

CANDIA SCHOOL BOARD MEETING
Thursday, March 7, 2024 6:00 p.m.
Henry W. Moore School Media Center
AGENDA

- I. CALL TO ORDER** – Matt Woodrow, Board Chair
- II. PLEDGE OF ALLEGIANCE** –
- III. PROOF OF POSTING** – Superintendent Bill Rearick
- IV. MINUTES**
 - A. Approval of Board Meeting Minutes of February 8, 2023*
 - B. Approval of Board Non-Public Minutes of February 8, 2023*
 - C. Approval of Board Minutes following the Deliberative Session*
- V. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VI. SUPERINTENDENT’S REPORT***
- VII. REPORTS**
 - A. Reports of Principal*
 - B. Reports of Standing Committees
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
 - A. NH K-8 School of Excellence Presentation
 - B. Custodial Staff Benefits - MChalbeck (discussion)
- X. FINANCIAL**
 - A. Expenditure Report*
 - B. Manifest Approvals
- XI. POLICIES**
 - A. Second Reading* Policies JKAA, JKAA-R Use of Child Restraint/Seclusion and Procedures, DFGA Crowdfunding, IKL Academic Honesty and Integrity, KCD Public Gifts/Donations, GBAA Sexual Harassment-Staff, AC Non-Discrimination, KED Grievance Procedure and IJOA / IJOA-R Field Trips and Form
- XII. PERSONNEL**
 - A. Co-Curricular Nomination*
- XIII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- XIV. NON-PUBLIC SESSION RSA 91-A 3 Sections II c**
- XV. INFORMATIONAL/UPCOMING AGENDA ITEMS**
 - Upcoming: Board Reorganization/Staff Nominations
- XVI. ADJOURNMENT**

The next regularly scheduled Candia School Board Meetings will be held on Thursday, April 4, 2024 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, FEBRUARY 8, 2024
HENRY W. MOORE SCHOOL MEDIA CENTER**

These minutes have not been approved.

Board Chair, Matt Woodrow opened the meeting at 5:00 p.m. Those in attendance were Board members Dana Buckley, and Stephanie Helmig, 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

Seventh grader Brady Vallee led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

MINUTES

Motion by Stephanie Helmig, seconded by Dana Buckley, to approve the January 4, 2024 meeting minutes, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

SUPERINTENDENT'S UPDATES

Bill Rearick summarized his report and said that the Headmaster of Coe Brown Academy was amenable to entering into discussions about creating an MOU to allow Candia students to attend. The Candia Board would like to allow more than 5% of their students to attend high schools other than Pinkerton. Discussion ensued on how an MOU would work. Bill Rearick suggested that sending towns band together when dealing with Pinkerton regarding tuition agreement language in order to carry a greater weight.

When asked by Stephanie Helmig who nominated the Henry W. Moore School as a NH School of Excellence, Becky Wing stated that she did.

Stephanie Helmig stated that the Pinkerton Start Time Committee will meet a few more times and that any changes won't take place until the 2025/2026 school year.

NEW BUSINESS

Ratification of Poll Vote

Motion by Matt Woodrow, seconded by Dana Buckley, to ratify the poll vote on February 2, 2024 to recommend the operating budget of the Candia School District in the amount of \$10,404,612, and the motion carried unanimously.

Discussion ensued relative to school district fund balances returned to the town, and if the town is required to use these funds to offset taxes.

Field Trip Request

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the field trip request as presented, and the motion carried unanimously.

CESPA

Will be discussed in a non-public session.

Special Education Bus Contract

The Durham bus contract was reviewed.

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the contract with Durham Transportation from 7/2023-6/2026, and the motion carried unanimously.

Superintendent's Evaluation-Discussion

The SAU Board will meet on February 21, 2024 to discuss the Superintendent's Evaluation as a group.

FINANCIAL

Expenditure Report

The expenditure report was reviewed.

Manifest Approval

Motion by Matt Woodrow, seconded by Stephanie Helmig, to approve the manifest in the amount of \$1,001,573.67, and the motion carried unanimously.

POLICIES

Policies JKAA, JKAA-R Use of Child Restraint/Seclusion and Procedures, DFGA Crowdfunding, IKL Academic Honesty and Integrity, KCD Public Gifts/Donations, GBAA Sexual Harassment-Students / Staff, AC Non-Discrimination, KED Grievance Procedure and IJOA / IJOA-R Field Trips and Form were in the packet for a first reading.

Motion by Dana Buckley, seconded by Matt Woodrow, to approve the first reading of the policies as presented, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

Stephanie Helmig clarified how one would go about amending Warrant Articles at the Deliberative Session.

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

Motion by Matt Woodrow, seconded by Dana Buckley, to enter into a non-public meeting at 5:40 p.m. A roll-call vote was taken. With all in favor, the motion carried.

The Board reconvened their public session at 5:40 p.m.

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

ADJOURNMENT

Motion by Matt Woodrow, seconded by Stephanie Helmig, to adjourn the meeting at 5:50 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be on March 7, 2024, at 6:00 p.m. at the Henry W. Moore School Media Center.

The SAU Board will meet at the Henry W. Moore School on Wednesday, February 21, 2024 at 6:30 p.m.

Respectfully submitted,

Rebecca McCarthy
Recording Secretary

**CANDIA SCHOOL BOARD MEETING
THURSDAY, FEBRUARY 8, 2024
HENRY W. MOORE SCHOOL MEDIA CENTER**

These minutes have not been approved.

5:40 p.m.

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

Those in attendance were Matt Woodrow, Dana Buckley, and Stephanie Helmig. 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.

Very brief discussion regarding a personnel issue and the request for an adjusted work schedule. Their supervisor was in attendance and was comfortable with the terms.

Stephanie Helmig would like the Board to consider retention bonuses for teachers for the 2024/2025 school year.

Motion by Matt Woodrow, seconded by Stephanie Helmig, to exit the non-public meeting at 5:50 p.m., and the motion carried unanimously.

Respectfully submitted,

Rebecca McCarthy
Recording Secretary

IV.C.

CANDIA SCHOOL BOARD MEETING POST-DELIBERATIVE SESSION MINUTES THURSDAY, FEBRUARY 8, 2024 HENRY W. MOORE GYMNASIUM

These minutes have not been approved.

6:35 p.m.

Those in attendance were Board members Matt Woodrow, Dana Buckley, and Stephanie Helmig. Also in attendance was Superintendent William (Bill) Rearick and Business Administrator, Cory Izbicki.

Because the operating budget amount was increased and voted in favor, from a member of the public in the Deliberative Session the Board met to approve the amended budget.

Motion by Matt Woodrow, seconded by Stephanie Helmig, to amend the budget on Warrant Article #2, to \$10,679,612. With a 3-0 vote in favor, the motion carried.

Motion by Matt Woodrow, seconded by Stephanie Helmig, to adjourn the meeting at 6:40 p.m., and the motion carried unanimously.

William J. Rearick
Superintendent of Schools

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

March 7, 2024

Principal of the Year Recognition

Since it such a prestigious award, I want to congratulate Becky for being chosen as the Elementary Principal of the Year for the 2024-2025 academic school year in New Hampshire.

As I stated in my email to our staff and parents, Becky was selected in part for her exceptional leadership, dedication, and unwavering commitment to the students, staff, and our community. This well-deserved recognition highlights Becky's invaluable contributions in providing a safe and supportive learning environment for our students and staff. The positive impact that Becky has had on our students is immeasurable.

SAU Board Meeting

The SAU Board meeting was held on February 21st. The Board discussed the feasibility of having each district use the same vendor for trash removal and if there was a way to achieve cost savings. I will be researching the question and plan on reporting my findings at the May meeting.

The second topic that was discussed pertained to the need for an SAU-wide social worker position which would help support our students and families who might be struggling with a variety of social emotional challenges. It was agreed that I would provide additional information at the Board's May meeting with more detail regarding the job responsibilities and how the position might be implemented to serve all three school districts.

HMS Visit

I will be visiting HMS on Tuesday March 5th. I will give a brief oral report of my visit at our March 7th meeting.

Enrollment Update

Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total
35	29	25	36	33	22	26	32	32	270 (As of 3/1/24)

Spelling Bee

On Friday, January 29th, the Moore School hosted our annual Spelling Bee competition. We had so many qualifiers after our first round of in-classroom spelling testing that we held a second in-classroom round to find our 26 Bee participants. As the Moore School Spelling Bee moved along, the words continued to get more and more complex. In the end, 8th Grader Drake Biron and 6th Grader Maxwell Foti were the final two contestants left standing. After dueling back and forth for 16 rounds just between the two of them, Drake Biron came out victorious by spelling both "attorned" and "jugular" correctly. Congratulations to all of our contestants!



Financial Literacy (Board Goal)

Middle school teachers James Pritchard and Feliccia Chirgwin have been exploring financial literacy programs to formalize financial literacy instruction for students in grades 7 & 8. The [Service Credit Union's Bite of Reality](#) is a program that we participated in pre-COVID and will be doing with our 8th graders this spring. This program culminates with a fair at Pinkerton Academy with other sending school 8th grade students in late May/early June. We are also exploring an option for our 7th grade students called [Credit Worthy](#).

Wellness Committee (Board Goal)



The Wellness Committee has been meeting more frequently in an effort to renew our efforts related to student and staff wellness. Free fruit/vegetable tasting has begun. The first veggie was the red pepper. There were several students who had never tried red peppers and found that they liked them! Information regarding the Employee Assistance Program (EAP) that had been previously provided electronically was printed and distributed in all staff mailboxes. Wellness Wednesday messages and tips are now part of the morning announcements. Healthy recipes have been added to the Lancer Ledger newspaper and Mrs. Franchini is working on an assembly focused on overcoming obstacles. In addition the group is planning a larger event to take place during the 2024-2025 school year.

Career Day (Board Goal)

Mrs. Franchini, Ms. Jarvis and our middle school team of teachers are in the beginning stages of planning a Career Day for students in grades 6-8.. This day will include an opportunity for students to hear from presenters from a wide variety of occupations. Students will take the following survey to begin their exploration of careers that they may be interested in: <https://www.mynextmove.org/>. Career Day will be scheduled for late May.

