1% renewals (online): PebblesGo, WldBk, Bk/TrFlix,OverDrive
21-2220-1-02-00-	5735	MEDIA - REPLACEMENT EQUIPMENT	0.00	2,195.00	2,500.00	1,565.00	0.00	0.00	0.00		0.00	#DIV/0!
FUNCTION: MEDIA - 2220			90,112.98	103,067.41	107,210.07	100,130.15	102,368.06	136,763.11	190.25	136,953.36	34,585.30	
21-2310-1-02-00-	5111	SCHOOL BOARD SERVICES - ADMIN/OTHER SALARIES	3,300.00	4,200.00	4,200.00	3,900.00	4,200.00	4,200.00	0.00	4,200.00	0.00	0% Level funded line
21-2310-1-02-00-	5113	SCHOOL BOARD SERVICES - TREASURER SALARIES	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00	1,200.00	0.00	0% Level funded line
21-2310-1-02-00-	5115	SCHOOL BOARD SERVICES - SECRETARIAL SALARIES	2,550.00	2,250.00	1,500.00	2,100.00	2,250.00	2,250.00	0.00	2,250.00	0.00	0% Level funded line
21-2310-1-02-00-	5220	SCHOOL BOARD SERVICES - FICA	569.39	600.29	527.90	565.86	585.23	585.23	(0.00)	585.23	0.00	0% Level funded line
21-2310-1-02-00-	5231	SCHOOL BOARD SERVICES - NHRS SUPPORT	284.90	312.02	215.23	270.72	304.43	304.43	0.00	304.43	0.00	0% Level funded line
21-2310-1-02-00-	5260	SCHOOL BOARD SERVICES - WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
21-2310-1-02-00-	5332	SCHOOL BOARD SERVICES - AUDIT EXPENSES	7,326.00	7,225.00	7,600.00	7,383.67	7,600.00	9,660.00	0.00	9,660.00	2,060.00	27% New Three Year Engagement
21-2310-1-02-00-	5341	SCHOOL BOARD SERVICES - LEGAL & CONSULTING	13,223.83	16,118.39	26,196.00	18,512.74	12,500.00	12,500.00	2,500.00	15,000.00	2,500.00	20% Adjusted to bring more in line with 3 year average
21-2310-1-02-00-	5342	SCHOOL BOARD SERVICES - DISTRICT MEETING SERVICES	555.00	615.00	330.00	500.00	600.00	600.00	0.00	600.00	0.00	0% Level funded line.
21-2310-1-02-00-	5613	SCHOOL BOARD SERVICES - SCHOOL BOARD SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
21-2310-1-02-00-	5614	SCHOOL BOARD SERVICES - DISTRICT MEETING SUPPLIES	2,962.68	2,534.10	2,649.64	2,715.47	2,500.00	2,500.00	0.00	2,500.00	0.00	0% Level funded line.
21-2310-1-02-00-	5618	SCHOOL BOARD SERVICES - TREASURER SUPPLIES	0.00	0.00	0.00	0.00	750.00	750.00	0.00	750.00	0.00	0% Level funded line.
21-2310-1-02-00-	5810	SCHOOL BOARD SERVICES - DUES & FEES	4,092.98	4,731.31	4,202.90	4,342.40	5,000.00	5,000.00	0.00	5,000.00	0.00	0% Level funded line.
FUNCTION: SCHOOL BOARD SERVICES- 2310			36,064.78	39,786.11	48,621.67	41,490.85	37,489.65	39,549.66	2,500.00	42,049.66	4,560.01	
21-2320-1-02-00-	5590	SAU SERVICES - SAU SERVICES	175,301.00	177,024.00	200,915.00	184,413.33	203,891.00	186,966.00	0.00	186,966.00	(16,925.00)	-8%
FUNCTION: SAU SERVICES- 2320			175,301.00	177,024.00	200,915.00	184,413.33	203,891.00	186,966.00	0.00	186,966.00	(16,925.00)	
21-2410-1-02-00-	5111	PRINCIPAL SERVICES - ADMIN/OTHER SALARIES	108,076.76	103,999.00	124,261.35	112,112.37	108,200.56	113,890.55	0.00	113,890.55	5,689.99	5% Based on FY24 staffing
21-2410-1-02-00-	5115	PRINCIPAL SERVICES - SECRETARIAL SALARIES	59,472.12	60,023.47	62,969.55	60,821.71	62,918.39	71,125.92	0.00	71,125.92	8,20	

CANDIA SCHOOL DISTRICT FY 2024-25 BUDGET DEVELOPMENT												
Account Number	Object	Description	Actual 20-21	Actual 21-22	Actual 22-23	3 Year Average Expenditures	Adopted Budget 23-24	Default 24-25	Proposed Budget Requests 24-25	Adopted Changes	% Change	Notes
21-2410-1-02-00-	5442	PRINCIPAL SERVICES - RENTAL OF EQUIPMENT	1,618.32	1,533.30	1,252.80	1,468.14	1,253.00	1,253.00	0.00	1,253.00	0.00	Leasing of copier
21-2410-1-02-00-	5531	PRINCIPAL SERVICES - TELEPHONE	8,958.85	9,053.99	11,456.41	9,823.08	9,000.00	9,000.00	0.00	9,000.00	0.00	Level Funded line
21-2410-1-02-00-	5534	PRINCIPAL SERVICES - POSTAGE	1,229.29	1,573.87	1,700.00	1,501.05	1,700.00	1,700.00	0.00	1,700.00	0.00	Level Funded line
21-2410-1-02-00-	5540	PRINCIPAL SERVICES - ADVERTISING	248.80	186.60	155.50	196.97	500.00	500.00	(200.00)	300.00	(200.00)	-40%
21-2410-1-02-00-	5550	PRINCIPAL SERVICES - PRINTING	260.00	516.32	963.62	579.98	500.00	500.00	250.00	750.00	250.00	50%
21-2410-1-02-00-	5580	PRINCIPAL SERVICES - MILEAGE REIMBURSEMENT	652.73	57.45	219.31	309.83	750.00	750.00	0.00	750.00	0.00	Level Funded line
21-2410-1-02-00-	5610	PRINCIPAL SERVICES - SUPPLIES	1,715.30	639.56	1,232.85	1,195.90	1,500.00	1,500.00	0.00	1,500.00	0.00	Level Funded line
21-2410-1-02-00-	5641	PRINCIPAL SERVICES - TEXTBOOKS	0.00	17.57	120.00	45.86	172.00	172.00	28.00	200.00	28.00	16%
21-2410-1-02-00-	5644	PRINCIPAL SERVICES - PERIODICALS	89.00	89.00	89.00	89.00	365.00	365.00	0.00	365.00	0.00	ASCD/NHASCD; EdWk
21-2410-1-02-00-	5735	PRINCIPAL SERVICES - REPLACEMENT EQUIPMENT	0.00	0.00	0.00	0.00	790.00	0.00	12,300.00	12,300.00	11,510.00	1457%
21-2410-1-02-00-	5810	PRINCIPAL SERVICES - DUES & FEES	1,740.00	2,199.95	1,913.00	1,950.98	1,800.00	1,800.00	240.00	2,040.00	240.00	13%
FUNCTION: PRINCIPAL SERVICES- 2410			348,738.26	356,745.97	382,406.73	362,630.32	441,444.24	420,888.46	19,217.56	440,106.02	(1,338.22)	
21-2600-1-02-00-	5111	MAINTENANCE - ADMIN/OTHER SALARIES	61,939.53	65,213.90	64,442.58	63,865.34	65,731.43	68,367.13	0.00	68,367.13	2,635.70	4%
21-2600-1-02-00-	5116	MAINTENANCE - CUSTODIAL SALARIES	85,709.72	65,499.26	69,028.27	73,412.42	129,961.09	110,771.01	0.00	110,771.01	(19,190.08)	-15%
21-2600-1-02-00-	5122	MAINTENANCE - HEALTH INSURANCE BUYOUT	0.00	750.00	0.00	250.00		0.00	0.00		0.00	
21-2600-1-02-00-	5211	MAINTENANCE - HEALTH INSURANCE	35,396.56	25,494.11	19,942.64	26,944.44	43,947.72	86,944.66	0.00	86,944.66	42,996.94	98%
21-2600-1-02-00-	5212	MAINTENANCE - DENTAL INSURANCE	1,504.70	886.09	805.32	1,065.37	1,651.00	3,537.93	0.00	3,537.93	1,886.93	114%
21-2600-1-02-00-	5213	MAINTENANCE - LIFE INSURANCE	118.56	99.78	103.00	107.11	147.69	147.69	(37.69)	110.00	(37.69)	-26%
21-2600-1-02-00-	5214	MAINTENANCE - DISABILITY INSURANCE	179.16	186.36	270.22	211.91	361.65	361.65	(61.65)	300.00	(61.65)	-17%
21-2600-1-02-00-	5220	MAINTENANCE - FICA	10,626.07	9,513.22	9,782.16	9,973.82	14,970.47	13,704.07	0.00	13,704.07	(1,266.40)	-8%
21-2600-1-02-00-	5231	MAINTENANCE - NHRS SUPPORT	12,052.45	13,105.02	13,529.95	12,895.81	21,405.39	18,742.29	0.00	18,742.29	(2,663.10)	-12%
21-2600-1-02-00-	5232	MAINTENANCE - NHRS PROFESSIONAL	0.00	29.48	0.00	9.83	0.00	0.00	0.00		0.00	
21-2600-1-02-00-	5250	MAINTENANCE - UNEMPLOYMENT INSURANCE	13.77	-	54.71	22.83	128.89	136.18	0.00	136.18	7.29	6%
21-2600-1-02-00-	5260	MAINTENANCE - WORKER'S COMPENSATION	3,242.99	2,597.29	3,234.27	3,024.85	3,129.29	2,808.18	0.00	2,808.18	(321.11)	-10%
21-2600-1-02-00-	5330	MAINTENANCE - OTHER PROFESSIONAL SERVICES	27,848.00	0.00	0.00	9,282.67			0.00		0.00	
21-2600-1-02-00-	5411	MAINTENANCE - WATER/SEWERAGE	7,226.00	10,490.00	6,425.04	8,047.01	9,500.00	9,500.00	0.00	9,500.00	0.00	0%
21-2600-1-02-00-	5430	MAINTENANCE - REPAIRS & MAINT SERVICES	15,247.67	85,646.85	58,585.85	53,160.12	13,300.00	13,300.00	0.00	13,300.00	0.00	0%
21-2600-1-02-00-	5432	MAINTENANCE - REPAIRS BUILDINGS	19,946.77	16,416.98	29,229.98	21,864.58	20,000.00	20,000.00	0.00	20,000.00	0.00	0%
21-2600-1-02-00-	5433	MAINTENANCE - REPAIRS GROUNDS	5,680.00	6,745.00	11,490.00	7,971.67	8,850.00	8,850.00	0.00	8,850.00	0.00	0%
21-2600-1-02-00-	5434	MAINTENANCE - BUILDING IMPROVEMENTS	23,350.35	10,623.80	14,089.00	16,021.05	30,000.00	0.00	99,378.07	99,378.07	69,378.07	231%
21-2600-1-02-00-	5435	MAINTENANCE - REPAIRS MAINT EQUIPMENT	338.75	-	0.00	112.92	1,000.00	1,000.00	0.00	1,000.00	0.00	0%
21-2600-1-02-00-	5436	MAINTENANCE - REPAIRS SECURITY SYSTEM	1,161.50	690.25	554.00	801.92	500.00	500.00	0.00	500.00	0.00	0%
21-2600-1-02-00-	5437	MAINTENANCE - GARBAGE REMOVAL	2,630.13	4,111.99	3,223.32	3,321.81	5,100.00	5,100.00	0.00	5,100.00	0.00	0%
21-2600-1-02-00-	5521	MAINTENANCE - PROPERTY/LIABILITY INS	13,645.00	11,571.64	15,415.01	13,543.88	18,143.00	21,372.00	0.00	21,372.00	3,229.00	18%
21-2600-1-02-00-	5531	MAINTENANCE - TELEPHONE	0.00	330.00	330.00	220.00			0.00		0.00	
21-2600-1-02-00-	5580	MAINTENANCE - MILEAGE REIMBURSEMENT	0.00	-	0.00	0.00	200.00	200.00	0.00	200.00	0.00	0%
21-2600-1-02-00-	5610	MAINTENANCE - SUPPLIES	9,639.68	6,026.90	0.00	5,222.19	5,700.00	5,700.00	0.00	5,700.00	0.00	0%
21-2600-1-02-00-	5612	MAINTENANCE - MAINTENANCE SUPPLIES	6,539.53	14,891.74	13,353.23	11,594.83	15,225.00	15,225.00	0.00	15,225.00	0.00	0%
21-2600-1-02-00-	5619	MAINTENANCE - SUPPLIES GROUNDS	4,820.00	326.93	0.00	1,715.64	1,339.52	1,339.52	60.48	1,400.00	60.48	5%
21-2600-1-02-00-	5622	MAINTENANCE - ELECTRICITY	46,127.26	58,009.05	29,267.36	44,467.89	60,900.00	60,900.00	0.00	60,900.00	0.00	0%
21-2600-1-02-00-	5624	MAINTENANCE - OIL	24,303.98	60,512.04	54,082.90	46,299.64	63,525.00	63,525.00	0.00	63,525.00	0.00	0%
21-2600-1-02-00-	5626	MAINTENANCE - GASOLINE	0.00	0.00	0.00	0.00	150.00	150.00	0.00	150.00	0.00	0%
21-2600-1-02-00-	5731	MAINTENANCE - NEW EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	(1,000.00)	-100%
21-2600-1-02-00-	5735	MAINTENANCE - REPLACEMENT EQUIPMENT	0.00	0.00	0.00	0.00	600.00	600.00	1,800.00	2,400.00	1,800.00	300%
FUNCTION: MAINTENANCE - 2600			419,288.13	469,767.68	417,238.81	435,431.54	536,467.14	532,782.31	101,139.21	633,921.52	97,454.38	
21-2700-1-02-00-	5517	REG ED TRANSPORTATION - ATHLETIC TRANS	3,212.49	-	12,335.00	5,182.50	11,600.00	11,600.00	1,400.00	13,000.00	1,400.00	12%
21-2700-1-02-00-	5518	REG ED TRANSPORTATION - FIELD TRIPS	0.00	2,376.76	3,581.05	1,985.94	7,500.00	7,500.00	2,500.00	10,000.00	2,500.00	33%
21-2700-1-02-00-	5519	REG ED TRANSPORTATION - TRANSPORTATION	298,745.71	319,034.57	339,930.86	319,237.05	505,332.00	520,491.96	0.00	520,491.96	15,159.96	3%
21-2700-1-02-61-	5519	SPED TRANSPORTATION - TRANSPORTATION	84,434.83	196,259.07	278,214.86	186,302.92	225,000.00	225,000.00	0.00	225,000.00	0.00	0%
FUNCTION: TRANSPORTATION - 2700			386,393.03	517,670.40	634,061.77	512,708.40	749,432.00	764,591.96	3,900.00	768,491.96	19,059.96	
21-2814-0-00-00-	5330	EVALUATION SERVICES - OTHER PROF SVCS	0.00		0.00	0.00			0.00		0.00	
FUNCTION: EVALUATION - 2814			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
21-2840-1-02-00-	5111	IT - ADMIN/OTHER SALARIES	68,666.40	49,467.00	45,086.52	54,406.64	45,900.00	53,560.00	0.00	53,560.00	7,660.00	17%
21-2840-1-02-00-	5211	IT - HEALTH INSURANCE	17,910.06	10,363.91	10,865.70	13,046.56	12,434.31	12,060.03	0.00	12,060.03	(374.28)	-3%
21-2840-1-02-00-	5212	IT - DENTAL INSURANCE	813.62	517.84	524.76	618.74	504.00	529.30	(0.10)	529.20	25.20	5%
21-2840-1-02-00-	5213	IT - LIFE INSURANCE	75.00	43.75	46.90	55.22	75.00	75.00	(10.00)	65.00	(10.00)	-13%
21-2840-1-02-00-	5214	IT - DISABILITY INSURANCE	198.60	120.54	121.66	146.93	210.75	210.75	(60.75)	150.00	(60.75)	-29%
21-2840-1-02-00-	5220	IT - FICA	4,998.00	3,627.42	3,312.28	3,979.23	3,511.35	4,097.34	0.00	4,097.34	585.99	17%
21-2840-1-02-00-	5231	IT - NHRS SUPPORT	7,669.99	5,189.01	6,321.04	6,393.35	6,210.27	7,246.67	(0.00)	7,246.67	1,036.40	17%
21-2840-1-02-00-	5240	IT - TUITION REIMBURSEMENT	1,920.00	-	3,100.00	1,673.33	4,950.00	4,950.00	0.00	4,950.00	0.00	0%
21-2840-1-02-00-	5241	IT - WORKSHOP REIMB PROF	0.00	-	0.00	0.00	825.00	825.00	(325.00)	500.00	(325.00)	-39%
21-2840-1-02-00-	5250	IT - UNEMPLOYMENT INSURANCE	5.51	-	10.94	5.48	25.78	45.40	0.00	45.40	19.62	76%
21-2840-1-02-00-	5260	IT - WORKER'S COMPENSATION	291.25	225.15	290.56	268.99	281.12	259.22	0.00	259.22	(21.90)	-8%
21-2840-1-02-00-	5330	IT - OTHER PROF SVCS	165.00	2,240.37	1,911.72	1,439.03	26,500.00	26,500.00	(25,000.00)	1,500.00	(25,000.00)	-94%
21-2840-1-02-00-	5431	IT - REPAIRS EQUIPMENT	0.00	146.70	4,083.48	1,410.06	1,500.00	1,500.00	0.00	1,500.00	0.00	0%
21-2840-1-02-00-	5610	IT - SUPPLIES	1,156.56	3,473.34	4,060.78	2,896.89	5,000.00	5,000.00	0.00	5,000.00	0.00	0%
21-2840-1-02-00-	5650	IT - SOFTWARE	15,231.98	11,504.79	12,691.52	13,142.76	12,977.57	12,977.57	10,581.98	23,559.55	10,581.98	82%
21-2840-1-02-00-	5734	IT - NEW COMPUTER EQUIP	0.00	0.00	0.00	0.00			0.00	0.00	0.00	
21-2840-1-02-00-	5735	IT - REPLACEMENT EQUIPMENT	3,309.83	4,318.10	19,049.75	8,892.56	17,749.00	17,749.00	(1,359.00)	16,390.00	(1,359.00)	-8%
21-2840-1-02-00-	5810	IT - DUES & FEES	200.00	200.00		133.33	540.00	540.00	(10.00)	530.00	(10.00)	-2%
FUNCTION: Information Technology - 2840			122,611.80	91,437.92	111,477.61	108,509.11	139,194.15	148,125.28	(16,182.87)	131,942.41	(7,251.74)	

