

CANDIA SCHOOL BOARD
Thursday, October 8, 2026(Postponed from 10/1) 6:00 p.m. Immediately following
New Staff Meet & Greet Henry W. Moore School Media Center
AGENDA

- I. CALL TO ORDER** – Stephanie Helmig, Board Chair
- II. PLEDGE OF ALLEGIANCE** --
- III. PROOF OF POSTING** – Superintendent Bill Rearick
- IV. PINKERTON LIAISON** – Rebecca Gill
- V. BOARD VACANCY**-Letter of Interest
- VI. MINUTES**
 - A. Approval of Board Meeting of September 3, 2026*
 - B. Approval of Non-Public Minutes of September 3, 2026
 - C. Approval of Board Meeting -Parent Appeal Minutes of September 22, 2026*
- VII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VIII. SUPERINTENDENT’S UPDATE***
- IX. REPORTS**
 - A. Administrator Reports*
 - B. Standing Committees
- X. OLD BUSINESS**
 - A. Transportation Update
- XI. NEW BUSINESS**
 - A. Set Budget Meeting Dates
 - B. NH SAS Results
 - C. Town Hall Coordinator Proposal*
 - D. Word Club Proposal*
- XII. FINANCIAL**
 - A. Expenditure Report and Summary*
 - B. Manifest Approval
- XIII. POLICIES**
 - A. First Reading* Policies JJJ Access to Public School Programs by Nonpublic, Charter and Home Educated Students, DGA/DK/DJ/DJB/DJE/DJG Purchasing and Payment Procedures, Authorized Signatures, DIH Fraud Prevention and Fiscal Management, EHAB Data Governance, EHB/EHB-R Data Records Retention/Schedule, GADA Employment References and Verification and ECAF (EEAA/EEAB) Audio and Video Surveillance on School Property and Buses
- XIV. PERSONNEL**
 - A. Co-Curricular Nominations*
- XV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- XVI. NON-PUBLIC SESSION RSA 91-A 3 Sections II (a-k) (if necessary)**

XVII. INFORMATIONAL/UPCOMING AGENDA ITEMS

XVIII. ADJOURNMENT

The next regularly scheduled Candia School Board Meetings will be held on Thursday, November 5, 2026 at 6:00 p.m.

There will be an SAU Board Meeting on October 22, 2026 at 6:30 p.m. at the Auburn Village School.

**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
STANDING COMMITTEES 2026/2027**

CHAIR: Stephanie Helmig

Vice-Chair: Merideth Wilson

Clerk: Heather Tremblay

COMMITTEE

Budget

Member: Stephanie Helmig

Alternate: Merideth Wilson

Facilities*

Mark Chalbeck

NHSBA Delegate and Legislative Advocacy
Network Representative

Mark Chalbeck

Policy*

Heather Tremblay and Kate Knowles

Transportation*

Merideth Wilson

Long-Term Planning*

Merideth Wilson

Wellness*

Kate Knowles

~~Negotiations~~

Pinkerton Start Time

Merideth Wilson

Manifest

May/June/July

Heather Tremblay

Aug/Sept./Oct.

Merideth Wilson

Nov./Dec./Jan

Mark Chalbeck

Feb./Mar./April

Kate Knowles

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

**CANDIA SCHOOL BOARD MEETING
TUESDAY, SEPTEMBER 3, 2026
HENRY W. MOORE SCHOOL MEDIA CENTER**

VI.A.

These minutes have not been approved.

Board Chair Stephanie Helmig opened the meeting at 6:00 p.m. Those in attendance were Board members Mark Chalbeck, and Heather Tremblay. Also in attendance was Principal, Becky Wing, Assistant Principal, Dorothy Franchini and Director of Student Services, Stacey Eaton, Superintendent William (Bill) Rearick, Assistant Superintendent Heather Cummings, Business Administrator, Cindy Bourgeault.

PLEDGE OF ALLEGIANCE

Stephanie Helmig led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

APPROVAL OF MINUTES

Motion by Heather Tremblay, seconded by Mark Chalbeck, to approve the School Board Meeting minutes of June 3, 2026, and the motion carried unanimously.