New Hampshire State Assessment System (NHSAS) Updates

The writing portion of the NHSAS has to be administered much earlier than in past years. The testing window is two full months earlier than when we typically give the assessment. The window is earlier this year because they are introducing new prompts that will all be hand scored. In addition, the Candia School District has been selected for state assessment program monitoring during the 2023-2024 school year. Monitoring is required to ensure fidelity in the administration of the statewide assessments and to review test security documents. This monitoring will not affect the students in any way, it involves more administrative tasks such as uploading requested documents regarding notifications and training, and proof of administrative monitoring of the assessment administration.

Student Services Report:

Program Approval and General Supervision (PAGS) Monitoring Process

At least every six years, districts must participate in monitoring of their special education programs. The Office of Training and Monitoring (OTM) has developed the Program Approval and General Supervision (PAGS) process to ensure the State Education Agency (SEA) is meeting the requirements of the Office of Special Education Programs (OSEP) to improve the educational results and functional outcomes for children with disabilities. There are eight components of the PAGS Monitoring. This is a new monitoring process in New Hampshire, although there has always been a monitoring cycle and process in place. Candia (along with Auburn and Hooksett) are due for monitoring. Candia has begun this process and it will be completed by June. An update will be provided to the board at that time.

Component I: Special Education Program Presentation

This is a written narrative program presentation that is submitted by the director. It includes a special education organizational chart, personnel list, job descriptions, personnel certification review and submission of special education policies, procedures and forms.

Component II: Performance Indicators and Data Probe

The Bureau of Special Education Support (BSES) reviews from the indicators and data dashboards.

Component III: Educational Environment Analysis

The most recent letter of Educational Environment Approval will be reviewed. This step has already been completed since a review of environments was already submitted and approved this fall.

Component IV: Equitable Services Review

The BSES will monitor for Equitable Services that are for groups of students who are parentally placed in a private school. This is for Jesse Remington High School since it is the only private school within our district.

Component V: Student File Review

A small percentage of files will be reviewed to compliance with laws regarding timelines, evaluations, IEP components, parental notification, etc.

Component VI: Fiscal and Financial Profile

This is a review of IDEA grant reporting, allocation, alignment, and compliance.

Component VII: Classroom Observation

There will be two observations focused on reviewing the educational environment (alignment with approval letter), services, credentials of staff providing services and alignment to IEP services. This is not a formal observation of the teachers.

Component VIII: Family/Staff Interviews and Listening Sessions

LEA staff interviews will be done via anonymous pre- and post-survey. Family/Community interviews and listening sessions will be hosted in collaboration with the NH Parent Information Center.

HMS Summer School Camp 2024

Based on the overwhelming positive feedback from staff, students and parents regarding our HMS Summer School Camp that we developed last year, plans are in the works to continue to offer inclusive summer programming to all Henry Moore students entering kindergarten through 8th grade. Last year, the program was free to all families using the Beyond School Grant to cover the costs. This grant is no longer available. Surveys sent to parents and staff indicate that more than 80 students would participate in our summer program. There is an even split between the number of students entering grades kindergarten through 3rd and grades 4th-8th. Eight staff have expressed an interest in developing and teaching this program (this includes classroom teachers, specialists, interventionists, and nursing). We also have a few college students who have expressed an interest in returning as paraprofessionals for the summer program.

More than 90% of parents noted they would enroll their child regardless of cost and less than 10% would probably enroll their child, but need more information regarding cost. At this time, if we run the program for four weeks (4 days per week and 5 hours per day) with four days at Adventurelore and three additional field trips, the maximum cost for each student would be \$85/week. We will continue to search for grant opportunities and plan to report back to the board in April with more detailed information.

Respectfully Submitted,



Becky L. Wing, Principal

Upcoming Events
3/4 - 3/8: Read Across America Week
3/6 & 3/7: NHSAS Writing (Grades 3-8)
3/12: PTO Meeting, 7pm
3/15: End of Trimester 2
3/18: No School for Students: Professional Development Day
3/20: NH Edies K-8 School of Excellence Committee Visit
3/21: Vaping Unveiled Presentation - Middle School Students
3/22: Report Cards emailed home

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

X.A.

						ENCUMBRANCES			ENCUMBRANCES PLUS		
TITLE						FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
21	1100	1	02	00	5110	REG ED SALARIES OF REGULAR EMPL	\$ 120,000.00	\$ -	\$ 120,000.00	\$ 120,000.00	\$ -
21	1100	1	02	00	5112	REG ED TEACHER SALARIES	\$ 1,372,433.60	\$ 643,119.87	\$ 825,427.44	\$ 1,468,547.31	\$ (96,113.71)
21	1100	1	02	00	5114	REG ED PARAPROFESSIONAL	\$ 17,710.77	\$ 11,877.33	\$ 7,092.35	\$ 18,969.68	\$ (1,258.91)
21	1100	1	02	00	5120	REG ED SUBSTITUTE SALARIES	\$ 25,000.00	\$ 660.00	\$ 51,017.74	\$ 51,677.74	\$ (26,677.74)
21	1100	1	02	00	5122	REG ED HEALTH INSURANCE BUYOUT	\$ 18,936.64	\$ 9,468.33	\$ 9,468.32	\$ 18,936.65	\$ (0.01)
21	1100	1	02	00	5211	REG ED HEALTH INSURANCE	\$ 443,136.54	\$ 104,149.02	\$ 299,620.72	\$ 403,769.74	\$ 39,366.80
21	1100	1	02	00	5212	REG ED DENTAL INSURANCE	\$ 20,973.11	\$ 4,944.33	\$ 11,016.00	\$ 15,960.33	\$ 5,012.78
21	1100	1	02	00	5213	REG ED LIFE INSURANCE	\$ 1,822.56	\$ 592.47	\$ 1,106.25	\$ 1,698.72	\$ 123.84
21	1100	1	02	00	5214	REG ED DISABILITY INSURANCE	\$ 4,096.13	\$ 1,397.83	\$ 2,422.85	\$ 3,820.68	\$ 275.45
21	1100	1	02	00	5220	REG ED FICA	\$ 115,620.02	\$ 50,881.18	\$ 74,777.09	\$ 125,658.27	\$ (10,038.25)
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	\$ 126,308.78	\$ 171,095.23	\$ 297,404.01	\$ (570.89)
21	1100	1	02	00	5240	REG ED TUITION REIMBURSEMENT	\$ 25,000.00	\$ 120.00	\$ 2,145.00	\$ 2,265.00	\$ 22,735.00
21	1100	1	02	00	5241	REG ED WORKSHOP REIMB PROF	\$ 3,000.00	\$ -	\$ 260.00	\$ 260.00	\$ 2,740.00
21	1100	1	02	00	5250	REG ED UNEMPLOYMENT INSURANCE	\$ 618.67	\$ -	\$ -	\$ -	\$ 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	\$ -	\$ 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	\$ 3,367.45	\$ 1,133.69	\$ 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	\$ 5,465.60	\$ 2,353.63	\$ 7,819.23	\$ (79.23)
21	1100	1	02	00	5580	REG ED MILEAGE REIMBURSEMENT	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
21	1100	1	02	00	5610	REG ED SUPPLIES	\$ 13,200.00	\$ 1,619.97	\$ 9,959.32	\$ 11,579.29	\$ 1,620.71
21	1100	1	02	00	5641	REG ED TEXTBOOKS	\$ 300.00	\$ -	\$ 57.33	\$ 57.33	\$ 242.67
21	1100	1	02	00	5737	REG ED REPLACEMENT FURNITURE & F	\$ 1,300.00	\$ -	\$ 710.88	\$ 710.88	\$ 589.12
21	1100	1	02	06	5641	FOREIGN LANGUAGE TEXTBOOKS	\$ 866.00	\$ 19.59	\$ 39.34	\$ 58.93	\$ 807.07
21	1100	1	02	08	5610	ART SUPPLIES	\$ 2,475.00	\$ 165.13	\$ 2,309.64	\$ 2,474.77	\$ 0.23
21	1100	1	02	18	5610	HEALTH SUPPLIES	\$ 1,054.20	\$ -	\$ 950.35	\$ 950.35	\$ 103.85
21	1100	1	02	23	5610	MATH SUPPLIES	\$ 822.42	\$ 206.54	\$ 620.02	\$ 826.56	\$ (4.14)
21	1100	1	02	23	5643	MATH INFORMATION ACCESS FEES	\$ 9,375.00	\$ -	\$ 9,340.00	\$ 9,340.00	\$ 35.00
21	1100	1	02	23	5645	MATH PRACTICE BOOKS	\$ 3,210.00	\$ -	\$ 2,932.48	\$ 2,932.48	\$ 277.52
21	1100	1	02	24	5610	MUSIC SUPPLIES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
21	1100	1	02	24	5643	MUSIC INFORMATION ACCESS FEES	\$ 600.00	\$ -	\$ 684.00	\$ 684.00	\$ (84.00)
21	1100	1	02	24	5731	MUSIC NEW EQUIPMENT	\$ 570.68	\$ -	\$ 246.50	\$ 246.50	\$ 324.18
21	1100	1	02	25	5610	PHYS ED SUPPLIES	\$ 1,415.99	\$ -	\$ 1,650.63	\$ 1,650.63	\$ (234.64)
21	1100	1	02	27	5610	READING SUPPLIES	\$ 159.34	\$ -	\$ 259.75	\$ 259.75	\$ (100.41)
21	1100	1	02	27	5643	READING INFORMATION ACCESS FEES	\$ 5,350.00	\$ -	\$ 2,169.40	\$ 2,169.40	\$ 3,180.60
21	1100	1	02	27	5645	READING PRACTICE BOOKS	\$ 966.00	\$ -	\$ 3,721.47	\$ 3,721.47	\$ (2,755.47)
21	1100	1	02	29	5610	SCIENCE SUPPLIES	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00
21	1100	1	02	29	5641	SCIENCE TEXTBOOKS	\$ -	\$ -	\$ -	\$ -	\$ -
21	1100	1	02	29	5643	SCIENCE INFORMATION ACCESS FEES	\$ 1,940.60	\$ -	\$ 1,955.85	\$ 1,955.85	\$ (15.25)
21	1100	1	02	30	5610	SOCIAL STUDIES SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
1100 Total REGULAR EDUCATION						\$ 2,531,844.90	\$ 964,863.42	\$ 1,622,508.53	\$ 2,587,371.95	\$ (55,527.05)	
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 REGULAR EDUCATION - HIGH SCHOOL						\$ 1,771,920.00	\$ 928,176.80	\$ 920,783.20	\$ 1,848,960.00	\$ (77,040.00)	
21	1200	1	02	00	5111	SPED ELEMENTARY ADMIN/OTHER SALARIES	\$ 94,860.00	\$ 33,158.09	\$ 62,631.91	\$ 95,790.00	\$ (930.00)