CANDIA SCHOOL DISTRICT FY 2024-25 BUDGET DEVELOPMENT													
Account Number	Object	Description	Actual 20-21	Actual 21-22	Actual 22-23	3 Year Average Expenditures	Adopted Budget 23-24	Default 24-25	Proposed Budget Requests	24-25	Adopted Changes	% Change	Notes
21-2900-1-02-00-	5111	WAGE POOL - ADMIN/OTHER SALARIES	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
FUNCTION: WAGE POOL - 2900				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
21-4100-1-02-00-	5710	SITE ACQUISITION - LAND & IMPROVEMENTS	0.00	0.00	191,644.60	63,881.53	191,644.60	191,644.60	0.00	191,644.60	0.00	0%	
FUNCTION: SITE ACQUISITION - 4100				0.00	191,644.60	0.00	191,644.60	191,644.60	0.00	191,644.60	0.00		
21-5221-1-02-00-	5930	FOOD SERVICE TRANSFER - FUND TRANSFERS	12,760.53	0.00	0.00	4,253.51			0.00		0.00	#DIV/0!	
FUNCTION: FOOD SERVICE TRANSFER - 5221			12,760.53	0.00	0.00	4,253.51	0.00	0.00	0.00	0.00	0.00		
21-5252-0-00-00-	5930	EXPENDABLE TRUST TRANSFER - FUND TRANSFERS	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
FUNCTION: EXPENDABLE TRUST FUND TRANSFER - 5252			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
21-5310-1-02-00-	5890	CHARTER SCHOOL - MISC EXPENDITURES	0.00	0.00	0.00	0.00			0.00		0.00	#DIV/0!	
FUNCTION: CHARTER SCHOOL - 5310			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
FUND: GENERAL FUND OVERALL TOTAL			8,461,169.60	8,552,393.16	8,813,912.76	8,545,276.97	10,107,560.69	10,052,286.75	304,018.88	10,356,305.64	248,744.94	2.46%	
								10,052,286.75		10,356,305.64			
								10,052,286.75		10,356,305.64			
								10,052,286.76		10,356,305.64			

CANDIA SCHOOL DISTRICT
GENERAL FUND
YTD EXPENDITURE REPORT AS OF 10/26/2023

XI.B.

TITLE						ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES	AVAILABLE BALANCE
BUDGET									
21 1100 1 02 00 5110	REG ED SALARIES OF REGULAR EMPL	120,000.00	-	-	-	120,000.00			
21 1100 1 02 00 5112	REG ED TEACHER SALARIES	1,372,433.60	1,074,115.97	445,394.03	1,519,510.00	(147,076.40)			
21 1100 1 02 00 5114	REG ED PARAPROFESSIONAL	17,710.77	-	3,629.08	3,629.08	14,081.69			
21 1100 1 02 00 5120	REG ED SUBSTITUTE SALARIES	25,000.00	39,256.14	31,855.79	71,111.93	(46,111.93)			
21 1100 1 02 00 5122	REG ED HEALTH INSURANCE BUYOUT	18,936.64	14,202.49	4,734.16	18,936.65	(0.01)			
21 1100 1 02 00 5211	REG ED HEALTH INSURANCE	443,136.54	250,264.59	153,505.15	403,769.74	39,366.80			
21 1100 1 02 00 5212	REG ED DENTAL INSURANCE	20,973.11	11,951.83	4,008.50	15,960.33	5,012.78			
21 1100 1 02 00 5213	REG ED LIFE INSURANCE	1,822.56	1,229.97	468.75	1,698.72	123.84			
21 1100 1 02 00 5214	REG ED DISABILITY INSURANCE	4,096.13	2,818.31	1,002.37	3,820.68	275.45			
21 1100 1 02 00 5220	REG ED FICA	115,620.02	85,986.87	35,920.14	121,907.01	(6,286.99)			
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	218,664.51	82,437.44	301,101.95	(4,268.83)			
21 1100 1 02 00 5240	REG ED TUITION REIMBURSEMENT	25,000.00	720.00	1,545.00	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	-	-	-	618.67			
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	-	-	-	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	3,914.62	586.52	4,501.14	(822.14)			
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	4,446.10	987.23	5,433.33	2,306.67			
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	3,751.11	6,727.78	10,478.89	2,721.11			
21 1100 1 02 00 5641	REG ED TEXTBOOKS	300.00	-	-	-	300.00			
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	-	-	-	866.00			
21 1100 1 02 08 5610	ART SUPPLIES	2,475.00	1,305.46	778.97	2,084.43	390.57			
21 1100 1 02 18 5610	HEALTH SUPPLIES	1,054.20	787.50	-	787.50	266.70			
21 1100 1 02 23 5610	MATH SUPPLIES	822.42	-	556.32	556.32	266.10			
21 1100 1 02 23 5643	MATH INFORMATION ACCESS FEES	9,375.00	50.00	9,290.00	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	-	-	-	1,000.00			
21 1100 1 02 24 5643	MUSIC INFORMATION ACCESS FEES	600.00	-	-	-	600.00			
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	1,520.99	129.64	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	-	2,435.40	2,435.40	(1,469.40)			
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	-	-	-	-	-			
1100 Total	REGULAR EDUCATION	2,531,844.90	1,715,246.46	800,232.39	2,515,478.85	16,366.05			
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	928,176.80	920,783.20	1,848,960.00	(77,040.00)			
1105 Total	REG ED HIGH SCHOOL	1,771,920.00	928,176.80	920,783.20	1,848,960.00	(77,040.00)			