Motion by Heather Tremblay, seconded by Mark Chalbeck, to approve the School Board Retreat minutes of June 13, 2026, as amended, and the motion carried unanimously.

PUBLIC INPUT

No participation.

SUPERINTENDENT'S UPDATE

Bill Rearick reviewed his report and summarized HB 564, HB1300 and HB1575 and possible impacts to the district as a result. He said the tax cap calculation depends on determinations which will be made by the Department of Revenue that are unknown at this time. Until it is clear, the administration will build their budgets as they have in the past.

PARENT REQUEST FOR BUS STOP APPEAL

No parents were in attendance.

OLD BUSINESS

Facilities

Becky Wing spoke to a Maintenance Update handout presented to the Board.

Strategic Plan

Bill Rearick said the first meeting is scheduled for September 14, when Strategic Plan leadership will discuss focus areas and goals from which a Strategic Planning Committee will build the plan. Stephanie Helmig will be one of two Board members on the committee. Bill said the goal is to have it before the Board for their approval in February.

NEW BUSINESS

Board Vacancy

Some discussion ensued relative to the recent Board vacancy. Postings will be created and distributed.

Handbook Changes

Becky Wing summarized changes to the handbook.

Motion by Mark Chalbeck, seconded by Heather Tremblay, to approve changes to the handbook as presented, and the motion carried unanimously.

Candia Bus Transportation

Nothing was discussed.

Policy JICK

Bill Rearick said due to late changes in law, he's requesting the Board accept and approve Policy JICK-Bullying Prevention as presented.

Motion by Heather Tremblay, seconded by Mark Chalbeck, to waive the first reading and to accept Candia School District Policy JICK as presented, and the motion carried unanimously.

Adjusted School Calendar

Bill Rearick explained that there was a typo on the approved calendar and asked that the Board approve the adjusted one in the packet. This may be before the Board again for discussion at their May meeting.

Motion by Mark Chalbeck, seconded by Heather Tremblay, to approve the amended calendar as presented, and the motion carried unanimously.

Instructional Time Schedule

The Instructional Time Schedule was reviewed. No action was taken.

Topics for Discussion at Pinkerton's Sending Town's Meeting

No topics were discussed.

FINANCIAL

Financial Update

Cindy Bourgeault stated that the audit is complete and the auditor's numbers and hers tied out. She spoke to the Food Service Director's salary, which, she said, is comparatively lower than nearby districts. Becky Wing stated that the Food Service Director has been working hard to eliminate food and supply waste.

Stacey Eaton summarized recent unanticipated changes in the Special Education Department. She and Cindy will work on tightening up numbers and will report back to the Board at their October meeting.

Motion by Mark Chalbeck, seconded by Stephanie Helmig, to approve the June manifest in the amount of 975,820.34, and the motion carried unanimously.

Motion by Mark Chalbeck, seconded by Heather Tremblay, to approve the July manifest in the amount of 812,631.47, and the motion carried unanimously.

Motion by Mark Chalbeck, seconded by Heather Tremblay, to approve the August 1-September 3 manifest in the amount of 735,649.07, and the motion carried unanimously.

PERSONNEL

Motion by Mark Chalbeck, seconded by Stephanie Helmig, to approve the co-curricular nominations presented by Becky Wing, and the motion carried unanimously.

PUBLIC INPUT

No participation.

At 7:07 p.m., motion by Mark Chalbeck, seconded by Heather Tremblay, to enter into a non-public session under RSA 91-A:3 Section II (c). A rollcall vote was taken. With all in favor, the motion carried unanimously.

The Board re-entered their public session at 7:30 p.m.

Motion by Mark Chalbeck, seconded by Heather Tremblay, to deny two appeals for changes in bus stops due to financial hardship on the budget and possible violations that would have been created due to bus ridership time, and the motion carried unanimously. Stephanie Helmig stated that adding a bus would cost the district \$48,000 which is not in the current budget.