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

						ENCUMBRANCES			ENCUMBRANCES PLUS		
TITLE						FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
21	1200	1	02	00	5112	SPED ELEMENTARY TEACHER SALARIES	\$ 151,403.00	\$ 75,400.24	\$ 88,226.76	\$ 163,627.00	\$ (12,224.00)
21	1200	1	02	00	5114	SPED ELEMENTARY PARAPROFESSIONAL	\$ 114,536.56	\$ 36,638.73	\$ 46,163.21	\$ 82,801.94	\$ 31,734.62
21	1200	1	02	00	5115	SPED ELEMENTARY SECRETARIAL SALARIES	\$ 36,915.84	\$ 25,103.16	\$ 14,460.04	\$ 39,563.20	\$ (2,647.36)
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	\$ 58,563.06	\$ 88,028.48	\$ 146,591.54	\$ 26,619.37
21	1200	1	02	00	5212	SPED ELEMENTARY DENTAL INSURANCE	\$ 3,148.96	\$ 1,420.07	\$ 1,792.71	\$ 3,212.78	\$ (63.82)
21	1200	1	02	00	5213	SPED ELEMENTARY LIFE INSURANCE	\$ 593.28	\$ 528.15	\$ 242.01	\$ 770.16	\$ (176.88)
21	1200	1	02	00	5214	SPED ELEMENTARY DISABILITY INSURANCE	\$ 707.77	\$ 394.17	\$ 337.47	\$ 731.64	\$ (23.87)
21	1200	1	02	00	5220	SPED ELEMENTARY FICA	\$ 27,658.54	\$ 13,044.83	\$ 14,844.73	\$ 27,889.56	\$ (231.02)
21	1200	1	02	00	5231	SPED ELEMENTARY NHRS SUPPORT	\$ 4,994.71	\$ 3,396.46	\$ 1,853.56	\$ 5,250.02	\$ (255.31)
21	1200	1	02	00	5232	SPED ELEMENTARY NHRS PROFESSIONAL	\$ 48,366.05	\$ 21,320.92	\$ 29,628.62	\$ 50,949.54	\$ (2,583.49)
21	1200	1	02	00	5240	SPED ELEMENTARY TUITION REIMBURSEMENT	\$ 6,270.00	\$ 940.50	\$ 5,329.50	\$ 6,270.00	\$ -
21	1200	1	02	00	5241	SPED ELEMENTARY WORKSHOP REIMB PROF	\$ 795.00	\$ -	\$ -	\$ -	\$ 795.00
21	1200	1	02	00	5244	SPED ELEMENTARY SECRETARIAL WORKSHOP	\$ -	\$ -	\$ -	\$ -	\$ -
21	1200	1	02	00	5250	SPED ELEMENTARY UNEMPLOYMENT INSURANCE	\$ 438.22	\$ -	\$ -	\$ -	\$ 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	\$ 24,457.07	\$ 53,056.58	\$ 77,513.65	\$ 61,820.35
21	1200	1	02	00	5336	SPED ELEMENTARY MEDICAID SERVICE PROVIDER	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
21	1200	1	02	00	5430	SPED ELEMENTARY REPAIRS & MAINT SERVICES	\$ 350.00	\$ 316.78	\$ 33.22	\$ 350.00	\$ -
21	1200	1	02	00	5442	SPED ELEMENTARY RENTAL OF EQUIPMENT	\$ 1,500.00	\$ 945.02	\$ 554.98	\$ 1,500.00	\$ -
21	1200	1	02	00	5531	SPED ELEMENTARY TELEPHONE	\$ 2,100.00	\$ 1,061.08	\$ 1,911.92	\$ 2,973.00	\$ (873.00)
21	1200	1	02	00	5564	SPED ELEMENTARY TUITION TO PRIVATE SCHOOL	\$ 2,700.00	\$ 1,596.00	\$ 1,428.00	\$ 3,024.00	\$ (324.00)
21	1200	1	02	00	5580	SPED ELEMENTARY MILEAGE REIMBURSEMENT	\$ 3,000.00	\$ -	\$ 1,144.60	\$ 1,144.60	\$ 1,855.40
21	1200	1	02	00	5610	SPED ELEMENTARY SUPPLIES	\$ 500.00	\$ -	\$ 2,489.94	\$ 2,489.94	\$ (1,989.94)
21	1200	1	02	00	5643	SPED ELEMENTARY INFORMATION ACCESS FEES	\$ 500.00	\$ -	\$ 2,506.14	\$ 2,506.14	\$ (2,006.14)
21	1200	1	02	00	5810	SPED ELEMENTARY DUES & FEES	\$ 1,075.00	\$ -	\$ 955.00	\$ 955.00	\$ 120.00
21	1200	2	02	00	5320	SPED MIDDLE PROFESSIONAL EDUCATIONAL	\$ 17,623.80	\$ 31,208.59	\$ 53,105.06	\$ 84,313.65	\$ (66,689.85)
21	1200	2	02	00	5330	SPED MIDDLE OTHER PROF SVCS	\$ -	\$ 1,898.75	\$ 581.25	\$ 2,480.00	\$ (2,480.00)
21	1200	2	02	00	5561	SPED MIDDLE TUITION OTHER LEA'S	\$ -	\$ -	\$ -	\$ -	\$ -
21	1200	2	02	00	5564	SPED MIDDLE TUITION TO PRIVATE SCHOOL	\$ 167,962.41	\$ 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	\$ 68,141.58	\$ 140,293.62	\$ 208,435.20	\$ (80,940.20)
21	1200	3	00	00	5330	SPED HIGH SCHOOL OTHER PROF SVCS	\$ 58,968.00	\$ 27,027.00	\$ 6,552.00	\$ 33,579.00	\$ 25,389.00
21	1200	3	00	00	5561	SPED HIGH SCHOOL TUITION OTHER LEA'S	\$ -	\$ -	\$ -	\$ -	\$ -
21	1200	3	00	00	5563	SPED HIGH SCHOOL TUITION PUBLIC ACADEMIES	\$ 778,574.00	\$ 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	\$ 257,374.71	\$ 344,690.09	\$ 602,064.80	\$ 136,592.58
1200 Total SPECIAL EDUCATION						\$ 2,709,896.82	\$ 1,097,230.76	\$ 1,362,693.59	\$ 2,459,924.35	\$ 249,972.47	
21	1230	1	00	00	5564	ESY TUITION TO PRIVATE SCHOOL	\$ 800.00	\$ -	\$ 88.00	\$ 88.00	\$ 712.00
21	1230	1	02	00	5112	ESY ELEMENTARY TEACHER SALARIES	\$ 5,700.00	\$ -	\$ 6,790.00	\$ 6,790.00	\$ (1,090.00)
21	1230	1	02	00	5114	ESY ELEMENTARY PARAPROFESSIONAL	\$ 1,325.88	\$ -	\$ 1,300.00	\$ 1,300.00	\$ 25.88
21	1230	1	02	00	5220	ESY ELEMENTARY FICA	\$ 535.87	\$ -	\$ 618.89	\$ 618.89	\$ (83.02)
21	1230	1	02	00	5231	ESY ELEMENTARY NHRS SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -
21	1230	1	02	00	5232	ESY ELEMENTARY NHRS PROFESSIONAL	\$ 837.32	\$ -	\$ 3,254.38	\$ 3,254.38	\$ (2,417.06)
21	1230	1	02	00	5330	ESY ELEMENTARY OTHER PROF SVCS	\$ 2,900.00	\$ -	\$ 2,400.00	\$ 2,400.00	\$ 500.00
21	1230	1	02	00	5580	ESY ELEMENTARY MILEAGE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
21	1230	1	02	00	5610	ESY ELEMENTARY SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -

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

TITLE						FY24 BUDGET	ENCUMBRANCES OUTSTANDING		YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES		AVAILABLE BALANCE				
21	1230	2	02	00	5564	ESY MIDDLE TUITION TO PRIVATE SCHOOL	\$	4,417.31	\$	-	\$	8,141.44	\$	8,141.44	\$	(3,724.13)
21	1230	3	02	00	5330	ESY HIGH SCHOOL OTHER PROF SVCS	\$	2,000.00	\$	-	\$	6,347.25	\$	6,347.25	\$	(4,347.25)
21	1230	3	02	00	5563	ESY HIGH SCHOOL TUITION PUBLIC ACADEMIES	\$	3,000.00	\$	-	\$	-	\$	-	\$	3,000.00
21	1230	3	02	00	5564	ESY HIGH SCHOOL TUITION TO PRIVATE SCHOOL	\$	21,006.00	\$	3,971.57	\$	10,569.89	\$	14,541.46	\$	6,464.54
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	\$	12,362.00	\$	11,050.00	\$	23,412.00	\$	(8,324.00)
21	1410	1	02	00	5220	COCURRICULAR FICA	\$	1,483.18	\$	943.53	\$	825.15	\$	1,768.68	\$	(285.50)
21	1410	1	02	00	5231	COCURRICULAR NHRS SUPPORT	\$	-	\$	101.56	\$	101.48	\$	203.04	\$	(203.04)
21	1410	1	02	00	5232	COCURRICULAR NHRS PROFESSIONAL	\$	3,807.80	\$	2,093.03	\$	1,836.33	\$	3,929.36	\$	(121.56)
21	1410	1	02	00	5610	COCURRICULAR SUPPLIES	\$	980.00	\$	-	\$	1,169.23	\$	1,169.23	\$	(189.23)
21	1410	1	02	00	5810	COCURRICULAR DUES & FEES	\$	2,250.00	\$	475.00	\$	1,617.50	\$	2,092.50	\$	157.50
1410 Total COCURRICULAR						\$	27,908.98	\$	15,975.12	\$	16,599.69	\$	32,574.81	\$	(4,665.83)	
21	1420	1	02	00	5117	ATHLETICS CO-CURRICULAR SALARIES	\$	16,071.00	\$	4,375.00	\$	8,125.00	\$	12,500.00	\$	3,571.00
21	1420	1	02	00	5220	ATHLETICS FICA	\$	1,229.43	\$	334.31	\$	617.65	\$	951.96	\$	277.47
21	1420	1	02	00	5232	ATHLETICS NHRS PROFESSIONAL	\$	3,162.77	\$	334.17	\$	628.48	\$	962.65	\$	2,200.12
21	1420	1	02	00	5330	ATHLETICS OTHER PROF SVCS	\$	3,955.00	\$	-	\$	3,955.00	\$	3,955.00	\$	-
21	1420	1	02	00	5441	ATHLETICS RENTAL OF LAND & BUILDING	\$	5,910.00	\$	5,910.00	\$	-	\$	5,910.00	\$	-
21	1420	1	02	00	5610	ATHLETICS SUPPLIES	\$	1,174.65	\$	400.00	\$	32.97	\$	432.97	\$	741.68
21	1420	1	02	00	5739	ATHLETICS OTHER EQUIPMENT	\$	2,740.01	\$	968.80	\$	687.10	\$	1,655.90	\$	1,084.11
21	1420	1	02	00	5810	ATHLETICS DUES & FEES	\$	530.00	\$	-	\$	530.00	\$	530.00	\$	-
1420 Total ATHLETICS						\$	34,772.86	\$	12,322.28	\$	14,576.20	\$	26,898.48	\$	7,874.38	
21	2120	1	02	00	5112	GUIDANCE TEACHER SALARIES	\$	76,092.82	\$	36,173.56	\$	44,702.44	\$	80,876.00	\$	(4,783.18)
21	2120	1	02	00	5211	GUIDANCE HEALTH INSURANCE	\$	23,421.24	\$	7,281.32	\$	16,128.02	\$	23,409.34	\$	11.90
21	2120	1	02	00	5212	GUIDANCE DENTAL INSURANCE	\$	783.27	\$	207.63	\$	423.64	\$	631.27	\$	152.00
21	2120	1	02	00	5213	GUIDANCE LIFE INSURANCE	\$	75.00	\$	25.00	\$	50.00	\$	75.00	\$	-
21	2120	1	02	00	5214	GUIDANCE DISABILITY INSURANCE	\$	224.47	\$	71.48	\$	153.04	\$	224.52	\$	(0.05)
21	2120	1	02	00	5220	GUIDANCE FICA	\$	5,821.10	\$	2,774.68	\$	3,282.57	\$	6,057.25	\$	(236.15)
21	2120	1	02	00	5232	GUIDANCE NHRS PROFESSIONAL	\$	14,944.63	\$	7,104.31	\$	8,288.56	\$	15,392.87	\$	(448.24)
21	2120	1	02	00	5250	GUIDANCE UNEMPLOYMENT INSURANCE	\$	25.78	\$	-	\$	-	\$	-	\$	25.78