CANDIA SCHOOL DISTRICT
GENERAL FUND
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TITLE							BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES	AVAILABLE BALANCE
21	1200	1	02	00	5111	SPED ELEMENTARY ADMIN/OTHER SALARIES	94,860.00	62,631.93	33,158.07	95,790.00	(930.00)
21	1200	1	02	00	5112	SPED ELEMENTARY TEACHER SALARIES	151,403.00	125,666.96	37,960.04	163,627.00	(12,224.00)
21	1200	1	02	00	5114	SPED ELEMENTARY PARAPROFESSIONAL	114,536.56	52,488.91	13,414.60	65,903.51	48,633.05
21	1200	1	02	00	5115	SPED ELEMENTARY SECRETARIAL SALARIES	36,915.84	26,697.60	11,865.60	38,563.20	(1,647.36)
21	1200	1	02	00	5117	SPED ELEMENTARY CO-CURRICULAR SALARIES	-	-	-	-	-
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	92,409.22	54,182.32	146,591.54	26,619.37
21	1200	1	02	00	5212	SPED ELEMENTARY DENTAL INSURANCE	3,148.96	2,482.17	730.61	3,212.78	(63.82)
21	1200	1	02	00	5213	SPED ELEMENTARY LIFE INSURANCE	593.28	655.60	114.56	770.16	(176.88)
21	1200	1	02	00	5214	SPED ELEMENTARY DISABILITY INSURANCE	707.77	560.90	170.74	731.64	(23.87)
21	1200	1	02	00	5220	SPED ELEMENTARY FICA	27,658.54	20,436.54	6,806.35	27,242.89	415.65
21	1200	1	02	00	5231	SPED ELEMENTARY NHRS SUPPORT	4,994.71	3,612.19	1,637.84	5,250.03	(255.32)
21	1200	1	02	00	5232	SPED ELEMENTARY NHRS PROFESSIONAL	48,366.05	36,981.92	13,967.58	50,949.50	(2,583.45)
21	1200	1	02	00	5240	SPED ELEMENTARY TUITION REIMBURSEMENT	6,270.00	940.50	3,448.50	4,389.00	1,881.00
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	-	-	-	438.22
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	48,930.86	24,882.79	73,813.65	65,520.35
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	328.63	21.37	350.00	-
21	1200	1	02	00	5442	SPED ELEMENTARY RENTAL OF EQUIPMENT	1,500.00	1,225.71	274.29	1,500.00	-
21	1200	1	02	00	5531	SPED ELEMENTARY TELEPHONE	2,100.00	2,096.42	876.58	2,973.00	(873.00)
21	1200	1	02	00	5564	SPED ELEMENTARY TUITION TO PRIVATE SCHOOL	2,700.00	2,688.00	336.00	3,024.00	(324.00)
21	1200	1	02	00	5580	SPED ELEMENTARY MILEAGE REIMBURSEMENT	3,000.00	-	334.39	334.39	2,665.61
21	1200	1	02	00	5610	SPED ELEMENTARY SUPPLIES	500.00	-	-	-	500.00
21	1200	1	02	00	5643	SPED ELEMENTARY INFORMATION ACCESS FEES	500.00	-	-	-	500.00
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	64,358.90	19,954.75	84,313.65	(66,689.85)
21	1200	2	02	00	5330	SPED MIDDLE OTHER PROF SVCS	-	-	-	-	-
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	30,619.80	30,619.80	61,239.60	106,722.81
21	1200	3	00	00	5320	SPED HIGH SCHOOL PROFESSIONAL EDUCATIONAL	127,495.00	142,963.20	65,472.00	208,435.20	(80,940.20)
21	1200	3	00	00	5330	SPED HIGH SCHOOL OTHER PROF SVCS	58,968.00	32,760.00	819.00	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	382,676.00	367,324.00	750,000.00	28,574.00
21	1200	3	00	00	5564	SPED HIGH SCHOOL TUITION TO PRIVATE SCHOOL	738,657.38	425,656.79	176,408.01	602,064.80	136,592.58
1200 Total SPECIAL EDUCATION							2,709,896.82	1,559,868.75	867,643.18	2,427,511.93	282,384.89
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

CANDIA SCHOOL DISTRICT
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TITLE						BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES	AVAILABLE BALANCE
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	(3,724.13)
21	1230	3	02	00	5330	ESY HIGH SCHOOL OTHER PROF SVCS	2,000.00	-	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	3,971.57	10,569.89	14,541.46
1230 Total EXTENDED SCHOOL YEAR						42,522.38	3,971.57	39,509.85	43,481.42	(959.04)
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	-	-	-	-
21	1260	1	02	00	5330	ELL OTHER PROF SVCS	1,000.00	-	-	1,000.00
1260 Total ELL						1,000.00	-	-	-	1,000.00
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	-	-	-	-
1270 Total ADV LEARNER						1,613.39	-	-	-	1,613.39
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	23,412.00	-	23,412.00
21	1410	1	02	00	5220	COCURRICULAR FICA	1,483.18	1,787.46	-	1,787.46
21	1410	1	02	00	5232	COCURRICULAR NHRS PROFESSIONAL	3,807.80	3,931.89	-	3,931.89
21	1410	1	02	00	5610	COCURRICULAR SUPPLIES	980.00	208.71	-	208.71
21	1410	1	02	00	5810	COCURRICULAR DUES & FEES	2,250.00	825.00	-	825.00
1410 Total COCURRICULAR						27,908.98	30,165.06	-	30,165.06	(2,256.08)
21	1420	1	02	00	5117	ATHLETICS CO-CURRICULAR SALARIES	16,071.00	4,795.00	3,750.00	8,545.00
21	1420	1	02	00	5220	ATHLETICS FICA	1,229.43	366.77	286.88	653.65
21	1420	1	02	00	5232	ATHLETICS NHRS PROFESSIONAL	3,162.77	450.92	294.60	745.52
21	1420	1	02	00	5330	ATHLETICS OTHER PROF SVCS	3,955.00	-	2,000.00	2,000.00
21	1420	1	02	00	5441	ATHLETICS RENTAL OF LAND & BUILDING	5,910.00	5,910.00	-	5,910.00
21	1420	1	02	00	5610	ATHLETICS SUPPLIES	1,174.65	400.00	-	400.00
21	1420	1	02	00	5739	ATHLETICS OTHER EQUIPMENT	2,740.01	1,655.90	-	1,655.90
21	1420	1	02	00	5810	ATHLETICS DUES & FEES	530.00	530.00	-	530.00
1420 Total ATHLETICS						34,772.86	14,108.59	6,331.48	20,440.07	14,332.79
21	2120	1	02	00	5112	GUIDANCE TEACHER SALARIES	76,092.82	60,289.24	18,086.76	78,376.00
21	2120	1	02	00	5211	GUIDANCE HEALTH INSURANCE	23,421.24	15,230.60	8,178.74	23,409.34
21	2120	1	02	00	5212	GUIDANCE DENTAL INSURANCE	783.27	475.35	155.92	631.27
21	2120	1	02	00	5213	GUIDANCE LIFE INSURANCE	75.00	50.00	25.00	75.00
21	2120	1	02	00	5214	GUIDANCE DISABILITY INSURANCE	224.47	149.68	74.84	224.52
21	2120	1	02	00	5220	GUIDANCE FICA	5,821.10	4,598.48	1,317.32	5,915.80

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GENERAL FUND
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TITLE							BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES	AVAILABLE BALANCE
21	2120	1	02	00	5232	GUIDANCE NHRS PROFESSIONAL	14,944.63	11,840.38	3,552.24	15,392.62	(447.99)
21	2120	1	02	00	5250	GUIDANCE UNEMPLOYMENT INSURANCE	25.78	-	-	-	25.78
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	-	4,240.00	4,240.00	1,183.17
2120 Total GUIDANCE							127,110.91	92,633.73	35,930.25	128,563.98	(1,453.07)
21	2130	1	02	00	5112	HEALTH TEACHER SALARIES	56,980.00	46,709.18	16,112.76	62,821.94	(5,841.94)
21	2130	1	02	00	5120	HEALTH SUBSTITUTE SALARIES	1,000.00	1,000.00	-	1,000.00	-
21	2130	1	02	00	5122	HEALTH HEALTH INSURANCE BUYOUT	-	2,250.00	750.00	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	-	6.25	6.25	68.75
21	2130	1	02	00	5214	HEALTH DISABILITY INSURANCE	173.55	-	14.53	14.53	159.02
21	2130	1	02	00	5220	HEALTH FICA	4,435.47	3,821.88	1,289.98	5,111.86	(676.39)
21	2130	1	02	00	5232	HEALTH NHRS PROFESSIONAL	11,190.87	9,370.08	2,020.63	11,390.71	(199.84)
21	2130	1	02	00	5250	HEALTH UNEMPLOYMENT INSURANCE	25.78	-	-	-	25.78
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	594.00	(594.00)
21	2130	1	02	00	5610	HEALTH SUPPLIES	2,127.30	-	-	-	2,127.30
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
2130 Total HEALTH SERVICES							113,316.47	63,448.14	21,279.65	84,727.79	28,588.68
21	2140	1	02	00	5330	PSYCH SERVICES OTHER PROF SVCS	80,419.50	76,383.22	4,036.28	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	5,699.78	306.64	6,006.42	-
21	2140	3	02	00	5330	PSYCH SVCS - HIGH OTHER PROF SVCS	4,964.82	4,512.77	452.05	4,964.82	-
2140 Total PSYCH SERVICES							91,890.74	86,595.77	4,794.97	91,390.74	500.00
21	2150	1	02	00	5330	SPEECH OTHER PROF SVCS	112,803.20	97,695.48	15,107.72	112,803.20	-
21	2150	1	02	00	5580	SPEECH MILEAGE REIMBURSEMENT	9,400.00	-	-	-	9,400.00
21	2150	2	02	00	5330	SPEECH MIDDLE OTHER PROF SVCS	-	8,711.60	688.40	9,400.00	(9,400.00)
21	2150	3	02	00	5330	SPEECH SVCS - HIGH OTHER PROF SVCS	11,158.35	11,158.35	-	11,158.35	-
2150 Total SPEECH SERVICES							133,361.55	117,565.43	15,796.12	133,361.55	-
21	2160	1	02	00	5334	THERAPY SVCS OT CONTRACTED SVCS	92,299.50	81,387.00	10,912.50	92,299.50	-
21	2160	1	02	00	5610	THERAPY SVCS SUPPLIES	3,807.00	-	-	-	3,807.00
21	2160	2	02	00	5330	OT MIDDLE OTHER PROF SVCS	-	3,807.00	-	3,807.00	(3,807.00)
2160 Total OT SERVICES							96,106.50	85,194.00	10,912.50	96,106.50	-
21	2162	1	02	00	5330	PHYSICAL THERAPY OTHER PROF SVCS	7,182.00	-	-	-	7,182.00
2162 Total PT SERVICES							7,182.00	-	-	-	7,182.00
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	-	-	-	1,302.00
21	2190	1	02	00	5810	OTHER SUPPORT SERVICES DUES & FEES	-	-	-	-	-
2190 Total OTHER SUPPORT SERVICES							2,852.00	700.00	-	700.00	2,152.00
21	2210	1	02	00	5117	STAFF DEVELOPMENT CO-CURRICULAR SALARIES	8,312.00	-	-	-	8,312.00
21	2210	1	02	00	5220	STAFF DEVELOPMENT FICA	635.87	-	-	-	635.87

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TITLE						BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES	AVAILABLE BALANCE
21	2210	1	02	00	5232	STAFF DEVELOPMENT NHRS PROFESSIONAL	1,632.48	-	11.38	1,621.10
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	-	150.00	2,187.50	(2,337.50)
2210 Total						STAFF DEVELOPMENT	12,330.35	150.00	2,198.88	9,981.47
21	2220	1	02	00	5111	MEDIA ADMIN/OTHER SALARIES	64,322.19	51,913.10	15,573.90	(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	-	20,260.76	5,311.12	(25,571.88)
21	2220	1	02	00	5212	MEDIA DENTAL INSURANCE	-	1,045.23	237.48	(1,282.71)
21	2220	1	02	00	5213	MEDIA LIFE INSURANCE	75.00	68.75	6.25	-
21	2220	1	02	00	5214	MEDIA DISABILITY INSURANCE	189.75	176.97	16.59	(3.81)
21	2220	1	02	00	5220	MEDIA FICA	5,150.15	3,946.82	1,055.47	147.86
21	2220	1	02	00	5232	MEDIA NHRS PROFESSIONAL	13,222.08	10,195.73	3,058.74	(32.39)
21	2220	1	02	00	5250	MEDIA UNEMPLOYMENT INSURANCE	25.78	-	-	25.78
21	2220	1	02	00	5260	MEDIA WORKER'S COMPENSATION	253.11	-	253.11	-
21	2220	1	02	00	5430	MEDIA REPAIRS & MAINT SERVICES	2,410.00	-	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	100.19	1,170.53	309.28
21	2220	1	02	00	5615	MEDIA AV SUPPLIES	250.00	-	-	250.00
21	2220	1	02	00	5641	MEDIA TEXTBOOKS	4,600.00	967.17	697.23	2,935.60
21	2220	1	02	00	5644	MEDIA PERIODICALS	211.00	-	194.93	16.07
21	2220	1	02	00	5649	MEDIA NON PRINT	6,679.00	-	6,397.99	281.01
21	2220	1	02	00	5735	MEDIA REPLACEMENT EQUIPMENT	-	-	-	-
2220 Total						MEDIA SERVICES	102,368.06	88,674.72	34,961.34	(21,268.00)
21	2310	1	02	00	5111	SCHOOL BOARD SERVICES ADMIN/OTHER SALARIES	4,200.00	2,100.00	2,100.00	-
21	2310	1	02	00	5113	SCHOOL BOARD SERVICES TREASURER SALARIES	1,200.00	600.00	600.00	-
21	2310	1	02	00	5115	SCHOOL BOARD SERVICES SECRETARIAL SALARIES	2,250.00	-	450.00	1,800.00
21	2310	1	02	00	5220	SCHOOL BOARD SERVICES FICA	585.23	206.55	240.98	137.70
21	2310	1	02	00	5231	SCHOOL BOARD SERVICES NHRS SUPPORT	304.43	-	60.89	243.54
21	2310	1	02	00	5332	SCHOOL BOARD SERVICES AUDIT EXPENSES	7,600.00	1,600.00	6,000.00	-
21	2310	1	02	00	5341	SCHOOL BOARD SERVICES LEGAL & CONSULTING	12,500.00	8,908.00	1,092.00	2,500.00
21	2310	1	02	00	5342	SCHOOL BOARD SERVICES DISTRICT MEETING SERVICES	600.00	650.00	-	(50.00)
21	2310	1	02	00	5613	SCHOOL BOARD SERVICES SCHOOL BOARD SUPPLIES	-	-	754.83	(754.83)
21	2310	1	02	00	5614	SCHOOL BOARD SERVICES DISTRICT MEETING SUPPLIES	2,500.00	1,500.00	-	1,000.00
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	453.75	5,950.51	(1,404.26)
2310 Total						SCHOOL BOARD SERVICES	37,489.66	16,018.30	17,249.21	4,222.15
21	2320	1	02	00	5590	SAU SERVICES SAU SERVICES	203,891.00	103,011.50	103,011.50	(2,132.00)
2320 Total						SAU SERVICES	203,891.00	103,011.50	103,011.50	(2,132.00)
21	2410	1	02	00	5111	PRINCIPAL SERVICES ADMIN/OTHER SALARIES	108,200.56	71,440.11	37,821.24	(1,060.79)
21	2410	1	02	00	5115	PRINCIPAL SERVICES SECRETARIAL SALARIES	62,918.39	49,207.60	18,856.70	(5,145.91)
21	2410	1	02	00	5118	PRINCIPAL SERVICES ASSISTANT PRINCIPAL SALAR	88,759.65	60,807.72	32,192.28	(4,240.35)
21	2410	1	02	00	5211	PRINCIPAL SERVICES HEALTH INSURANCE	51,776.22	8,311.19	4,117.18	39,347.85
21	2410	1	02	00	5212	PRINCIPAL SERVICES DENTAL INSURANCE	3,912.65	2,942.67	98.09	871.89
21	2410	1	02	00	5213	PRINCIPAL SERVICES LIFE INSURANCE	202.28	145.32	35.16	21.80
21	2410	1	02	00	5214	PRINCIPAL SERVICES DISABILITY INSURANCE	569.64	456.20	102.28	11.16
21	2410	1	02	00	5220	PRINCIPAL SERVICES FICA	19,880.71	13,869.48	6,740.80	(729.57)