ADJOURNMENT

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

The next regularly scheduled Candia School Board Meeting will be on October 1, 2026 at 6:00 p.m.

The SAU Board will meet on Thursday, September 24, 2026 at 6:30 at the David R. Cawley Middle School.

Respectfully submitted,
Rebecca McCarthy
Recording Secretary

**CANDIA SCHOOL BOARD PARENT HEARING
TUESDAY, SEPTEMBER 23, 2026
HENRY W. MOORE SCHOOL MEDIA CENTER**

These minutes have not been approved.

Board Chair, Stephanie Helmig opened the meeting at 6:00 p.m. Those in attendance were Board members, Merideth Wilson and Heather Tremblay. Also in attendance was Superintendent William (Bill) Rearick and Assistant Superintendent Heather Cummings.

PLEDGE OF ALLEGIANCE

Stephanie Helmig led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

Resident David Ondzes (Crowley Road) was in attendance as he requested a hearing regarding his son's bus stop under NH ED 204.

Mr. Ondzes addressed the Board with his concerns for the safety of his 9th grade son and requested a bus stop closer to his residence. His documentation will be attached to these minutes.

During his presentation, Mr. Ondzes referenced a number of times SAU #15 changed or adjusted bus routes and said other SAU #15 towns have more buses and less miles to cover. He also stated that he had provided alternate bus routes to the Assistant Superintendent that would be safer and more efficient.

Bill Rearick summarized the process for bus requests and said that ultimately, administration defers to the professionals at the bus company. He said if an initial request is denied, the parent/guardian may ask for a meeting with the transportation committee. If the committee rules against the request, a Board Hearing can be scheduled, and that is the purpose of the meeting tonight. He said the committee met three times in August to address this particular request. This was not considered a feasible option as it would add twenty minutes to the run. Bill explained that each school Board determines the number of buses for their individual districts. It was a Board decision to consolidate as many high school stops as possible and they haven't budgeted for additional buses. The cost for an additional bus would be approximately \$50,000.

Stephanie Helmig stated that the Budget Committee has, in the past, cut hundreds of thousands from the budget and if they do it this year, those cuts would have to come from the high school bus budget as the focus for funding must be on education. She said there are many more stops now than there were in 2019. Heather Tremblay stated the Board cares about the safety of students, but there is only so much they can do. Bill Rearick said the district could streamline busing by having four consolidated stops, but that would create stops much farther apart and would affect many more families. Merideth Wilson asked Mr. Ondzes to update his revised routes to include all the current stops and to resubmit this to the Assistant Superintendent who will send it again to the bus company for review. Merideth said she was unavailable for the last meeting when this subject was previously discussed, and that she would have voted in favor of adding a bus. Mr. Ondzes asked if there was any way of combining towns on buses, to which Bill Rearick stated that Pinkerton is looking into such a consortium, and they will be having another meeting on it next month. Stephanie Helmig asked for ridership numbers and that the Board usually has to defend providing the (current) five buses it uses to the budget committee. Bill Rearick stated that they must assume all students will use busing, though some are driven in by parents. Heather Tremblay stated that if this is going to be an ongoing issue, they may have to consider clustering stops.

Next steps are to resend updated, revised routes to the bus company, get ridership numbers and add this item to the October 1 Board meeting agenda.

ADJOURNMENT

Motion by Merideth Wilson, seconded by Heather Tremblay, to adjourn the meeting at 6:40 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be on October 1, 2026 at 6:00 p.m. immediately following the New Staff Meet and Greet.

Respectfully submitted,

Rebecca McCarthy
Recording Secretary

Dear Superintendent Rearick, Assistant Superintendent Cummings, and Members of the Candia School Board,

Following consultation with Chris Motika at the New Hampshire Department of Education regarding state administrative procedures, I am writing to formally request a hearing before the Candia School Board pursuant to **NH Code of Administrative Rules Ed 204**.