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

						ENCUMBRANCES			ENCUMBRANCES PLUS		
TITLE						FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
21	2120	1	02	00	5260	GUIDANCE WORKER'S COMPENSATION	\$ 299.43	\$ -	\$ 299.43	\$ 299.43	\$ -
21	2120	1	02	00	5330	GUIDANCE OTHER PROF SVCS	\$ 5,423.17	\$ -	\$ 5,498.50	\$ 5,498.50	\$ (75.33)
2120 Total						\$ 127,110.91	\$ 53,637.98	\$ 78,826.20	\$ 132,464.18	\$ (5,353.27)	
21	2130	1	02	00	5112	HEALTH TEACHER SALARIES	\$ 56,980.00	\$ 23,575.93	\$ 40,496.01	\$ 64,071.94	\$ (7,091.94)
21	2130	1	02	00	5120	HEALTH SUBSTITUTE SALARIES	\$ 1,000.00	\$ -	\$ 175.00	\$ 175.00	\$ 825.00
21	2130	1	02	00	5122	HEALTH HEALTH INSURANCE BUYOUT	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 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	\$ -	\$ 62.50	\$ 62.50	\$ 12.50
21	2130	1	02	00	5214	HEALTH DISABILITY INSURANCE	\$ 173.55	\$ -	\$ 122.75	\$ 122.75	\$ 50.80
21	2130	1	02	00	5220	HEALTH FICA	\$ 4,435.47	\$ 1,918.27	\$ 3,226.13	\$ 5,144.40	\$ (708.93)
21	2130	1	02	00	5232	HEALTH NHRS PROFESSIONAL	\$ 11,190.87	\$ 4,630.26	\$ 6,563.97	\$ 11,194.23	\$ (3.36)
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	\$ (297.00)
21	2130	1	02	00	5610	HEALTH SUPPLIES	\$ 2,127.30	\$ 1,660.63	\$ 466.67	\$ 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						\$ 113,316.47	\$ 33,285.09	\$ 53,698.53	\$ 86,983.62	\$ 26,332.85	
21	2140	1	02	00	5330	PSYCH SERVICES OTHER PROF SVCS	\$ 80,419.50	\$ 45,635.55	\$ 34,783.95	\$ 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	\$ 4,703.20	\$ 1,303.22	\$ 6,006.42	\$ -
21	2140	3	02	00	5330	PSYCH SVCS - HIGH OTHER PROF SVCS	\$ 4,964.82	\$ 4,151.13	\$ 813.69	\$ 4,964.82	\$ -
2140 Total						\$ 91,890.74	\$ 54,489.88	\$ 36,900.86	\$ 91,390.74	\$ 500.00	
21	2150	1	02	00	5330	SPEECH OTHER PROF SVCS	\$ 112,803.20	\$ 66,011.44	\$ 46,791.76	\$ 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	\$ -	\$ 5,355.65	\$ 4,044.35	\$ 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						\$ 133,361.55	\$ 82,525.44	\$ 50,836.11	\$ 133,361.55	\$ -	
21	2160	1	02	00	5334	THERAPY SVCS OT CONTRACTED SVCS	\$ 92,299.50	\$ 43,069.50	\$ 49,230.00	\$ 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	\$ -	\$ 3,377.20	\$ 429.80	\$ 3,807.00	\$ (3,807.00)
2160 Total						\$ 96,106.50	\$ 46,446.70	\$ 49,659.80	\$ 96,106.50	\$ -	
21	2162	1	02	00	5330	PHYSICAL THERAPY OTHER PROF SVCS	\$ 7,182.00	\$ -	\$ -	\$ -	\$ 7,182.00
2162 Total						\$ 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	\$ -	\$ 128.62	\$ 128.62	\$ 1,173.38
21	2190	1	02	00	5810	OTHER SUPPORT SERVICES DUES & FEES	\$ -	\$ -	\$ -	\$ -	\$ -
2190 Total						\$ 2,852.00	\$ 400.00	\$ 428.62	\$ 828.62	\$ 2,023.38	
21	2210	1	02	00	5117	STAFF DEVELOPMENT CO-CURRICULAR SALARIES	\$ 8,312.00	\$ 6,000.00	\$ 6,500.00	\$ 12,500.00	\$ (4,188.00)
21	2210	1	02	00	5220	STAFF DEVELOPMENT FICA	\$ 635.87	\$ 458.96	\$ 490.85	\$ 949.81	\$ (313.94)
21	2210	1	02	00	5232	STAFF DEVELOPMENT NHRS PROFESSIONAL	\$ 1,632.48	\$ 884.79	\$ 993.38	\$ 1,878.17	\$ (245.69)
21	2210	1	02	00	5291	STAFF DEVELOPMENT ADMIN DIRECTED WORKSHOPS	\$ 1,750.00	\$ -	\$ -	\$ -	\$ 1,750.00
21	2210	1	02	00	5330	STAFF DEVELOPMENT OTHER PROF SVCS	\$ -	\$ -	\$ 2,337.50	\$ 2,337.50	\$ (2,337.50)