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TITLE							BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES	AVAILABLE BALANCE
21	2410	1	02	00	5231	PRINCIPAL SERVICES NHRS SUPPORT	6,054.11	4,354.50	1,975.82	6,330.32	(276.21)
21	2410	1	02	00	5232	PRINCIPAL SERVICES NHRS PROFESSIONAL	38,682.98	25,973.96	13,750.65	39,724.61	(1,041.63)
21	2410	1	02	00	5240	PRINCIPAL SERVICES TUITION REIMBURSEMENT	5,000.00	1,574.00	1,570.00	3,144.00	1,856.00
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	-	-	-	103.10
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
21	2410	1	02	00	5430	PRINCIPAL SERVICES REPAIRS & MAINT SERVICES	2,630.00	948.00	208.60	1,156.60	1,473.40
21	2410	1	02	00	5442	PRINCIPAL SERVICES RENTAL OF EQUIPMENT	1,253.00	939.80	313.20	1,253.00	-
21	2410	1	02	00	5531	PRINCIPAL SERVICES TELEPHONE	9,000.00	8,270.30	3,861.70	12,132.00	(3,132.00)
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	100.00	-	100.00	400.00
21	2410	1	02	00	5550	PRINCIPAL SERVICES PRINTING	500.00	77.50	72.50	150.00	350.00
21	2410	1	02	00	5580	PRINCIPAL SERVICES MILEAGE REIMBURSEMENT	750.00	-	258.73	258.73	491.27
21	2410	1	02	00	5610	PRINCIPAL SERVICES SUPPLIES	1,500.00	129.00	440.97	569.97	930.03
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	-	1,873.00	1,873.00	(73.00)
2410 Total							441,444.21	250,702.35	128,406.06	379,108.41	62,335.80
21	2600	1	02	00	5111	MAINTENANCE ADMIN/OTHER SALARIES	65,731.43	43,399.58	22,976.28	66,375.86	(644.43)
21	2600	1	02	00	5116	MAINTENANCE CUSTODIAL SALARIES	129,961.09	27,664.20	14,762.52	42,426.72	87,534.37
21	2600	1	02	00	5211	MAINTENANCE HEALTH INSURANCE	43,947.72	14,795.41	7,561.29	22,356.70	21,591.02
21	2600	1	02	00	5212	MAINTENANCE DENTAL INSURANCE	1,651.00	738.45	153.91	892.36	758.64
21	2600	1	02	00	5213	MAINTENANCE LIFE INSURANCE	147.69	94.00	29.00	123.00	24.69
21	2600	1	02	00	5214	MAINTENANCE DISABILITY INSURANCE	361.65	208.94	69.82	278.76	82.89
21	2600	1	02	00	5220	MAINTENANCE FICA	14,970.47	5,429.46	2,778.29	8,207.75	6,762.72
21	2600	1	02	00	5231	MAINTENANCE NHRS SUPPORT	21,405.39	5,871.96	3,542.78	9,414.74	11,990.65
21	2600	1	02	00	5232	MAINTENANCE NHRS PROFESSIONAL	-	-	-	-	-
21	2600	1	02	00	5250	MAINTENANCE UNEMPLOYMENT INSURANCE	128.89	-	-	-	128.89
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	6,884.24	1,415.76	8,300.00	1,200.00
21	2600	1	02	00	5430	MAINTENANCE REPAIRS & MAINT SERVICES	13,300.00	7,937.48	22,404.64	30,342.12	(17,042.12)
21	2600	1	02	00	5432	MAINTENANCE REPAIRS BUILDINGS	20,000.00	7,000.00	7,141.66	14,141.66	5,858.34
21	2600	1	02	00	5433	MAINTENANCE REPAIRS GROUNDS	8,850.00	12,381.20	12,444.80	24,826.00	(15,976.00)
21	2600	1	02	00	5434	MAINTENANCE BUILDING IMPROVEMENTS	30,000.00	-	43,469.95	43,469.95	(13,469.95)
21	2600	1	02	00	5435	MAINTENANCE REPAIRS MAINT EQUIPMENT	1,000.00	-	-	-	1,000.00
21	2600	1	02	00	5436	MAINTENANCE REPAIRS SECURITY SYSTEM	500.00	1,361.00	168.00	1,529.00	(1,029.00)
21	2600	1	02	00	5437	MAINTENANCE GARBAGE REMOVAL	5,100.00	3,332.96	1,017.04	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	-	720.00	-	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	2,312.51	3,827.92	6,140.43	9,084.57

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TITLE							ENCUMBRANCES		ENCUMBRANCES PLUS		
BUDGET							OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
21	2600	1	02	00	5619	MAINTENANCE SUPPLIES GROUNDS	1,339.52	488.48	-	488.48	851.04
21	2600	1	02	00	5622	MAINTENANCE ELECTRICITY	60,900.00	-	-	-	60,900.00
21	2600	1	02	00	5624	MAINTENANCE OIL	63,525.00	37,741.06	17,258.94	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	-	-	-	600.00
2600 Total MAINTENANCE							536,467.14	178,360.93	182,294.89	360,655.82	175,811.32
21	2700	1	02	00	5517	REG ED TRANSPORTATION ATHLETIC TRANS	11,600.00	21,500.00	3,525.00	25,025.00	(13,425.00)
21	2700	1	02	00	5518	REG ED TRANSPORTATION FIELD TRIPS	7,500.00	7,500.00	-	7,500.00	-
21	2700	1	02	00	5519	REG ED TRANSPORTATION TRANSPORTATION	505,332.00	551,869.20	-	551,869.20	(46,537.20)
21	2700	1	02	61	5519	SPED TRANSPORTATION TRANSPORTATION	225,000.00	121,268.82	18,314.14	139,582.96	85,417.04
2700 Total TRANSPORTATION							749,432.00	702,138.02	21,839.14	723,977.16	25,454.84
21	2840	1	02	00	5111	IT ADMIN/OTHER SALARIES	45,900.00	28,350.00	18,000.00	46,350.00	(450.00)
21	2840	1	02	00	5211	IT HEALTH INSURANCE	12,434.31	7,397.74	3,780.61	11,178.35	1,255.96
21	2840	1	02	00	5212	IT DENTAL INSURANCE	504.00	349.84	98.56	448.40	55.60
21	2840	1	02	00	5213	IT LIFE INSURANCE	75.00	50.00	25.00	75.00	-
21	2840	1	02	00	5214	IT DISABILITY INSURANCE	210.75	1,415.68	44.24	1,459.92	(1,249.17)
21	2840	1	02	00	5220	IT FICA	3,511.33	2,168.67	1,324.73	3,493.40	17.93
21	2840	1	02	00	5231	IT NHRS SUPPORT	6,210.27	3,835.56	2,435.41	6,270.97	(60.70)
21	2840	1	02	00	5240	IT TUITION REIMBURSEMENT	4,950.00	-	-	-	4,950.00
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	-	-	-	25.78
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	-	-	-	26,500.00
21	2840	1	02	00	5431	IT REPAIRS EQUIPMENT	1,500.00	-	375.00	375.00	1,125.00
21	2840	1	02	00	5610	IT SUPPLIES	5,000.00	806.12	508.93	1,315.05	3,684.95
21	2840	1	02	00	5650	IT SOFTWARE	12,977.57	5,620.45	2,366.08	7,986.53	4,991.04
21	2840	1	02	00	5735	IT REPLACEMENT EQUIPMENT	17,749.00	549.00	9,613.60	10,162.60	7,586.40
21	2840	1	02	00	5810	IT DUES & FEES	540.00	-	-	-	540.00
2840 Total IT							139,194.13	50,543.06	38,853.28	89,396.34	49,797.79
21	4600	0	00	00	5330	BUILDING IMPROVEMENT SVCS OTHER PROF SVCS	191,644.60	-	-	-	191,644.60
4600 Total BUILDING IMPROVEMENT							191,644.60	-	-	-	191,644.60
Grand Total							10,107,560.65	6,087,273.18	3,252,027.89	9,339,301.07	768,259.58

			XII.A.
Second Reading/Adoption			
		2nd Reading	11/2/2023
		1st Reading	10/5/2023
		Board Review Date	9/11/2023
CURRENT CODE	POLICY TITLE/CATEGORY	No changes made by Board	
AC	Non-Discrimination		
CB	School Superintendent		
GBAA	Sexual Harassment-Employee		
GBEAB	Code of Conduct Reporting		
GBJA / GBJA-R	Health Insurance Portability...		
IJOA-R	Request for Field Trip		
JBAA	Sexual Harassment-Student		
JICI-R	Modification of a Weapon Expulsion		
KED	Grievance Procedure		
JCA	Change of School or Assignment		

**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:

~~Assistant Superintendent~~ Superintendent of Schools
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, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: 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

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-~~Assistant Superintendent~~ **Superintendent of Schools**
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

CANDIA SCHOOL DISTRICT
SCHOOL SUPERINTENDENT

The Administration of the school system in all its aspects shall be delegated to the Superintendent, who shall carry out his/her administrative functions in accordance with the policies adopted by the Board.

The Superintendent shall be the chief executive officer of the school system and shall have, under the direction of the Board and in conformance with state laws and policies, general supervision of the public schools and of all the personnel and departments of the school system. The Superintendent is responsible for the management of the schools under the Board's policies and is accountable to the Board. Further, the Superintendent is accountable to the Commissioner of Education for carrying out duties specified by the State Board of Education and/or the Commissioner.

By its nature, the position of Superintendent of Schools is an exacting position. In addition to the minimum requirements specifically set forth by the State Board of Education and the School Board, the Superintendent shall possess the following qualifications:

S/he shall be of good character and of unquestionable morals and integrity.

S/he shall possess good judgement and common sense along with the ability to think clearly and independently, relying on facts instead of prejudices.

S/he shall demonstrate high business and educational ability and leadership.

S/he shall have the capacity for maintaining the respect of educational leaders in neighboring districts and in the State of New Hampshire.

The Superintendent, in his/her discretion, may delegate to school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

In addition to carrying out all policies and directives of the School Administrative Unit School Board and each individual School Board, the Superintendent is required by the State Board of Education to do the following:

Role Description (in accordance with the State Board of Education Regulation, Part ED 302 DUTIES OF SCHOOL SUPERINTENDENT)

The Superintendent shall serve as the executive head of the public schools, and shall be responsible for planning and administering their affairs subject to statutory requirements, the regulations of the State Board of Education, and the policies of the districts.

The position shall develop and maintain a system of public schools, capably staffed to provide quality education and supportive services. The Superintendent shall provide, develop, and implement the procedures to achieve educational objectives within the administrative unit.

In performance of these duties, the Superintendent shall be directly responsible to the State Board of Education through its Commissioner, and the Board or Boards of the School Administrative Unit.

The Superintendent may be supported by one or more assistants. ~~such as Assistant Superintendents, Business Administrators, and Teacher Consultants.~~—The Superintendent shall delegate such of the duties as are necessary and desirable for the efficient completion of the requirements of the position.

Substantive Duties (Ed 302.02)

- a. The Superintendent shall nominate all professional and central office personnel.
- b. The Superintendent shall direct and supervise the work of all employees of the district and shall have all powers necessary to make such direction effective. While the Superintendent has ultimate responsibility, the delegation of powers and duties to other personnel is a proper exercise of the office.
- c. The Superintendent shall nominate all certified staff and appoint other employees in accordance with the laws, regulations of the State Board of Education, and School Board policies.
- d. The Superintendent shall be responsible for the selection and purchase of textbooks and other scholastic apparatus and supplies in accordance with the regulations of the School Board and the State Board and see that the same are suitably distributed to the school, accurately accounted for and economically used.
- e. The Superintendent shall be responsible for developing and recommending to the School Board the annual budget for the support of the educational program and for the operation and maintenance of schools in accordance with School Board policy.
- f. The Superintendent of Schools shall be responsible for an accounting system and financial reporting procedure in order that all funds will be accounted for in accordance with School Board policy and local and state law.
- g. The Superintendent shall be responsible for the development of an educational plan for the Candia School District and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with School Board policies, state statutes, and State Board regulations.
- h. The Superintendent may, for cause, remove a teacher or other employee of the District in accordance with state statutes.
- i. The Superintendent shall recommend the dismissal of certified staff to the Board, recognizing its authority to dismiss according to the statutes.

- j. The Superintendent shall provide for temporary vacancies and shall have the authority to secure supplies immediately needed for the operation of the schools.
- k. The Superintendent shall be responsible for maintaining records and making reports as required by the State Board of Education and the School Boards.
- l. The Superintendent shall admit pupils to school attendance in accordance with the laws of the state, regulations of the State Board, and policies of the School Board. The Superintendent shall assign pupils to such classes and grades as their needs warrant.
- m. The Superintendent shall provide for the alleviation of hazardous conditions of an emergency nature that affect the health and welfare of pupils.
- n. The Superintendent shall be responsible for the evaluation of personnel and programs in accordance with School Board policies.
- o. The Superintendent shall be responsible, after notice, for the implementation of the policies and regulations of the State Board of Education. The Superintendent is expected to participate in the development and evaluation of said policies and regulations as requested by the Commissioner of Education.

CANDIA SCHOOL DISTRICT
SEXUAL HARASSMENT AND SEXUAL VIOLENCE-EMPLOYEES

SEXUAL DISCRIMINATION, HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a working environment that is free from sexual discrimination, harassment and violence, or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual discrimination, harassment, and violence are against the law and school board policy. Any form of sexual discrimination, harassment or violence is strictly prohibited.

It is a violation of this policy for any employee to harass a student, employee or person within the District through conduct or communication of a sexual nature as defined by this policy. It is a violation of this policy for any employee to be sexually violent toward another employee, or person within the District.

The District will investigate all formal complaints of sexual harassment, discrimination, or sexual violence in accordance with the grievance procedures in this policy, and will discipline any employee who sexually discriminates, harasses or is sexually violent toward another person within the District. For all complaints the District will offer supportive measures to both complainants and respondents.

II. TITLE IX COORDINATOR

The District's Title IX Coordinator is: The District's Title IX Coordinator is: Assistant Superintendent **Superintendent of Schools**, 90 Farmer Rd., Hooksett, NH 03106, mpolak@sau15.net, wrearick@sau15.net 603-322-3731 x 4012.

The Title IX Coordinator is responsible for coordinating the District's efforts to comply with Title IX, including coordinating the effective implementation of supportive measures and effective implementation of remedies.

The Title IX Coordinator's responsibilities include establishing a process to notify applicants for employment and admission, employees, and all unions of the Title IX Coordinator's name or title, office address, e-mail address and telephone number.

The District shall post the Title IX Coordinator's title or name, office address, e-mail address and telephone number in conspicuous places throughout school buildings, on the District's website, and in each handbook.

III. SEXUAL DISCRIMINATION, HARASSMENT/SEXUAL VIOLENCE DEFINED

Sexual discrimination is discrimination based on sex in the District's education programs or activities and extends to employment and admissions.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual

nature that satisfies one or more of the following:

1. An employee of the District conditions the provision of an aid benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v) dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8) or stalking as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, pinching or other touching;
4. Intentional brushing against a person's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

Throughout this policy reference to sexual harassment includes sexual discrimination and violence.

IV. REPORTING PROCEDURES

Any employee who believes he or she has been the victim of sexual harassment should report the alleged act(s) immediately to their immediate supervisor. That employee shall then report the allegation immediately to an appropriate District official, as designated by this policy. The District encourages the reporting employee to use the report form available from the Principal of each building or available from the Superintendent's office.

1. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal must notify the Title IX Coordinator immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within twenty-four (24) hours and forward it to the Title IX Coordinator. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal or designee the complaint shall be filed directly with the Title IX Coordinator.
2. The designated person to receive any report or complaint of sexual harassment and sexual violence is the Title IX Coordinator. If the complaint involves the Title IX Coordinator, the complaint shall be filed directly with the Superintendent.
3. Any person may also report sexual harassment in person, by mail, telephone or e-mail to the Title IX Coordinator at any time including non-business hours.
4. Submission of a complaint or report of sexual harassment will not affect the employee's standing in school, future employment, or work assignments.

V. DISTRICT'S RESPONSE TO ALL COMPLAINTS OF SEXUAL HARASSMENT

The District will respond promptly and in a manner that is reasonable in light of the known circumstances when it has actual knowledge of sexual harassment in its education programs or activities. Actual knowledge means notice to any employee of the District. Education programs or activities are locations, events, or circumstances over which the District exercised substantial control over both the alleged perpetrator of sexual harassment (the respondent) and the context in which the sexual harassment occurs.

The District will treat complainants and respondents equitably by offering supportive measures and following the grievance process before the imposition of any disciplinary sanctions or other non-supportive measures against the respondent. The District may place an employee on administrative leave during the pendency of the grievance process.

The District may remove a respondent from its education programs or activities on an emergency basis based upon an individualized safety and risk analysis that determines that the respondent poses an immediate threat to the physical health or safety of any employee or other individual arising from the allegations of sexual harassment. The District shall provide the respondent with notice and an opportunity to challenge the decision immediately upon removal.

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

These provisions do not modify rights under the IDEA, Section 504, or the ADA.

The District's response shall not restrict rights protected by the United States Constitution including the First, Fifth, and Fourteenth Amendments.

VI. SUPPORTIVE MEASURES

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed which are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, shadowing, mutual restrictions on contact between parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures.

The District will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

VII. FORMAL COMPLAINTS

A formal complaint is a document filed by a person who is alleged to be the victim of conduct that could constitute sexual harassment (the complainant) or signed by the Title IX Coordinator and requesting that the District investigate the allegation of sexual harassment. The formal complaint

may be filed with the Title IX Coordinator in person, by mail, or e-mail and must contain the complainant's physical or digital signature or otherwise indicate that the complainant is the person filing the formal complaint.

Parents or legal guardians may file complaints on behalf of their children.

The complainant's wishes with respect to investigating a complaint should be respected unless the Title IX Coordinator determines that the Title IX Coordinator's signing a formal complaint over the complainant's wishes is not clearly unreasonable in light of the known circumstances.

The Title IX Coordinator may in his/her discretion consolidate formal complaints where the allegations arise out of the same facts.

In response to a formal complaint, the District will follow the grievance procedures in this policy.

VIII. GRIEVANCE PROCEDURE FOR FORMAL COMPLAINTS

A. Notice of Allegations

The Title IX Coordinator upon receipt of a formal complaint shall provide written notice to the complainant and respondent of the following:

1. The allegations including the date and location of the alleged incident, if known;
2. A statement that the respondent is presumed not responsible for the alleged conduct and a determination of responsibility will be made at the conclusion of the grievance process;
3. The complainant and respondent may have an advisor of their choice who may but is not required to be an attorney and may inspect and review evidence during the investigation;
4. Provisions in the District's code of conduct that prohibit knowingly making false statements or knowingly submitting false information;
5. A copy of this Title IX policy.

B. Grievance Procedure Requirements

1. Both the complainant and respondent shall have an equal opportunity to submit and review evidence throughout the investigation;
2. The District will use trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.
3. The District will protect the parties' privacy by requiring a party's written consent before using the party's medical, psychological or similar treatment records during a grievance process.
4. The District will obtain the parties' voluntary written consent before using any kind of informal resolution process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student.
5. The District will apply a presumption that the respondent is not responsible during the

- grievance process so that the District bears the burden of proof and the standard of evidence is applied correctly.
6. The District will use the preponderance of the evidence standard for formal complaints against students and employees.
 7. The District will ensure the decision-maker for determining responsibility is not the same person as the investigator or the Title IX Coordinator.
 8. The District will permit the parties to submit written questions for the other parties and witnesses to answer before determining responsibility.
 9. The District will protect all complainants from inappropriately being asked about prior sexual history.
 10. The District will not restrict the parties' ability to discuss the allegations under investigation or to gather and produce relevant evidence.
 11. The District will send both parties a written determination regarding responsibility explaining how and why the decision-maker reached conclusions.
 12. The District will effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment.
 13. The District will offer both parties an equal opportunity to appeal.
 14. The District will protect all individuals, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment, or participating or refusing to participate in any Title IX grievance process.
 15. The District will make all materials used to train Title IX personnel publicly available on the District's website.
 16. The District will document and keep records of all sexual harassment complaints, investigations, and training for seven (7) years.

IX. INVESTIGATION

The Title IX Coordinator (or the Superintendent, if the Title IX Coordinator is the subject of the complaint), upon receipt of a formal complaint alleging sexual harassment shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the report shall be submitted to the Superintendent.

In determining whether alleged conduct constitutes sexual harassment, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other

methods and documents deemed pertinent by the investigator.

If during the investigation, the District decides to investigate allegations not in the formal complaint, the Title IX Coordinator shall provide written notice to the parties of the additional allegations.

The District shall provide to a party whose participation is invited or expected written notice of the date, time, location, participants and purposes of all investigative interviews, other meetings, or hearings with sufficient time for the party to prepare to participate.

Prior to the conclusion of the investigation, the investigator shall provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations in the formal complaint including evidence that the investigator does not intend to rely upon. Each party shall have an opportunity to respond to the evidence.

Prior to the completion of the investigation report, the investigator must send to each party and the party's advisor, if any, either in electronic format or hard copy the evidence subject to inspection and review. The parties shall have at least ten (10) days to submit a written response.

The investigator shall create an investigation report fairly summarizing the relevant evidence. The investigator shall send each party and the party's advisor, if any, a copy of the investigation report either in electronic format or hard copy. The parties have ten (10) days to review the investigation report and file a written response.

X. DETERMINING RESPONSIBILITY

A decision-maker who is not the Title IX Coordinator or investigator must issue a written determination regarding responsibility based on a preponderance of evidence.

Before reaching a determination, the decision-maker must provide each party the opportunity to submit written, relevant questions of any party or witness provide both parties with the answers, and allow for additional, limited follow-up questions. If the decision-maker determines a question is not relevant, the decision-maker must provide a written explanation to the party proposing the question.

XI. WRITTEN DETERMINATION OF RESPONSIBILITY

The decision-maker's written determination must include:

1. An identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken by the District from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The District's procedures and permissible bases for the complainant and respondent to appeal.

The District must provide the written determination to the parties simultaneously.

The responsibility determination becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XII. DISMISSAL OF FORMAL COMPLAINT

A. Mandatory Dismissal

If the allegations in the formal complaint are not sexual harassment even if proved; or did not occur in the District's education program or activity; or did not occur against a person in the United States, the District will dismiss the formal complaint.

B. Permissive Dismissal

The District may dismiss the formal complaint, or any allegations, if at any time during the investigation a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint, or any allegations therein; or the respondent is no longer enrolled or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The District shall promptly send to the parties simultaneously written notice of the dismissal and reasons.

XIII. APPEALS

Within ten (10) days of the receipt of the written determination, the complainant and respondent may appeal to the Superintendent the dismissal of a formal complaint or any allegations; or the determination of responsibility for the following reasons:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The Superintendent shall notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

In the appeal, both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging the outcome. The Superintendent shall issue a written decision describing the result of the appeal, the rationale for the result, and provide the written decision simultaneously to both parties within ten (10) days of receiving all information submitted by the parties.

XIV. REPRISAL/RETALIATION

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose

of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The District will keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA, or as required by law, or to carry out Title IX, including the conduct of any investigation, hearing of judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination.