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

TITLE										ENCUMBRANCES			ENCUMBRANCES PLUS								
FY24 BUDGET										OUTSTANDING		YEAR TO DATE EXP		YTD EXPENDITURES		AVAILABLE BALANCE					
2210 Total										STAFF DEVELOPMENT		\$ 12,330.35		\$ 7,343.75		\$ 10,321.73		\$ 17,665.48		\$ (5,335.13)	
21	2220	1	02	00	5111	MEDIA ADMIN/OTHER SALARIES					\$	64,322.19	\$	31,147.90	\$	36,339.10	\$	67,487.00	\$	(3,164.81)	
21	2220	1	02	00	5122	MEDIA HEALTH INSURANCE BUYOUT					\$	3,000.00	\$	-	\$	-	\$	-	\$	3,000.00	
21	2220	1	02	00	5211	MEDIA HEALTH INSURANCE					\$	-	\$	9,638.52	\$	15,933.36	\$	25,571.88	\$	(25,571.88)	
21	2220	1	02	00	5212	MEDIA DENTAL INSURANCE					\$	-	\$	570.27	\$	712.44	\$	1,282.71	\$	(1,282.71)	
21	2220	1	02	00	5213	MEDIA LIFE INSURANCE					\$	75.00	\$	43.75	\$	31.25	\$	75.00	\$	-	
21	2220	1	02	00	5214	MEDIA DISABILITY INSURANCE					\$	189.75	\$	85.56	\$	108.00	\$	193.56	\$	(3.81)	
21	2220	1	02	00	5220	MEDIA FICA					\$	5,150.15	\$	2,384.18	\$	2,466.14	\$	4,850.32	\$	299.83	
21	2220	1	02	00	5232	MEDIA NHRS PROFESSIONAL					\$	13,222.08	\$	6,117.45	\$	7,137.06	\$	13,254.51	\$	(32.43)	
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	\$	253.11	\$	-	
21	2220	1	02	00	5430	MEDIA REPAIRS & MAINT SERVICES					\$	2,410.00	\$	-	\$	988.00	\$	988.00	\$	1,422.00	
21	2220	1	02	00	5431	MEDIA REPAIRS EQUIPMENT					\$	400.00	\$	-	\$	-	\$	-	\$	400.00	
21	2220	1	02	00	5610	MEDIA SUPPLIES					\$	1,580.00	\$	67.98	\$	1,310.70	\$	1,378.68	\$	201.32	
21	2220	1	02	00	5615	MEDIA AV SUPPLIES					\$	250.00	\$	557.00	\$	-	\$	557.00	\$	(307.00)	
21	2220	1	02	00	5641	MEDIA TEXTBOOKS					\$	4,600.00	\$	507.23	\$	3,218.85	\$	3,726.08	\$	873.92	
21	2220	1	02	00	5644	MEDIA PERIODICALS					\$	211.00	\$	-	\$	194.93	\$	194.93	\$	16.07	
21	2220	1	02	00	5649	MEDIA NON PRINT					\$	6,679.00	\$	-	\$	6,397.99	\$	6,397.99	\$	281.01	
21	2220	1	02	00	5735	MEDIA REPLACEMENT EQUIPMENT					\$	-	\$	-	\$	-	\$	-	\$	-	
2220 Total										MEDIA SERVICES		\$ 102,368.06		\$ 51,119.84		\$ 75,090.93		\$ 126,210.77		\$ (23,842.71)	
21	2310	1	02	00	5111	SCHOOL BOARD SERVICES ADMIN/OTHER SALARIES					\$	4,200.00	\$	2,100.00	\$	2,100.00	\$	4,200.00	\$	-	
21	2310	1	02	00	5113	SCHOOL BOARD SERVICES TREASURER SALARIES					\$	1,200.00	\$	600.00	\$	600.00	\$	1,200.00	\$	-	
21	2310	1	02	00	5115	SCHOOL BOARD SERVICES SECRETARIAL SALARIES					\$	2,250.00	\$	-	\$	1,200.00	\$	1,200.00	\$	1,050.00	
21	2310	1	02	00	5220	SCHOOL BOARD SERVICES FICA					\$	585.23	\$	206.55	\$	298.38	\$	504.93	\$	80.30	
21	2310	1	02	00	5231	SCHOOL BOARD SERVICES NHRS SUPPORT					\$	304.43	\$	-	\$	162.39	\$	162.39	\$	142.04	
21	2310	1	02	00	5332	SCHOOL BOARD SERVICES AUDIT EXPENSES					\$	7,600.00	\$	1,600.00	\$	6,000.00	\$	7,600.00	\$	-	
21	2310	1	02	00	5341	SCHOOL BOARD SERVICES LEGAL & CONSULTING					\$	12,500.00	\$	3,986.50	\$	6,013.50	\$	10,000.00	\$	2,500.00	
21	2310	1	02	00	5342	SCHOOL BOARD SERVICES DISTRICT MEETING SERVICES					\$	600.00	\$	-	\$	570.00	\$	570.00	\$	30.00	
21	2310	1	02	00	5613	SCHOOL BOARD SERVICES SCHOOL BOARD SUPPLIES					\$	-	\$	-	\$	754.83	\$	754.83	\$	(754.83)	
21	2310	1	02	00	5614	SCHOOL BOARD SERVICES DISTRICT MEETING SUPPLIES					\$	2,500.00	\$	1,500.00	\$	769.56	\$	2,269.56	\$	230.44	
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	\$	343.18	\$	6,561.08	\$	6,904.26	\$	(1,904.26)	
2310 Total										SCHOOL BOARD SERVICES		\$ 37,489.66		\$ 10,336.23		\$ 25,029.74		\$ 35,365.97		\$ 2,123.69	
21	2320	1	02	00	5590	SAU SERVICES SAU SERVICES					\$	203,891.00	\$	-	\$	203,891.00	\$	203,891.00	\$	-	
2320 Total										SAU SERVICES		\$ 203,891.00		\$ -		\$ 203,891.00		\$ 203,891.00		\$ -	
21	2410	1	02	00	5111	PRINCIPAL SERVICES ADMIN/OTHER SALARIES					\$	108,200.56	\$	37,821.23	\$	71,440.12	\$	109,261.35	\$	(1,060.79)	
21	2410	1	02	00	5115	PRINCIPAL SERVICES SECRETARIAL SALARIES					\$	62,918.39	\$	26,858.20	\$	44,903.17	\$	71,761.37	\$	(8,842.98)	
21	2410	1	02	00	5118	PRINCIPAL SERVICES ASSISTANT PRINCIPAL SALAR					\$	88,759.65	\$	32,192.36	\$	60,807.64	\$	93,000.00	\$	(4,240.35)	
21	2410	1	02	00	5211	PRINCIPAL SERVICES HEALTH INSURANCE					\$	51,776.22	\$	4,113.91	\$	8,314.46	\$	12,428.37	\$	39,347.85	
21	2410	1	02	00	5212	PRINCIPAL SERVICES DENTAL INSURANCE					\$	3,912.65	\$	2,242.67	\$	798.09	\$	3,040.76	\$	871.89	
21	2410	1	02	00	5213	PRINCIPAL SERVICES LIFE INSURANCE					\$	202.28	\$	65.06	\$	115.42	\$	180.48	\$	21.80	
21	2410	1	02	00	5214	PRINCIPAL SERVICES DISABILITY INSURANCE					\$	569.64	\$	231.88	\$	326.60	\$	558.48	\$	11.16	
21	2410	1	02	00	5220	PRINCIPAL SERVICES FICA					\$	19,880.71	\$	7,420.25	\$	13,456.60	\$	20,876.85	\$	(996.14)	
21	2410	1	02	00	5231	PRINCIPAL SERVICES NHRS SUPPORT					\$	6,054.11	\$	2,419.16	\$	3,915.71	\$	6,334.87	\$	(280.76)	
21	2410	1	02	00	5232	PRINCIPAL SERVICES NHRS PROFESSIONAL					\$	38,682.98	\$	13,750.88	\$	25,973.45	\$	39,724.33	\$	(1,041.35)	
21	2410	1	02	00	5240	PRINCIPAL SERVICES TUITION REIMBURSEMENT					\$	5,000.00	\$	1,570.00	\$	4,710.00	\$	6,280.00	\$	(1,280.00)	
21	2410	1	02	00	5241	PRINCIPAL SERVICES WORKSHOP REIMB PROF					\$	2,000.00	\$	-	\$	1,215.00	\$	1,215.00	\$	785.00	

CANDIA SCHOOL DISTRICT
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						ENCUMBRANCES			ENCUMBRANCES PLUS		
TITLE						FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
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	\$ 592.34	\$ 904.46	\$ 1,496.80	\$ 1,133.20
21	2410	1	02	00	5442	PRINCIPAL SERVICES RENTAL OF EQUIPMENT	\$ 1,253.00	\$ 522.20	\$ 730.80	\$ 1,253.00	\$ -
21	2410	1	02	00	5531	PRINCIPAL SERVICES TELEPHONE	\$ 9,000.00	\$ 4,598.29	\$ 8,253.71	\$ 12,852.00	\$ (3,852.00)
21	2410	1	02	00	5534	PRINCIPAL SERVICES POSTAGE	\$ 1,700.00	\$ -	\$ 1,700.00	\$ 1,700.00	\$ -
21	2410	1	02	00	5540	PRINCIPAL SERVICES ADVERTISING	\$ 500.00	\$ -	\$ 124.40	\$ 124.40	\$ 375.60
21	2410	1	02	00	5550	PRINCIPAL SERVICES PRINTING	\$ 500.00	\$ -	\$ 72.50	\$ 72.50	\$ 427.50
21	2410	1	02	00	5580	PRINCIPAL SERVICES MILEAGE REIMBURSEMENT	\$ 750.00	\$ -	\$ 445.27	\$ 445.27	\$ 304.73
21	2410	1	02	00	5610	PRINCIPAL SERVICES SUPPLIES	\$ 1,500.00	\$ -	\$ 870.49	\$ 870.49	\$ 629.51
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		PRINCIPAL SERVICES				\$ 441,444.21	\$ 134,398.43	\$ 253,308.05	\$ 387,706.48	\$ 53,737.73	
21	2600	1	02	00	5111	MAINTENANCE ADMIN/OTHER SALARIES	\$ 65,731.43	\$ 22,976.22	\$ 44,399.64	\$ 67,375.86	\$ (1,644.43)
21	2600	1	02	00	5116	MAINTENANCE CUSTODIAL SALARIES	\$ 129,961.09	\$ 23,198.40	\$ 32,010.62	\$ 55,209.02	\$ 74,752.07
21	2600	1	02	00	5211	MAINTENANCE HEALTH INSURANCE	\$ 43,947.72	\$ 7,170.05	\$ 15,186.65	\$ 22,356.70	\$ 21,591.02
21	2600	1	02	00	5212	MAINTENANCE DENTAL INSURANCE	\$ 1,651.00	\$ 438.57	\$ 453.79	\$ 892.36	\$ 758.64
21	2600	1	02	00	5213	MAINTENANCE LIFE INSURANCE	\$ 147.69	\$ 69.00	\$ 54.00	\$ 123.00	\$ 24.69
21	2600	1	02	00	5214	MAINTENANCE DISABILITY INSURANCE	\$ 361.65	\$ 142.08	\$ 136.68	\$ 278.76	\$ 82.89
21	2600	1	02	00	5220	MAINTENANCE FICA	\$ 14,970.47	\$ 3,544.13	\$ 5,647.49	\$ 9,191.62	\$ 5,778.85
21	2600	1	02	00	5231	MAINTENANCE NHRS SUPPORT	\$ 21,405.39	\$ 3,108.68	\$ 6,441.36	\$ 9,550.04	\$ 11,855.35
21	2600	1	02	00	5232	MAINTENANCE NHRS PROFESSIONAL	\$ -	\$ -	\$ -	\$ -	\$ -
21	2600	1	02	00	5250	MAINTENANCE UNEMPLOYMENT INSURANCE	\$ 128.89	\$ -	\$ -	\$ -	\$ 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	\$ 4,524.64	\$ 3,775.36	\$ 8,300.00	\$ 1,200.00
21	2600	1	02	00	5430	MAINTENANCE REPAIRS & MAINT SERVICES	\$ 13,300.00	\$ 24,268.90	\$ 59,689.51	\$ 83,958.41	\$ (70,658.41)
21	2600	1	02	00	5432	MAINTENANCE REPAIRS BUILDINGS	\$ 20,000.00	\$ 2,125.00	\$ 12,808.52	\$ 14,933.52	\$ 5,066.48
21	2600	1	02	00	5433	MAINTENANCE REPAIRS GROUNDS	\$ 8,850.00	\$ 2,415.20	\$ 14,119.80	\$ 16,535.00	\$ (7,685.00)
21	2600	1	02	00	5434	MAINTENANCE BUILDING IMPROVEMENTS	\$ 30,000.00	\$ -	\$ 43,469.95	\$ 43,469.95	\$ (13,469.95)
21	2600	1	02	00	5435	MAINTENANCE REPAIRS MAINT EQUIPMENT	\$ 1,000.00	\$ 442.42	\$ 442.42	\$ 884.84	\$ 115.16
21	2600	1	02	00	5436	MAINTENANCE REPAIRS SECURITY SYSTEM	\$ 500.00	\$ 82.00	\$ 1,447.50	\$ 1,529.50	\$ (1,029.50)
21	2600	1	02	00	5437	MAINTENANCE GARBAGE REMOVAL	\$ 5,100.00	\$ 1,374.44	\$ 2,975.56	\$ 4,350.00	\$ 750.00
21	2600	1	02	00	5452	MAINTENANCE LEASE	\$ -	\$ -	\$ -	\$ -	\$ -
21	2600	1	02	00	5521	MAINTENANCE PROPERTY/LIABILITY INS	\$ 18,143.00	\$ -	\$ 18,143.00	\$ 18,143.00	\$ -
21	2600	1	02	00	5531	MAINTENANCE TELEPHONE	\$ -	\$ 480.00	\$ 240.00	\$ 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	\$ 4,796.93	\$ 7,725.42	\$ 12,522.35	\$ 2,702.65
21	2600	1	02	00	5619	MAINTENANCE SUPPLIES GROUNDS	\$ 1,339.52	\$ 59.72	\$ 448.82	\$ 508.54	\$ 830.98
21	2600	1	02	00	5622	MAINTENANCE ELECTRICITY	\$ 60,900.00	\$ 30,870.90	\$ 30,029.10	\$ 60,900.00	\$ -
21	2600	1	02	00	5624	MAINTENANCE OIL	\$ 63,525.00	\$ 22,520.78	\$ 32,479.22	\$ 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

CANDIA SCHOOL DISTRICT
GENERAL FUND
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					ENCUMBRANCES			ENCUMBRANCES PLUS								
TITLE					FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE							
21	2600	1	02	00	5735	MAINTENANCE REPLACEMENT EQUIPMENT	\$	600.00	\$	-	\$	3,750.00	\$	3,750.00	\$	(3,150.00)
2600 Total					PLANT OPERATIONS		\$	536,467.14	\$	154,608.06	\$	339,003.70	\$	493,611.76	\$	42,855.38
21	2700	1	02	00	5517	REG ED TRANSPORTATION ATHLETIC TRANS	\$	11,600.00	\$	13,948.19	\$	11,481.81	\$	25,430.00	\$	(13,830.00)
21	2700	1	02	00	5518	REG ED TRANSPORTATION FIELD TRIPS	\$	7,500.00	\$	6,622.62	\$	(3,516.12)	\$	3,106.50	\$	4,393.50
21	2700	1	02	00	5519	REG ED TRANSPORTATION TRANSPORTATION	\$	505,332.00	\$	229,945.50	\$	229,945.50	\$	459,891.00	\$	45,441.00
21	2700	1	02	61	5519	SPED TRANSPORTATION TRANSPORTATION	\$	225,000.00	\$	128,866.57	\$	139,844.58	\$	268,711.15	\$	(43,711.15)
2700 Total					STUDENT TRANSPORTATION		\$	749,432.00	\$	379,382.88	\$	377,755.77	\$	757,138.65	\$	(7,706.65)
21	2840	1	02	00	5111	IT ADMIN/OTHER SALARIES	\$	45,900.00	\$	12,350.00	\$	35,000.00	\$	47,350.00	\$	(1,450.00)
21	2840	1	02	00	5211	IT HEALTH INSURANCE	\$	12,434.31	\$	3,585.10	\$	7,593.25	\$	11,178.35	\$	1,255.96
21	2840	1	02	00	5212	IT DENTAL INSURANCE	\$	504.00	\$	174.92	\$	273.48	\$	448.40	\$	55.60
21	2840	1	02	00	5213	IT LIFE INSURANCE	\$	75.00	\$	25.00	\$	50.00	\$	75.00	\$	-
21	2840	1	02	00	5214	IT DISABILITY INSURANCE	\$	210.75	\$	1,311.02	\$	148.90	\$	1,459.92	\$	(1,249.17)
21	2840	1	02	00	5220	IT FICA	\$	3,511.33	\$	944.73	\$	2,579.91	\$	3,524.64	\$	(13.31)
21	2840	1	02	00	5231	IT NHRS SUPPORT	\$	6,210.27	\$	1,670.87	\$	4,600.21	\$	6,271.08	\$	(60.81)
21	2840	1	02	00	5240	IT TUITION REIMBURSEMENT	\$	4,950.00	\$	545.23	\$	545.23	\$	1,090.46	\$	3,859.54
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	\$	-	\$	3,200.00	\$	3,200.00	\$	23,300.00
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	\$	-	\$	1,556.53	\$	1,556.53	\$	3,443.47
21	2840	1	02	00	5650	IT SOFTWARE	\$	12,977.57	\$	517.50	\$	12,788.82	\$	13,306.32	\$	(328.75)
21	2840	1	02	00	5735	IT REPLACEMENT EQUIPMENT	\$	17,749.00	\$	399.00	\$	11,263.52	\$	11,662.52	\$	6,086.48
21	2840	1	02	00	5810	IT DUES & FEES	\$	540.00	\$	298.10	\$	-	\$	298.10	\$	241.90
2840 Total					IT		\$	139,194.13	\$	21,821.47	\$	80,255.97	\$	102,077.44	\$	37,116.69
21	4600	0	00	00	5330	BUILDING IMPROVEMENT SVCS OTHER PROF SVCS	\$	191,644.60	\$	-	\$	-	\$	-	\$	191,644.60
4600 Total					BUILDING IMPROVEMENT SERVICES		\$	191,644.60	\$	-	\$	-	\$	-	\$	191,644.60
21	5110	1	02	00	5910	PRINCIPAL OF DEBT PRINCIPAL OF DEBT	\$	-	\$	113,846.43	\$	-	\$	113,846.43	\$	(113,846.43)
5110 Total					DEBT SERVICE		\$	-	\$	113,846.43	\$	-	\$	113,846.43	\$	(113,846.43)
21	5120	1	02	00	5830	INTEREST ON DEBT INTEREST	\$	-	\$	77,798.17	\$	-	\$	77,798.17	\$	(77,798.17)
5120 Total					DEBT SERVICE		\$	-	\$	77,798.17	\$	-	\$	77,798.17	\$	(77,798.17)
Grand Total					TOTAL GENERAL FUND EXPENDITURES		\$	10,107,560.65	\$	4,243,980.30	\$	5,611,678.07	\$	9,855,658.37	\$	251,902.28

February Policies - Second Reading - Candia			XI.A. 3/7/2024 2/8/2024 1/25/2024
		2nd Board Reading Date:	
		1st Board Reading Date:	
		Committee Meeting Date:	
CURRENT CODE	POLICY TITLE/CATEGORY	Board Suggestions	Last reviewed
JKAA	Use of Child Restraint/Seclusion	No further suggestions made	
JKAA-R	Child Restraint/Seclusion -Procedures	No further suggestions made	
DFGA	Crowdfunding	No further suggestions made	
IKL	Academic Honesty and Integrity	No further suggestions made	
KCD	Public Gifts/Donations	No further suggestions made	
GBAA	Sexual Harassment-Staff	No further suggestions made	
AC	Non-Discrimination	No further suggestions made	
KED	Grievance Procedure	No further suggestions made	
IJOA / IJOA-R	Field Trips	No further suggestions made	

**CANDIA SCHOOL DISTRICT
USE OF CHILD STUDENT RESTRAINT AND
SECLUSION**

Candia School District hereby authorizes school officials to use restraint to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child student or others, and then only when other interventions have failed or have been deemed inappropriate, and in a manner consistent with state law and regulations.

The Superintendent of Schools shall develop procedures for the use of child student restraint and seclusion.

For purpose of this policy and any accompanying procedures, the term "restraint" means any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

- (1) A brief touching or holding to calm, comfort, encourage, or guide a child student, so long as there is no limitation on the child's student's freedom of movement.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child student to stand, if necessary, and then walk to a safe location, so long as the child student is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child student to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child student in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child student, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child student or restrict the freedom of movement of the torso, head, arms, or legs of any child student.

School staff shall not use physical restraint, including prone restraint, except to ensure the immediate physical safety of person when there is a substantial and imminent risk of serious bodily harm to the child student or others.

For purpose of this policy and any accompanying procedures, the term "seclusion" means the involuntary ~~confinement placement~~ of a ~~child student~~ alone in a ~~any room or area place where no other person is present and~~ from which the ~~child student~~ is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier, ~~or from which the student reasonably believes they are not free to leave; or, the involuntary confinement of a student to a room or area, separate from their peers, with one or more adults who are using their physical presence to prevent egress.~~

Seclusion shall not include:

- (1) The voluntary separation of a ~~child student~~ from a stressful environment for the purpose of allowing the ~~child student~~ to regain self-control, when such separation is to an area which a ~~child student~~ is able to leave.

~~(1)~~(2) The involuntary confinement of a child to a room or an area with an adult who is actively engaging in a therapeutic intervention; or

- (3) Circumstances in which there is no physical barrier, ~~between the child and any other person or~~ the ~~child student~~ is physically able to leave ~~the place~~.

A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

School staff shall not use seclusion except when a ~~child's student's~~ behavior poses a substantial and imminent risk of physical harm ~~to the student or others~~. Seclusion shall never be used explicitly or implicitly as punishment or discipline for the behavior of a student. If seclusion is used, school staff must designate a co-regulator to monitor the student and develop a plan to help the student manage their state of regulation and their return to a less restrictive setting.

School officials shall not use or threaten to use any dangerous restraint techniques or containment, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

Physical restraint or seclusion shall be used only by trained personnel and only after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably believed to be unlikely to succeed based on the student's past history.

After the first incident of restraint or seclusion in a school year for students identified under special education or Section 504, the District shall hold an IEP or 504 meeting to review the student's IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.

Parents may request a 504 or IEP team meeting after any restraint or seclusion incident and that request must be granted "if there have been multiple instances of restraint or seclusion since the last review."

Any employee who has reason to believe that another employee has engaged in conduct that violates RSA 126-U (NH Restraint and Seclusion Law) and also believes or suspects that such violation constitutes misconduct, shall report the conduct to the Superintendent or designee within 24 hours.

Any employee who has reason to believe that another employee has engaged in conduct that violates RSA 126-U (NH Restraint and Seclusion Law) and also believes or suspects that such violation constitutes abuse or neglect, shall report the conduct to the

Department of Superintendent or designee, as well as the Department of Human Services and the

Education's Bureau of Credentialing

In the event of a physical restraint, seclusion, or intentional physical contact with students who are actively combative, assaultive, or self injurious, school officials shall comply with all state-mandated notification and record keeping requirements.