The exercise of rights protected under the First Amendment does not constitute retaliation.

XV. ALLEGED CONDUCT NOT PROHIBITED UNDER TITLE IX

Allegations of conduct that are not prohibited by Title IX may be investigated under the District's other policies and rules of conduct.

XVI. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS CHILD ABUSE OR SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute child abuse or sexual abuse under New Hampshire law. In such situations, the District shall comply with said laws including any reporting obligations.

XVII. DISCIPLINE

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

XVIII. ALTERNATIVE COMPLAINT PROCEDURES, LEGAL REMEDIES, AND INQUIRIES ABOUT TITLE IX

At any times, 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 Commission for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02019-3921; Telephone number (617) 289-0111; Fax number (617) 289-0150; E-mail OCR.Boston@ed.gov.
2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number (603) 271-2767; E-mail humanrights@nh.gov.

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

Inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary of the United States Department of Education, or both.

XIX. RECORD KEEPING

The District must maintain all records relating to a sexual harassment complaint, investigation, and training for seven (7) years.

Legal Reference:

Title IX

NH Code of Administrative Rules, Section Ed. 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

NH Code of Administrative Rules, Section 306.04(a)(9), Sexual Harassment

Adopted: June 11, 1985

Adopted: June 1, 2000

Revised: June 7, 2007

Reviewed: June 6, 2019

Revised: June 3, 2021

**CANDIA SCHOOL DISTRICT
MANDATORY CODE OF CONDUCT REPORTING – ALL EMPLOYEES**

A. General.

The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Dept. of Education Administrative Rules (the “NH Code of Conduct”) imposes various reporting requirements upon each “Credential Holder” as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:

1. reporting any “suspected violation of the code of conduct” (see NH Code of Conduct at Ed 510.05 (a)); and
2. self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V (“Section V Offenses”) (see NH Code of Conduct, at Ed 510.01 (b)(2)).

By way of District Policy GBEB, the Board has adopted the provisions of the NH Code of Conduct as employment rules and standards applicable to all employees and consultant/independent contractor, irrespective of whether or not such persons are Credential Holders. Consequently, each District employee designated volunteer, or contracted service provider (collectively referred to in this policy as a “Covered Individual”), is required to report certain acts, incidents and misconduct as provided in this policy.

Reports under this Policy are in addition to other reports as may be mandated by law or other policies (e.g., abuse or neglect of children, required by RSA 169-C:29 and Policy KFA; acts of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy JICK, and hazing under RSA 671:7).

B. Reports by Covered Individuals of Suspected Misconduct or Violations.

1. Any Covered Individual having reason to suspect that any other district or SAU employee, designated volunteer, or third party consultant/contractor has violated any provision of the NH Code of Conduct, and or District Policy GBEB, whether on or off duty, shall report the same to such Covered Individual’s building principal, or to the Superintendent.

If the person who is the subject of the alleged misconduct/violation is the Superintendent, then the Covered Individual shall report the suspected violation to the ~~Assistant Superintendent~~ **Superintendent of Schools**, Business Administrator, or Human Resources Director, who is hereby granted authority to consult with the District’s attorney on the matter.

Additionally, if the Covered Individual is also a Credential Holder, he/she shall report the Superintendent’s suspected violation/misconduct directly to the N.H. Department of Education. Likewise, if a Credential Holder has made a report to the Principal and/or the Superintendent, and believes that the District’s reporting procedures as expressed in this Policy have not been followed, the Credential Holder shall so notify the New Hampshire Department of Education directly.

2. Any initial report made relative to A.1 or A.2 above, may be made orally in the first instance, but must be supplemented with a written report as soon as practicable after the initial report, but in no

event longer than two business days. Upon request of the Covered Individual, the recipient of the report shall provide a copy of said report to the Covered Individual with a signed "received" annotation, such that the Covered Individual may document his/her State mandated obligation to report.

C. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in A.2 above, shall be made in the same manner as reports under B, above. Because the list of Section V Offences is subject to change by the N.H. Legislature, employees, etc. who are arrested for any reason should promptly review the then statute, which may be found online at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

D. Provisions Applicable to Principals.

Upon receiving a report of suspected violation of GBEB, or the NH Code of Conduct, or otherwise has knowledge of a violation, the Principal or any other administrator shall immediately report the same to the Superintendent. If the Superintendent is the subject of report, then the Principal's report shall be made in the same manner as described in B.2, above.

E. Superintendent's Report to the Department Regarding Credential Holders.

The Superintendent shall report misconduct by Credential Holders to the N.H. Department of Education in accordance with section 510.05 (c) of the NH Code of Conduct.

F. Procedures.

The Superintendent may establish such administrative procedures, forms, etc. as he/she may deem necessary or appropriate to implement this policy.

G. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted consultant.

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

Adopted: November 7, 2019

CANDIA SCHOOL DISTRICT
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Candia School Board directs the Superintendent or designee to take steps to ensure compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the district, and sets forth the individual's rights and the Candia School District's legal obligations with respect to protected health information.

Confidentiality of Individually Identifiable Health Information

The Candia School District and its employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under state/federal law or this policy, unless an emergency exists or the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

Prior to releasing any protected health information for the purposes set forth above, the Candia School District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

All employees of the Candia School District are expected to comply with the administration of this policy. Any violation of the HIPAA privacy or security standards or this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

Any employee of the Candia School District who believes that there has been a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or ~~Assistant Superintendent~~ **Superintendent of Schools**. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

If the ~~Assistant Superintendent~~ **Superintendent** agrees that there has been a breach of this privacy policy or of the procedures of the Candia School District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is referred to the Superintendent or designee for appropriate disciplinary measures.

Notice

The Candia School District shall distribute a Notice of Privacy Practices within one month of the initial adoption of this policy, and thereafter to all employees at the time of their enrollment in their health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the Candia Moore School and be printed in staff handbooks.

Training

All employees shall receive training regarding the Candia School District's privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the district's privacy practices or procedures.

Documentation

Documentation shall be required in support of the policies and procedures of the Candia School District and all other parts of the HIPAA privacy regulations that directly require documentation, including, but not limited to, all authorizations and revocations of authorizations, complaints and disposition of complaints. All documentation shall be kept in written or electronic form for a period of six years.

Legal Reference:

Public Law 104-191, Health Insurance Portability and Accountability Act of 1996

Adopted: June 2, 2005

**CANDIA SCHOOL DISTRICT
HEALTH INSURANCE PORTABILITY AND ACCOUNT ABILITY ACT (HIPAA)**

NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

If you have any questions about this notice, please contact the **Assistant-Superintendent Superintendent of Schools** at (603) 622-3731.

Who will Follow the Requirements of this Notice

This notice describes the Candia School District's practices and those of its employee. The Candia School District employees may share medical information with each other for the purposes of treatment, payment or other operations of the district as described in this notice.

Privacy of Health Information

We understand that medical information about you and your health is personal. This notice tells you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations that we have regarding the use and disclosure of medical information. We are required by law to:

1. Assure the medical information that identifies you is kept private;
2. Give you this notice of our legal duties and privacy practices with respect to medical information about you; and
3. Follow the terms of the notice that is currently in effect.

Use and Disclosure of Medical Information

The following describes the different ways that we may use and disclose medical information. Generally, private health information may be released without your authorization for the purposes of treatment, payment, or other health care operations of the Candia School District. Medical information may also be released for the following purposes:

1. As required by law;
2. Public health services;
3. In connection with the investigation of abuse, neglect, or domestic violence;
4. Health oversight agencies in connection with health oversight activities;
5. Judicial and administrative proceedings;
6. Law enforcement;
7. Coroners, medical examiners, and funeral directors;
8. Research if a waiver of authorization has been obtained;
9. Prevent serious and imminent harm to the health or safety of a person or the public;
10. Specialized governmental functions;
11. Military and veteran activities;
12. National security and intelligence; or
13. Workers compensation if necessary to comply with the laws relating to workers compensation and other similar programs.

You have the following rights regarding medical information that we maintain about you:

Right to Inspect and Copy

You have the right to inspect and copy medical information that may be used to make decisions about you, including medical and billing records. To inspect and copy medical information about you, you must submit your request in writing to ~~Assistant Superintendent~~ **the Superintendent of Schools**. If you request a copy of this information, we may charge a fee for the costs of copying, mailing, or other supplies associated with your request.

Right to Amend

If you feel that the medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the Candia School District. To request an amendment, your request must be made in writing and submitted to ~~Assistant Superintendent~~ **the Superintendent of Schools**. In addition, you must provide a reason that supports your request. We may deny your request if the information:

1. Is not in writing or properly supported by a reason;
2. Is not part of the medical record kept by the district; or
3. Is not accurate and complete.

Right to Request Accounting of Disclosures

You have the right to request an "accounting of disclosures." This is a list of the disclosures we have made of medical information about you. To request this list, you must submit your request in writing to ~~Assistant Superintendent~~ **the Superintendent of Schools**. Your request must state a time period that may not be longer than six years and may not include dates before April 14, 2003. Your request must also indicate in what form you want the list (for example on paper or electronically).

Right to Request Restrictions

You have the right to request a restriction or limitation on the medical information that we use or disclose about you for treatment, payment, or health care operations. You also have the right to request a limit on the medical information that we disclose about you to someone who is involved in your care or the payment for your care. However, we are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment. To request restrictions, you must make a written request to ~~Assistant Superintendent~~ **Superintendent of Schools**, telling us what information you want to limit; whether you want to limit our use, disclosure or both; and to whom you want the limits to apply, for example disclosures to your spouse.

Right to Request Confidential Communications

You have the right to request that we communicate with you about medical matters in a certain way or at a certain location, for example by mail or only at work. To request confidential communications, you must make your request in writing to ~~Assistant Superintendent~~ **the Superintendent of Schools**, to specify how or where you wish to be contacted. We will not ask

you the reason for your request and will accommodate all reasonable requests.

CSD File: GBJA-R

Right to a Paper Copy of this Notice

You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy. You may obtain a copy of this notice by contacting **Assistant Superintendent the Superintendent of Schools**.

Changes to this Notice

We reserve the right to make changes to this notice and to make the revision or change applicable to medical information we already have about you. We will post a copy of the current notice in the Candia Moore School.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with the Candia School District. To file a complaint, please contact SAU #15, 90 Farmer Road, Hooksett, NH 03106, (603) 622-3731.

All complaints must be submitted in writing. You may also contact the Office for Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S. W., Room 509F, HHH Building, Washington, D.C., 20201-0004, (800) 368-1019.

Other Uses of Medical Information

Other uses and disclosures of medical information not covered by this notice will be made only with your written permission. If you provide us with permission to use or disclose medical information about you, you may revoke that permission in writing at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reason covered by your written authorization. However, we will not be able to take back any disclosures that we already made during any period in which your permission was in effect.

Adopted: June 2, 2005

REQUEST FOR EDUCATIONAL FIELD TRIP

At least **four** weeks before the proposed day of any field trip the teacher shall supply the following information to the principal in duplicate.

Grade: _____ School: Henry W. Moore School Date: _____

Trip: _____

Date of Trip: _____ Estimated Miles: _____

Departure Time: _____ Return by: _____

Number of Pupils: _____ Adults: _____

Teacher(s): _____

Number of Buses: _____

Number of Chaperones: _____

Cost to Student: _____

Educational Objectives:

Approved: _____
Principal

Date: _____

Approved: _____
~~Assistant Superintendent~~ Superintendent

Date: _____

Does Require School Board Approval*

Date: _____

Does Not Require School Board Approval

See Policy IJOA - "Any overnight or out-of-state field trips"*

Adopted: June 9, 2009

Reviewed: January 3, 2019

CANDIA SCHOOL DISTRICT
SEXUAL HARASSMENT AND SEXUAL VIOLENCE-STUDENTS

SEXUAL DISCRIMINATION, HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning environment that is free from sexual discrimination, harassment and violence, or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual discrimination, harassment, and violence are against the law and school board policy. Any form of sexual discrimination, harassment or violence is strictly prohibited.

It is a violation of this policy for any student to harass another student, employee or person within the District through conduct or communication of a sexual nature as defined by this policy. It is a violation of this policy for any student to be sexually violent toward another student, employee, or person within the District.

The District will investigate all formal complaints of sexual harassment, discrimination, or sexual violence in accordance with the grievance procedures in this policy, and will discipline any student who sexually discriminates, harasses or is sexually violent toward another person within the District. For all complaints the District will offer supportive measures to both complainants and respondents

II. TITLE IX COORDINATOR

The District's Title IX Coordinator is: The District's Title IX Coordinator is: Assistant Superintendent **the Superintendent of Schools** 90 Farmer Rd., Hooksett, NH 03106, mpolak@sau15.net, wrearick@sau15.net 603-322-3731 x12.

The Title IX Coordinator is responsible for coordinating the District's efforts to comply with Title IX, including coordinating the effective implementation of supportive measures and effective implementation of remedies.