Reference: JKAA-R – Procedures on Use of **Child Student** Restraint and Seclusion

Legal References:

RSA 126-U:1 to 14 **Ed 1200-1203 Ed 510**

Adopted: December 2, 2010

Revised: May 7, 2015

CANDIA SCHOOL DISTRICT

PROCEDURES ON USE OF CHILD STUDENT RESTRAINT AND SECLUSION

The Candia School District hereby establishes the following procedures to describe how and in what circumstances restraint or seclusion is used in this District. The procedures are adopted for the purpose of meeting the District's obligations under state law governing the use of restraints and seclusion. The procedures shall be interpreted in a manner consistent with state law and regulations.

I. Definitions.

Restraint. Any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

- (1) A brief touching or holding to calm, comfort, encourage, or guide a **child student**, so long as there is no limitation on the **child's student's** freedom of movement.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a **child student** to stand, if necessary, and then walk to a safe location, so long as the **child student** is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a **child student** to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a **child student** in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a **child student**, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a **child student** or restrict the freedom of movement of the torso, head, arms, or legs of any **child student**.

The five interventions listed immediately above are not considered "restraint" under these procedures, are not barred or restricted by these procedures, and are not subject to the training or notification requirements that otherwise apply to permissible restraints addressed herein.

Medication Restraint. When a **child student** is given medication involuntarily for the purpose of immediate control of the **child's student's** behavior.

Mechanical Restraint. When a physical device or devices are used to restrict the movement of a **child student** or the movement or normal function of a portion of his or her body.

Physical restraint. When a manual method is used to restrict a **child's student's** freedom of movement or normal access to his or her body.

Prone restraint. When a student is intentionally placed face-down on the floor or another surface, and the student's physical movement is limited to keep the student in a prone position. Prone restraints are prohibited physical restraints; the temporary controlling of an individual in a prone position while transitioning to an alternative, safer form of restraint is not considered to be a prohibited form of physical restraint.

Dangerous Restraint Techniques.

- a. **Prone restraint, or any other physical restraint or containment technique Any technique that:**
- (1) Obstructs a **child's-student's** respiratory airway or impairs the **child's-student's** breathing or respiratory capacity or restricts the movement required for normal breathing;
 - (2) Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back or abdomen of a **child student**;
 - (3) Obstructs the circulation of blood;
 - (4) Involves pushing on or into the **child's-student's** mouth, nose, eyes, or any part of the face or involves covering the face, or body with anything, including soft objects such as pillows, blankets, or wash clothes, or
 - (5) Endangers a **child's-student's** life or significantly exacerbates a **child's-student's** medical condition.
- b. Intentional infliction of pain, including the use of pain inducement to obtain compliance.
- c. The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near the **child student** for the purpose of controlling or modifying the behavior of or punishing the **child student**.
- d. Any technique that subjects the **child student** to ridicule, humiliation, or emotional trauma.

Seclusion. The involuntary **confinement placement** of a **child student** alone in a **any room or area place where no other person is present and** from which the **particular child student** is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier, **or from which the student reasonably believes they are not free to leave; or the involuntary confinement of a student to a room or area, separate from their peers, with one or more adults who are using their physical presence to prevent egress.**

Seclusion does not include:

- (1) Tthe** voluntary separation of a **child student** from a stressful environment for the purpose of allowing the **child student** to regain self-control, when such separation is to an area which a **child student** is able to leave;
- (1)(2) The involuntary confinement of a student to a room or an area with an adult who is actively engaging in a therapeutic intervention; or**
- (2)(3) Circumstances in which there is no physical barrier between the child and any other person or and the child student is physically able to leave the place.**

II. Use of Restraint

1. Restraint as defined in these procedures shall be used only to ensure the immediate physical safety

2. Restraint as defined in these procedures shall only be used by trained personnel and with extreme caution. It should be used only after all other interventions have failed or appear unlikely to succeed based on the student's past history.
3. Use of restraint as defined in these procedures shall be limited to physical restraint. School officials shall not use or threaten to use any dangerous restraint techniques, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

3.4. Physical restraint shall be administered in such a way so as to prevent or minimize physical harm.

III. Use of Seclusion

1. Seclusion may only be used when a **child's student's** behavior poses a substantial and imminent risk of physical harm to the **child student** or to others, and may only continue until that danger has dissipated.
2. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular **child student**.
3. Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion.
4. **When seclusion is used, school staff shall designate a co-regulator to monitor the student and develop a plan to help the student manage their state of regulation and their return to a less restrictive setting. The co-regulator shall check the student at regular intervals not to exceed 30 minutes between any one interval. The co-regulator shall be selected and designated in the following order of preference:**
 - a. A trusted adult selected by the student.**
 - b. A clinician or counselor trained in trauma informed practices.**
 - c. A staff member known to have a positive relationship with the student.**
 - a.d. A staff member who was not involved in the incident leading to seclusion.**

IV. Prohibited Use of Restraint or Seclusion

1. School officials shall not use or threaten to use restraint or seclusion as punishment or discipline for the behavior of **child student**.
2. School officials shall not use or threaten to use medication restraint.
3. School officials shall not use or threaten to use mechanical restraint, except its use is permitted in the transportation of **children students**, as outlined under these procedures.
4. School officials shall not use or threaten to use dangerous restraint techniques, as defined in these procedures.
5. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular **child student**.
6. Seclusion shall not be used in a manner that unnecessarily subjects the child student to the risk of ridicule, humiliation, or emotional or physical harm.

V. Authorization and Monitoring of Extended Restraint & Length of Restraint

When restraint may permissibly be used on a **child student**, school officials must comply with the following procedures:

1. Restraint shall not be imposed for longer than is necessary to protect the **child student** or others from the substantial and imminent risk of serious bodily harm;
2. **Children Students** in restraint shall be continuously and directly observed by personnel trained in the safe use of restraint;

2-3. During the administration of restraint, the physical status of the student, including skin temperature, color, and respiration, shall be continuously monitored. The child shall be released from restraint immediately if they demonstrate signs of one or more of the following: difficulty breathing; choking; vomiting; bleeding; fainting; unconsciousness; discoloration; swelling at points of restraint; cold extremities, or similar manifestations.

3-4. No period of restraint shall exceed 15 minutes. If restraint is to exceed this time, approval of the Principal or supervisory employee designated by the Principal to provide such approval is required.

4-5. No period of restraint shall exceed 30 minutes unless a face-to-face assessment of the mental, emotional and physical well-being of the **child student** is conducted by the Principal or supervisory employee designated by the Principal who is trained to conduct such assessments. The assessment must include a determination of whether the restraint is being conducted safely and for a proper purpose. These assessments must be repeated at least every 30 minutes during the period of restraint and documented in writing pursuant to the notification requirements set forth below.

VI. Restriction of Use of Mechanical Restraints during Transport of Children Students.

1. Mechanical restraints during the transportation of **children students** are prohibited unless the **child's student's** circumstances dictate the use of such methods. In any event when a **child student** is transported using mechanical restraints, the Principal shall document in writing the reasons for the use of mechanical restraint. This documentation shall be treated as notification of restraint as discussed in paragraph VIII, below.
2. Whenever a **child student** is transported to a location outside a school, the Principal shall ensure that all reasonable measures consistent with public safety are taken to transport and/or escort the **child student**. Such measures should:
 - a. Prevent physical and psychological trauma,
 - b. Respect the **child's student's** privacy, and
 - c. Represent the least restrictive means necessary for the safety of the **child student**.

VII. Room Conditions for a Seclusion Area

When permitted by this chapter, seclusion may only be imposed in rooms which:

- (a) Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the **children students** placed in them.
- (b) Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.

(c) Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.

(d) Are free of any object that poses a danger to the **children students** being placed in the rooms.

(e) Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an "emergency" includes, but is not limited to:

(1) The need to provide direct and immediate medical attention to a **child student**;

(2) Fire;

(3) The need to remove a **child student** to a safe location during a building lockdown; or

(4) Other critical situations that may require immediate removal of a **child student** from seclusion to a safe location.

(f) Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.

VIII. Notice and Record Keeping Requirements

1. Unless prohibited by a court order, a school official shall verbally notify the parent or guardian and guardian ad litem of a restraint or seclusion no later than the time of the return of the **child student** to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notice shall be made in a manner calculated to provide actual notice of the incident at the earliest practicable time.

2. A school employee who uses restraint or seclusion shall submit a written report to the building principal or the principal's designee within 5 business days after that intervention. If the school employee is not available to submit such a report, the employee's supervisor shall submit such a report within the same time frame. If the principal uses restraint or seclusion, he/or she shall submit a written report to the Superintendent, or his/her designee, within 5 business days. Any report addressed in this section shall contain the following information:

- a. The date, time and duration of the restraint or seclusion;
- b. A description of the actions of the **child student** before, during, and after the occurrence; a description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the restraint or seclusion.
- c. The names of the persons involved in the occurrence;
- d. A description of the actions of the school employees involved before, during, and after the occurrence;
- e. A description of any interventions used prior to the restraint or seclusion;
- f. A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary;
- g. A description of any injuries sustained by, and any medical care administered to, the **child student**, employees, or others before, during, or after the use of restraint or seclusion;
- h. A description of any property damage associated with the occurrence;
- i. A description of actions taken to address the emotional needs of the **child student** during and following the incident;
- j. A description of future actions to be taken to control the **child's student's** problem behaviors;

k. The name and position of the employee completing the notification; and

- I. The anticipated date of the final report.
3. Unless prohibited by court order, the Principal or other designee shall, within 2 business days of receipt of the written report described above, send or transmit by first class mail or electronic transmission to the **child's student's** parent or guardian and guardian ad litem the information contained in that written report. Within the same time frame, the Principal shall also forward any such report to the Superintendent for retention in that office.
4. Each written report referenced in this section shall be retained by the school and shall be made available for periodic, regular review consistent with any rules that may be adopted by the state board of education for that purpose.

IX. Employee Duty To Report

- 1. Any employee who has reason to believe that another employee has engaged in conduct that violates RSA 126-U (NH Restraint and Seclusion Law) and also believes or suspects that such violation constitutes misconduct, shall report the conduct to the Superintendent or designee within 24 hours.**
- 2. Any employee who has reason to believe that another employee has engaged in conduct that violates RSA 126-U (NH Restraint and Seclusion Law) and also believes or suspects that such violation constitutes abuse or neglect, shall report the conduct to the Superintendent or designee, as well as the Department of Human Services and the Department of Education's Bureau of Credentialing.**

~~IX.X.~~ Serious Injury or Death during Incidents of Restraint or Seclusion.