The Title IX Coordinator's responsibilities include establishing a process to notify applicants for employment and admission, students, parents or legal guardians, employees, and all unions of the Title IX Coordinator's name or title, office address, e-mail address and telephone number.

The District shall post the Title IX Coordinator's title or name, office address, e-mail address and telephone number in conspicuous places throughout school buildings, on the District's website, and in each handbook.

III. SEXUAL DISCRIMINATION, HARASSMENT/SEXUAL VIOLENCE DEFINED

Sexual discrimination is discrimination based on sex in the District's education programs or activities and extends to employment and admissions.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that satisfies one or more of the following:

1. An employee of the District conditions the provision of an aid benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v) dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8) or stalking as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, pinching or other touching;
4. Intentional brushing against a person's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

Throughout this policy reference to sexual harassment includes sexual discrimination and violence.

IV. REPORTING PROCEDURES

Any student who believes he or she has been the victim of sexual harassment should report the alleged act(s) immediately to a school district employee. That employee shall then report the allegation immediately to an appropriate District official, as designated by this policy. The District encourages the reporting student to use the report form available from the Principal of each building or available from the Superintendent's office.

1. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal must notify the Title IX Coordinator immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within twenty-four (24) hours and forward it to the Title IX Coordinator. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal or designee the complaint shall be filed directly with the Title IX Coordinator.
2. The designated person to receive any report or complaint of sexual harassment and sexual violence is the Title IX Coordinator. If the complaint involves the Title IX Coordinator, the complaint shall be filed directly with the Superintendent.
3. Any person may also report sexual harassment in person, by mail, telephone or e-mail to the Title IX Coordinator at any time including non-business hours.
4. Submission of a complaint or report of sexual harassment will not affect the student's standing in school, grades, assignments, or right to attend school and receive and education. The use of formal reporting forms provided by the District is voluntary. Certain

students, especially younger children, may not be able to submit a written complaint. In such cases, the District will make available alternate methods of filing complaints.

V. DISTRICT'S RESPONSE TO ALL COMPLAINTS OF SEXUAL HARASSMENT

The District will respond promptly and in a manner that is reasonable in light of the known circumstances when it has actual knowledge of sexual harassment in its education programs or activities. Actual knowledge means notice to any employee of the District. Education programs or activities are locations, events, or circumstances over which the District exercised substantial control over both the alleged perpetrator of sexual harassment (the respondent) and the context in which the sexual harassment occurs.

The District will treat complainants and respondents equitably by offering supportive measures and following the grievance process before the imposition of any disciplinary sanctions or other non-supportive measures against the respondent. The District may place an employee on administrative leave during the pendency of the grievance process.

The District may remove a respondent from its education programs or activities on an emergency basis based upon an individualized safety and risk analysis that determines that the respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment. The District shall provide the respondent with notice and an opportunity to challenge the decision immediately upon removal.

When the complainant and/or respondent are minor students, notices shall be provided to the student's parent or legal guardian.

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

These provisions do not modify rights under the IDEA, Section 504, or the ADA.

The District's response shall not restrict rights protected by the United States Constitution including the First, Fifth, and Fourteenth Amendments.

VI. SUPPORTIVE MEASURES

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed which are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, shadowing, mutual restrictions on contact between parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures.

The District will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

VII. FORMAL COMPLAINTS

A formal complaint is a document filed by a person who is alleged to be the victim of conduct that could constitute sexual harassment (the complainant) or signed by the Title IX Coordinator and requesting that the District investigate the allegation of sexual harassment. The formal complaint may be filed with the Title IX Coordinator in person, by mail, or e-mail and must contain the complainant's physical or digital signature or otherwise indicate that the complainant is the person filing the formal complaint.

Parents or legal guardians may file complaints on behalf of their children.

The complainant's wishes with respect to investigating a complaint should be respected unless the Title IX Coordinator determines that the Title IX Coordinator's signing a formal complaint over the complainant's wishes is not clearly unreasonable in light of the known circumstances.

The Title IX Coordinator may in his/her discretion consolidate formal complaints where the allegations arise out of the same facts.

In response to a formal complaint, the District will follow the grievance procedures in this policy.

VIII. GRIEVANCE PROCEDURE FOR FORMAL COMPLAINTS

A. Notice of Allegations

The Title IX Coordinator upon receipt of a formal complaint shall provide written notice to the complainant and respondent of the following:

1. The allegations including the date and location of the alleged incident, if known;
2. A statement that the respondent is presumed not responsible for the alleged conduct and a determination of responsibility will be made at the conclusion of the grievance process;
3. The complainant and respondent may have an advisor of their choice who may but is not required to be an attorney and may inspect and review evidence during the investigation;
4. Provisions in the District's code of conduct that prohibit knowingly making false statements or knowingly submitting false information;
5. A copy of this Title IX policy.

B. Grievance Procedure Requirements

1. Both the complainant and respondent shall have an equal opportunity to submit and review evidence throughout the investigation;
2. The District will use trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.
3. The District will protect the parties' privacy by requiring a party's written consent before using the party's medical, psychological or similar treatment records during a grievance process.

4. The District will obtain the parties' voluntary written consent before using any kind of informal resolution process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student.
5. The District will apply a presumption that the respondent is not responsible during the grievance process so that the District bears the burden of proof and the standard of evidence is applied correctly.
6. The District will use the preponderance of the evidence standard for formal complaints against students and employees.
7. The District will ensure the decision-maker for determining responsibility is not the same person as the investigator or the Title IX Coordinator.
8. The District will permit the parties to submit written questions for the other parties and witnesses to answer before determining responsibility.
9. The District will protect all complainants from inappropriately being asked about prior sexual history.
10. The District will not restrict the parties' ability to discuss the allegations under investigation or to gather and produce relevant evidence.
11. The District will send both parties a written determination regarding responsibility explaining how and why the decision-maker reached conclusions.
12. The District will effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment.
13. The District will offer both parties an equal opportunity to appeal.
14. The District will protect all individuals, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment, or participating or refusing to participate in any Title IX grievance process.
15. The District will make all materials used to train Title IX personnel publicly available on the District's website.
16. The District will document and keep records of all sexual harassment complaints, investigations, and training for seven (7) years.

IX. INVESTIGATION

The Title IX Coordinator (or the Superintendent, if the Title IX Coordinator is the subject of the complaint), upon receipt of a formal complaint alleging sexual harassment shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the report shall be submitted to the Superintendent.

In determining whether alleged conduct constitutes sexual harassment, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based

on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent present during the interview.

If during the investigation, the District decides to investigate allegations not in the formal complaint, the Title IX Coordinator shall provide written notice to the parties of the additional allegations.

The District shall provide to a party whose participation is invited or expected written notice of the date, time, location, participants and purposes of all investigative interviews, other meetings, or hearings with sufficient time for the party to prepare to participate.

Prior to the conclusion of the investigation, the investigator shall provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations in the formal complaint including evidence that the investigator does not intend to rely upon. Each party shall have an opportunity to respond to the evidence.

Prior to the completion of the investigation report, the investigator must send to each party and the party's advisor, if any, either in electronic format or hard copy the evidence subject to inspection and review. The parties shall have at least ten (10) days to submit a written response.

The investigator shall create an investigation report fairly summarizing the relevant evidence. The investigator shall send each party and the party's advisor, if any, a copy of the investigation report either in electronic format or hard copy. The parties have ten (10) days to review the investigation report and file a written response.

X. DETERMINING RESPONSIBILITY

A decision-maker who is not the Title IX Coordinator or investigator must issue a written determination regarding responsibility based on a preponderance of evidence.

Before reaching a determination, the decision-maker must provide each party the opportunity to submit written, relevant questions of any party or witness provide both parties with the answers, and allow for additional, limited follow-up questions. If the decision-maker determines a question is not relevant, the decision-maker must provide a written explanation to the party proposing the question.

XI. WRITTEN DETERMINATION OF RESPONSIBILITY

The decision-maker's written determination must include:

1. An identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken by the District from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The District's procedures and permissible bases for the complainant and respondent to appeal.

The District must provide the written determination to the parties simultaneously.

The responsibility determination becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XII. DISMISSAL OF FORMAL COMPLAINT

A. Mandatory Dismissal

If the allegations in the formal complaint are not sexual harassment even if proved; or did not occur in the District's education program or activity; or did not occur against a person in the United States, the District will dismiss the formal complaint.

B. Permissive Dismissal

The District may dismiss the formal complaint, or any allegations, if at any time during the investigation a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint, or any allegations therein; or the respondent is no longer enrolled or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The District shall promptly send to the parties simultaneously written notice of the dismissal and reasons.

XIII. APPEALS

Within ten (10) days of the receipt of the written determination, the complainant and respondent may appeal to the Superintendent the dismissal of a formal complaint or any allegations; or the determination of responsibility for the following reasons:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The Superintendent shall notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

In the appeal, both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging the outcome. The Superintendent shall issue a written decision describing the result of the appeal, the rationale for the result, and provide the written decision simultaneously to both parties within ten (10) days of receiving all information submitted by the parties.

XIV. REPRISAL/RETALIATION

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The District will keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA, or as required by law, or to carry out Title IX, including the conduct of any investigation, hearing of judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination.

The exercise of rights protected under the First Amendment does not constitute retaliation.

XV. ALLEGED CONDUCT NOT PROHIBITED UNDER TITLE IX

Allegations of conduct that are not prohibited by Title IX may be investigated under the District's other policies and rules of conduct.

XVI. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS CHILD ABUSE OR SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute child abuse or sexual abuse under New Hampshire law. In such situations, the District shall comply with said laws including any reporting obligations.

XVII. DISCIPLINE

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

XVIII. ALTERNATIVE COMPLAINT PROCEDURES, LEGAL REMEDIES, AND INQUIRIES ABOUT TITLE IX

At any times, 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 Commission for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02019-3921; Telephone number (617) 289-0111; Fax number (617) 289-0150; E-mail OCR.Boston@ed.gov.
2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number (603) 271-2767; E-mail humanrights@nh.gov.

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

Inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary of the United States Department of Education, or both.

XIX. AGE-APPROPRIATE SEXUAL HARASSMENT POLICY

Ed 303.01(j) requires the school board to establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all students. This policy is intended to apply to middle-school and high-school aged students.

The Superintendent and Building Principal(s) are charged with establishing policies, rules, protocols and other necessary age-appropriate information or materials for the District's elementary schools.

XX. RECORD KEEPING

The District must maintain all records relating to a sexual harassment complaint, investigation, and training for seven (7) years.

Legal Reference:

Title IX

NH Code of Administrative Rules, Section Ed. 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

NH Code of Administrative Rules, Section 306.04(a)(8), Student Harassment

NH Code of Administrative Rules, Section 306.04(a)(9), Sexual Harassment

Adopted: June 11, 1985

Adopted: June 1, 2000

Revised: June 7, 2007

Reviewed: June 6, 2019

Revised: June 3, 2021

**CANDIA SCHOOL DISTRICT
MODIFICATION OF A WEAPONS EXPULSION**

Pursuant to RSA 193:13, IV, the Superintendent may, upon written application of an expelled pupil, recommend modification to the expulsion. Prior to the School Board's consenting to such a modification, the pupil shall be required to submit to the Superintendent sufficient evidence in the form of letters, work history or other documents or testimony demonstrating that it is in the school's best interest and the pupil's best interest to allow a modification. In making such a decision, due regard will be given to other pupils and staff whose safety and well-being shall be of paramount importance.

See policy JICI

**APPENDIX A
ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY JICI-R**

An expelled pupil has the right to request a review of the expulsion prior to the start of each school year.

A request for review should be directed, by the pupil, to the Superintendent of Schools and should be received by the Superintendent on or before July 1. The request shall set forth each and all reasons why the pupil's right to attend school should be reinstated. Of particular importance would necessarily be such information as might convince school authorities that the conduct which led to the expulsion would not be repeated.

The Superintendent of Schools or **Assistant Superintendent (or designee)** and the Principal or an Assistant Principal at the applicable school shall direct written recommendation to the Board with a copy to the pupil.

The expulsion may be continued: the pupil may be reinstated without conditions; or the pupil may be required to meet certain conditions prior to reinstatement. A code of conduct and consequences may be established for a reinstated pupil that are more strict than for the general student population.

**APPENDIX B
ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY JICI-R**

The mandatory 12-month expulsion from school for bringing or possessing a firearm in a safe school zone may be modified on a case-by-case basis in the sole discretion of the Superintendent of Schools in the following situations:

1. The Superintendent determines that possession of the firearm was inadvertent in that another person had left the firearm in the pupil's vehicle; and the pupil had not noticed that s/he was bringing the firearm within the safe school zone; or
2. The Superintendent determines that the pupil intended to use the firearm for sport immediately before or after school and had no intention to display the firearm to other students.