1. In cases involving serious injury or death to a **child student** subject to restraint or seclusion, the school district shall, in addition to the notification requirements above, notify the commissioner of the department of education, the attorney general, and the state's federally designated protection and advocacy agency for individuals with disabilities. Such notice shall include a copy of the written report referenced in Section VIII above.
2. "Serious injury" means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

~~X.XI.~~ Team Meeting Requirements

1. After the first incident of restraint or seclusion in a school year for students identified under special education or Section 504, the District shall hold an IEP or 504 meeting to review the student's IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.
2. Parents may request a 504 or IEP team meeting after any restraint or seclusion incident and that request must be granted "if there have been multiple instances of restraint or seclusion since the last review."

~~XI.XII.~~ Notice and Records of Intentional Physical Contact

1. If a school employee has intentional physical contact with a **child student** which is in response to a **child's student's** aggression, misconduct, or disruptive behavior, a school representative shall make reasonable efforts to promptly notify the **child's student's** parent or guardian.

2. Such notification shall be no later than the time of the **child's-student's** return to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notification shall be made in a manner to give the parent or guardian actual notice of the incident at the earliest practicable time.
3. Within 5 business days of the incident of "intentional physical contact with a **child student** which is in response to a **child's-student's** aggression, misconduct, or disruptive behavior," the school shall prepare a written description of the incident. This description shall include:
 - a) Date and time of the incident;
 - b) Brief description of the actions of the **child student** before, during and after the occurrence;
 - c) Names of the persons involved in the occurrence;
 - d) Brief description of the actions of the school employees involved before, during and after the occurrence; and
 - e) A description of any injuries sustained by, and any medical care administered to, the **child student**, employees, or others before, during or after the incident.
4. If an incident of intentional physical contact amounts to a physical restraint as set forth earlier in these procedures, the school shall meet the notification and record requirements that apply to physical restraint, rather than the requirements that apply to incidents of "intentional physical contact."
5. The notification and record-keeping duties for an incident of intentional physical contact do not apply in the following circumstances:
 - a) When a **child student** is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the **child student** to walk to a safe location -- unless the **child student** is actively combative, assaultive, or self injurious while being escorted, and then these requirements do apply.
 - b) When actions are taken such as separating **children students** from each other, or inducing a **child student** to stand, or otherwise physically preparing a **child student** to be escorted.
 - c) When the contact with the **child student** is incidental or minor, such as for the purpose of gaining a misbehaving **child's-student's** attention -- except that blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive **child student** shall be subject to the requirement.

~~XII.XIII.~~ Department of Education Review

1. A parent may file a complaint with the New Hampshire Department of Education regarding the improper use of restraint or seclusion. Resolution of any such complaint should occur within 30 days, with extensions only for good cause.
2. Investigation of any such complaint shall include appropriate remedial measures to address physical and other injuries, protect against retaliation, and reduce the incidence of violations of state standards on restraint and seclusion.

~~XII.XIV.~~ Civil or Criminal Liability

Nothing in the District's Policy or Procedures on the Use of **Child Student** Restraint should be understood in any way to undercut the protections from civil and criminal liability provided to school

officials for the use of force against a minor consistent with state law found at RSA 627:1, 4 and 6.

Legal Reference:

RSA 126-U:1 to 143 (2014); RSA 627:1, 4, 6 **Ed 1200 –1203 Ed 510**

Adopted: May 7, 2015

INCIDENT REPORT – INTENTIONAL PHYSICAL CONTACT

Student: _____ Date of Incident: _____

School/Program: _____ Grade: _____

Student has: _____ IEP _____ 504 Plan _____ Behavior Plan

Time: _____ Location: _____

Person Completing Report: _____ Title: _____

Individuals Involved:

_____ Title: _____

_____ Title: _____

_____ Title: _____

1. Description of the student's behavior before, during, and after the incident.

2. Description of the actions of the school staff before, during, and after the incident:

3. Description of any injuries to the student, staff, or others. Description of any medical care administered to the student or others.

Signature of Person Completing Report: _____

Report Date: _____

INCIDENT REPORT – PHYSICAL RESTRAINT/SECLUSION

Student: _____ Date of Incident: _____

School/Program: _____ Grade: _____

Student has: _____ IEP _____ 504 Plan _____ Behavior Plan

Incident Involves: _____ Restraint(s) _____ Seclusion(s) _____ Both Restraint(s) and Seclusion(s)

Beginning Time of Each Restraint/Seclusion: _____

Ending Time of Each Restraint/Seclusion _____

Location: _____

Person Completing Report: _____ Title: _____

Staff Involved in Restraint/Seclusion **(including Co-Regulator):**

_____ Title: _____

_____ Title: _____

_____ Title: _____

Others Involved/Observers:

_____ Title: _____

_____ Title: _____

1. Description of the activity the student was engaged in immediately preceding the restraint/seclusion:

2. Description of the student's behavior(s) that prompted the restraint/seclusion, including the justification for initiating the use of the restraint/seclusion:

3. Description of each restraint/seclusion used, including the restraint hold(s) used and the reason the hold was necessary:

4. Description of the student's behavior before, during, and after the restraint/seclusion:

5. Description of the actions of the school staff before, during, and after the restraint/seclusion:

6. Description of the interventions utilized prior to the restraint/seclusion and the student's response(s):

7. Description of any injuries to the student, staff, or others. Description of any medical care administered to the student or others. Attach any injury reports that were necessitated by the restraint/seclusion.

8. Description of any property damage associated with the incident:

9. Description of the actions taken to address the emotional needs of the student during and following the incident. For incidents involving a seclusion, description should include actions taken by the co-regulator to monitor the child and develop a plan to help the child manage their state of regulation and their return to a less restrictive setting.

10. Description of any future actions to be taken with respect to the student's behaviors:

11. Anticipated Date of Final Report to Parents: _____

Signature of Person Completing Report: _____ Report Date: _____

**CANDIA SCHOOL DISTRICT
CROWDFUNDING**

-NEW-

The Candia School Board prohibits district employees from engaging in crowdfunding which is defined by the board as the process of utilizing social networks and/or the internet to raise funds for a specific purpose. Groups or individuals may, with the approval of the Superintendent, attempt to raise funds by various means, for causes that have been demonstrated to be directly beneficial to the stated educational and organizational objectives of the Candia School District.

**CANDIA SCHOOL DISTRICT
ACADEMIC HONESTY AND INTEGRITY**

-NEW-

All students are expected to demonstrate academic integrity and honesty. Students are expected to put forth their best effort on assessments and other assignments. Students are expected to demonstrate respect towards their instructors and peers. Engaging in any form of cheating or academic dishonesty does not permit students to realize the full extent of their educational experience or their full academic potential. These expectations are directly related to the Board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior.

**CANDIA SCHOOL DISTRICT
PUBLIC GIFTS/DONATIONS**

-NEW-

Gifts from organizations, community groups and/or outside individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the District shall be encouraged to discuss in advance with the Building Principal or the Superintendent what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the District's goals, or in which the ownership of the gift would tend to deplete the resources of the District. In determining whether a gift will be accepted, consideration shall be given to District Policies, School District goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent may accept gifts in the amount of \$500 or less. Gifts in excess of \$500 may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, III, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the District. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product, business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update the District's inventory and to notify the donor of acceptance or rejection of a gift.

Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$250 are permitted without further approval or documentation. Receipt of voluntary contributions being made by District employees with a value of \$250 or more must be approved as required in this policy for gifts from individuals not employed by the District.

Active solicitation of gifts to be received by the District, including by any school, classroom, or program in the District, including soliciting gifts through online crowd funding web sites must be approved in advance by the Superintendent where the value of the gift sought is less than \$500 and by the Board where the value of the gift sought is \$500 or greater.

Neither the Candia School Board, the Superintendent, nor any employee of the Candia School District shall allow the contribution of a gift or donation to influence in any way the decision making process with regard to the affairs of the district.

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: Superintendent of Schools **Director of Human Resources**, 90 Farmer Rd., Hooksett, NH 03106, wreanick@ksang@sau15.net 603-622-3731 x 4018.

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, November 2, 2023

**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:

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

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

Complaint and Reporting Procedures.

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

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

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

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

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

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

Alternative Complaint Procedures and Legal Remedies.

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

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 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-~~Superintendent of Schools~~ **Director of Human Resources**

504 Coordinator-School Counselor

This policy will be reviewed every two years.

Legal Reference:

RSA 354-A:7, Unlawful Discrimination Practices

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

Adopted: November 8, 1989

Revised: September 10, 1992

Re-Adopted: June 8, 1999

Revised: March 16, 2001

Re-Adopted: June 2, 2005

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

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

Revised: November 2, 2023

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

The Superintendent of Schools, **or designee**, 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 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.

Adopted: September 12, 2002
Revised: August 2, 2007

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

**CANDIA SCHOOL DISTRICT
FIELD TRIPS AND EXCURSIONS**

The Principal must approve all field trips.

The teacher, in requesting permission to take his/her class away from school grounds, shall submit the details, including educational objectives and specifies ties to the curriculum, of such a trip to the Principal. A consent form shall be sent to the parents of each child participating for a signature and return. This is to be done after the field trip has been authorized. No child may leave the school grounds on a field trip unless the form has been signed by the parents or legal guardian.

Consent forms, signed by a parent or legal guardian, of those attending shall be filed with the teacher before the trip.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the teacher before the trip will be taken.

Any overnight or out-of-state field trips must have the approval of the Board. **Sleeping quarters will be shared by those of the same sex.**

Field trips that occur on an annual basis must be approved by the Board every year.

Adopted: October 12, 1983
Revised: February 8, 1984
Revised: May 7, 1987
Revised: July 14, 1987
Adopted: November 2, 2000
Revised: May 7, 2009
Reviewed: January 3, 2019

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: _____ Date: _____

Principal

Approved: _____ Date: _____

Superintendent

Does Require School Board Approval* Date: _____

Does Not Require School Board Approval

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

Sleeping quarters will be shared by those of the same sex.

Adopted: June 9, 2009

Reviewed: January 3, 2019

Revised: November 2, 2023

XII.A.

Candia School District 23-24

Name	Activity	Compensation
Brad Harmon	Track and Field Coach	\$1,500
Alyssa Grant	Assistant Track and Field Coach	\$750
Ben Lewis	Assistant Track and Field Coach	\$750

Co-Curricular Nominations

Mentoring

Name	Activity	Compensation

Club

Name	Activity	Compensation