3. The pupil is in the fifth grade or lower grade and the Superintendent determines that the pupil did not properly understand the dangers of firearms when the firearm was brought to school.
4. The Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Adopted: October 6, 2011

**CANDIA SCHOOL DISTRICT
FACILITIES OR SERVICES - GRIEVANCE PROCEDURE (SECTION 504)**

The ~~Assistant Superintendent~~ **Superintendent** of Schools is designated as the Section 504, Americans with Disabilities Act, Title VI, and Title IX Coordinator. A complaint regarding a violation of law shall be subject to a grievance procedure that provides for the prompt and equitable resolution of disputes from all students, employees, and staff of the District.

Upon request, the building principal or his/her designee will provide a copy of the District's grievance procedures. The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the building administrator, who shall in turn investigate the complaint and respond to the complainant. If not satisfied with the response, the complainant may initiate formal procedures according to the following steps:

Step 1 A written statement of the grievance signed by the complainant shall be submitted to the building coordinator of the school in which the violation is alleged to have occurred within five (5) school days of receipt of answer to the informal complaint. The building coordinator shall communicate his/her decision to the aggrieved party in writing within five (5) days of receipt of the written grievance. *If the building coordinator is the person charged with the violation, the grievant may submit the complaint to the Section 504 Coordinator for the Candia School District.*

Step 2 The aggrieved party, no later than five (5) school days after receipt of the building coordinator's decision, may appeal the building coordinator's decision to the Candia School District's Section 504 Coordinator. The appeal to the Candia School District's Section 504 Coordinator must be made in writing reciting the matter submitted to the principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Candia School District's Section 504 Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The ~~Assistant Superintendent of Schools~~ **Superintendent of Schools** shall communicate his/her decision in writing to the aggrieved party and the building coordinator no later than five (5) school days after the meeting.

Step 3 If the grievance is not resolved to the aggrieved party's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Candia School District's Section 504 Coordinator decision, may submit a written request for a hearing with the local School Board regarding the alleged discrimination through the Superintendent of Schools. The hearing will be held within thirty (30) calendar days of the written request. The School Board must provide the aggrieved party with a written decision on the appeal within ten (10) calendar days after the hearing.

Step 4 The decision of the School Board is final pending any further legal recourse as may be described in current local district, state or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973.

A copy of the regulations on which this notice is based may be found in the Section 504 Coordinator's office. During all steps of this complaint process, the aggrieved party and the Candia School District may continue to negotiate a mutual solution to the alleged discrimination. Upon such a mediated agreement, the procedure would be terminated.

Legal Reference:

Section 504 of the Rehabilitation Act of 1973, 34 CFR § 104.7(b)

Adopted: September 12, 2002

Revised: August 2, 2007

Reviewed: January 30, 2020

CANDIA SCHOOL DISTRICT CHANGE OF SCHOOL OR ASSIGNMENT

In circumstances where the best interests of a pupil warrant a change of school assignment, the Superintendent or his/her designee is authorized to reassign a pupil from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a pupil from a school district that is not part of the SAU, under the following conditions and procedure:

CONDITIONS AND PROCEDURES FOR REASSIGNMENT

- ~~1. The parent(s) or legal guardian(s) (or Superintendent of another SAU) shall make a written request to the Superintendent or consents to the recommendation of the Superintendent for a change of school assignment. In the request, the parent(s)/legal guardian(s) shall state why the best interests of the pupil warrant a reassignment.~~
- ~~2. The Superintendent shall fully consider this written request, shall meet with the parent(s) or legal guardian(s), if necessary, and shall make a decision concerning the re-assignment request.~~
- ~~3. The Superintendent's decision shall be based on the best interests of the pupil, as determined by the Superintendent. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.~~
- ~~4. If the Superintendent determines that the best interest of the pupil warrants a reassignment, he/she will present the matter to the school board. The board must vote to approve the re-assignment before the reassignment can occur. Upon school board approval, the Superintendent may reassign the pupil to: (a) another school within the same school district; (b) another school district within the same SAU; or (c) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU and approval of the school boards of both the sending and receiving school districts.~~
- ~~5. The Superintendent will issue a written decision to the parent/guardian.~~
- ~~6. The total reassignments or transfer made under this policy in any one school year shall not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the school board votes to exceed this limit.~~
- ~~7. Reassignments made under this policy which exceed the percentages provided in #6 above, must have the prior written approval of the School Board.~~

COUNT OF RE-ASSIGNED PUPILS, TUITION PAYMENT AND RATE, AND TRANSPORTATION

~~Pupils reassigned under this policy shall be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district shall forward any tuition payment due to the District to which said pupil was assigned.~~

~~The Superintendents involved in the reassignment of a pupil shall jointly establish a tuition rate for each such pupil. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown, or pursuant to any applicable policy(ies) of the receiving district, presuming said action is not contrary to law.~~

~~The cost of transportation for any pupil re-assigned under this policy shall be the sole responsibility of the parent/legal guardian.~~

ROLE OF DEPARTMENT OF EDUCATION

~~The Superintendent of the pupil's resident SAU shall notify the Department of Education within thirty (30) days of any reassignment made under this policy.~~

MANIFEST EDUCATIONAL HARDSHIP CHANGE OF ASSIGNMENT

~~When a parent(s)/legal guardian(s) believe that an initial assignment has been made which will result in a manifest educational hardship to the pupil, said parent(s)/legal guardian(s) may seek a change of assignment in accordance with RSA 193:3 and Policy JEC, Manifest Educational Hardship.~~

~~A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.~~

Resident students of the Candia School District shall be assigned to a public school within the District by the Superintendent or designee. The Board recognizes that in unusual and extraordinary circumstances, parents or guardians may wish to request a change of assignment to another public school, public academy, or approved private school within the District. When the parents or guardians believe that the student's assignment is not in the student's best interests or will result in a manifest educational hardship to the student, the District will consider requests for reassignment in accordance with this Policy and the most restrictive provisions of law.

A. Best Interest Reassignment – Determination by Superintendent.

Consistent with RSA 193:3, I, and subject to the provisions below, the Superintendent is authorized to reassign a student residing in the District to another public school, public academy, or approved private school.

The authorization granted Superintendent to make reassignments under this Policy applies only after application is made by the parent or guardian of the student or with the parents' or guardian's consent, and upon a finding by the Superintendent that reassignment is in the student's best interests due to the student's academic, physical, personal, or social needs.

This Policy, however, does not limit the Superintendent's authority to make other in-District assignments consistent with applicable Board policies and administrative rules.

1. Procedure:

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the student's best interests warrant reassignment. In order to facilitate a determination, the application may also include any additional information described in Section 1(d) below. The written request should be mailed or delivered to the SAU office, or emailed to the Superintendent at the email address provided on the District's website.
- b. Upon receipt of the request, the Superintendent shall schedule a meeting (the "reassignment meeting") with the parent or guardian, to be held within ten (10) days of receiving the request.

- c. Prior to or at the reassignment meeting, the parent or guardian shall make a specific request that the student be re-assigned to another public school, public academy, or approved private school..
- d. At the reassignment meeting, the parent or guardian may present documents, witnesses, or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.
- e. The Superintendent may present such information as he or she deems appropriate.
- f. In determining whether reassignment is in the student's best interest the Superintendent shall consider the student's academic, physical, personal, or social needs.

2. Finding Reassignment is or is not in the Student's Best Interest.

- a. Within five (5) school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., hand delivery, email, fax, certified or registered mail).
- b. If the Superintendent finds it is in the best of the interest of the student to change the student's school or assignment, the Superintendent shall initiate:
 - i. A change of assignment within the student's current assigned school;
 - ii. The student's transfer to another public school, public academy, or approved private school within the District; or
 - iii. The student's transfer to a public school, public academy, or approved private school in another district.
- c. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignment, the parent or guardian may request a manifest educational hardship hearing before the School Board as provided in Section B of this Policy.

3. Reassignment Based on Best Interest.

- a. If a student is reassigned as a result of a best interest determination, the Superintendent shall work with the Superintendent of the receiving district/school to determine whether the district/school to which the student is to be assigned will accept the student and to establish a tuition rate for such student.
- b. The Superintendent's reassignment of a student based on a finding that it is in the student's best interest is not binding on the receiving district or school. Students who are reassigned must be accepted for attendance at the school/district to which they are reassigned and their continued attendance will be determined by the receiving school/district.
- c. Any reassignment to a public school or public academy in another district as a result of a best interest determination will be conditioned on the Superintendent and the Superintendent/Administrator of the receiving district/school reaching an agreement on the tuition to be charged to the student's resident district. For a reassignment to an approved private school,

the private school may charge tuition to the parent or enter an agreement for payment of tuition with the District.

- d. Pursuant to RSA 193:3, I (g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, tuition has been established, and the student is accepted, then the School Board shall approve the tuition payment.
- e. Transportation for a student reassigned under this Section A (best interest) shall be the responsibility of the parent or legal guardian.
- f. Unless otherwise stated by the Superintendent, all reassignments based on best interest shall be limited to one (1) school year.

- 4. **Other In-District Assignments.** Nothing in this Policy is intended to limit authority otherwise extended to the Superintendent to make assignments or reassignments to District Schools or schools with which the District contracts according to the policies, regulations, and ordinary practices of the District.

B. Manifest Educational Hardship – Determination by School Board and Appeal to State Board.

If, after following the procedure outlined in Section A of this Policy, the Superintendent found that it was not in the best interest of the student to be reassigned as requested by the student's parent or guardian, then the parent or guardian may request a manifest educational hardship hearing before the School Board within thirty (30) days of receipt of the Superintendent's written decision denying the best interest reassignment.

- 1. **"Manifest Educational Hardship" Defined.** As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in the student's current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.

2. Procedure for Determination of Manifest Educational Hardship.

- a. The Superintendent shall duly notify the School Board that the parent or guardian has requested a manifest educational hardship hearing, and the School Board shall schedule a hearing to be held no more than fifteen (15) days after the request has been received by the Superintendent. The Board shall provide at least two (2) full days notice of the hearing. The Board will conduct the hearing in non-public session, unless the parent or guardian requests the hearing be held in public session, under RSA 91-A:3, II(c).
- b. Prior to or at such hearing, the parent or guardian shall provide to the Superintendent a specific request in writing to be reassigned to a particular school and the reasons for the request. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the parent or guardian may include the written request and reasons as part of the original hearing request.
- c. At such hearing, the parent or guardian may present documents, witnesses, or other relevant evidence supporting the parent's or guardian's belief that the student is experiencing a manifest educational hardship. The Superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine

all evidence and witnesses. The formal rules of evidence shall not apply. The Board shall record the hearing.

- d. **The parent or guardian shall have the burden of establishing a manifest educational hardship by clear and convincing evidence**, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the existence of a manifest educational hardship is highly probable.
- e. The Board will render its decision in writing within seven (7) days after the hearing, and will forward its written decision to the parents or guardians via means producing proof of delivery (e.g., hand deliver, email, fax, or certified or registered mail). The decision will conform to the requirements of NH Dept. of Education Rule Ed. 320.

3. Finding of Manifest Educational Hardship.

- a. If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to re-assign the student to another public school or public academy in the District.
- b. The School Board's reassignment of a student based on a finding of manifest educational hardship is not binding on the receiving district or school. Students who are reassigned must be accepted for attendance at the school/district to which they are reassigned and their continued attendance will be determined by the receiving school/district.
- c. If the student is assigned to a public school or public academy in another district because of a manifest educational hardship, tuition shall be determined according to RSA 193:4.
- d. If a student is assigned to an approved private school because of manifest educational hardship determination and the school agrees to enroll the student, it may charge tuition to the parent or guardian or may enter into an agreement for payment of tuition with the District.
- e. Unless otherwise stated by the School Board, all manifest educational hardship reassignments shall be limited to one (1) school year.

4. Finding that Manifest Educational Hardship was not Established – Appeal to the New Hampshire State Board of Education. If the School Board finds that the parent or guardian has not met their burden of proof, the parent or guardian may appeal the School Board's decision to the New Hampshire State Board of Education ("SBOE"), within thirty (30) days of receipt of the Board's written decision in accordance with NH Dept. of Ed. Rule Ed. 204.01 (g).

C. Admission Requirements. Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned.

D. Statutory Reassignment Limit. The total reassignments or transfers made under this Policy in any one school year will not exceed one (1) percent of the average daily membership in residence of the District, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.

E. Count of Reassigned Pupils. Students reassigned under this Policy will be counted in the average daily membership in residence of the student's resident school district.

F. Notice to the Department of Education. The Superintendent will notify the Department of Education within thirty (30) days of any reassignment made under this Policy.

G. Special Education Placements. Students with disabilities as defined in RSA 186-C:2 shall be accorded a due process review and shall be assigned pursuant to rules adopted under RSA 186-C:16.

Legal References:

RSA 193:3, III, Change of School Assignment, RSA 193:14-a, Change of School Assignment; Duties of State Board of Education, N.H. Dept. of Education Administrative Rule Ed. 320

Adopted: August 2, 2007

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