This request concerns the assigned bus stop for the Pinkerton Academy high school student residing at [215 Crowley Road](#). We are requesting that the Candia School Board place this matter on the agenda for its next scheduled public meeting, conduct a formal hearing, and issue an official written **Notice of Decision**.

Summary of Request & Facts

1. **Measured Pedestrian Distance:** Pedestrian navigation measurements confirm that the walking distance from 215 Crowley Road to the assigned stop at the Chester Road / Crowley Road intersection is **over 1.0 mile** (1.02 to 1.05 miles).
2. **Severe Physical Road Hazards:** Forcing a high school student to walk Crowley Road during early morning hours presents severe, unmitigated physical risks:
 - **Complete Lack of Illumination:** Crowley Road has no streetlights, requiring students to walk in pitch darkness during fall and winter morning pickup times.
 - **No Sidewalks & Narrow Shoulders:** Crowley Road lacks physical buffers or sidewalks.
 - **Winter Snowbank Obstructions:** Plowing routinely eliminates shoulders, forcing pedestrians directly into the active vehicle travel lane.
3. **Established Route Precedent:** The district already operates elementary school buses directly down Crowley Road with established stops in front of 215 Crowley Road, demonstrating that the road is fully viable for district bus transit with no operational barrier.

Action Requested under Ed 204

In accordance with local administrative remedies under Ed 204, I respectfully request that the Board:

- Schedule a formal hearing on this matter at the next Candia School Board meeting.
- Extend the Pinkerton Academy bus route down Crowley Road to establish a stop at [215 Crowley Road](#).
- Render a formal vote and issue a written **Notice of Decision** setting forth the Board's findings.

Please reply to confirm receipt of this petition and notify me of the meeting date and time when this hearing will be held.

Sincerely,

David Ondzes

[215 Crowley Road, Candia, NH](#) 03035

[603-377-0271](tel:603-377-0271)

**Candia Board Report
October 1, 2026**

First Week of School

On Monday, August 31st, I welcomed teachers and staff back to school and introduced our new Assistant Superintendent of Schools, Heather Cummings, to everyone in attendance. I then recognized Lori Call, a paraprofessional, for her 20 years of service, and Joanna Belanger for her 25 years of outstanding service at the Henry Moore School.

Student Transportation

Both the Pinkerton and K–8 bus routes were posted during the week of August 11–15. I am pleased to report that the buses have been running on time. I believe this can be attributed, in part, to First Student having its drivers conduct several dry runs prior to the start of school. A dry run allows drivers to practice their routes and ensure that pick-up and drop-off times are accurate.

Strategic Plan Update

The Strategic Planning District Leadership Retreat was held on September 28th at the Henry Moore Media Center. The meeting was facilitated by our NHSBA consultant, Mark Dolan. Members in attendance first discussed trends in education, with a focus on the following:

1. Social trends
2. Economic trends
3. Emerging student and community needs
4. Technology
5. Uncertainties

Members then participated in a Strengths, Opportunities, Aspirations, and Results (S.O.A.R.) group activity. Each group reported its responses, which served as the primary themes and focus areas that could be incorporated into the development of the Strategic Plan.

The following areas were identified:

1. **Resources:** Supporting families, staff, and students while evaluating available resources and determining how to optimize their use.
2. **Staff Recruitment and Development:** Recruiting and retaining staff, identifying future leaders, and continuing to improve staff development opportunities.
3. **Long-Term Facilities Planning:** Developing a long-term approach to planning for the District's facility needs.
4. **Systems:** Supporting business process analysis and optimization.
5. **Teacher Leadership:** Identifying opportunities for teachers to take on leadership roles within their schools.

6. **Community Partnerships and Communication:** Continuing to develop community partnerships and improve communication with Hooksett residents.
7. **Instructional Strategies:** Analyzing and improving instructional strategies.
8. **Technology:** Redefining the District's technology philosophy in light of current concerns regarding technology overuse at the early grade levels.
9. **Student and Staff Wellness:** Ensuring that students come to school “ready to learn” while also supporting the wellness of both students and staff.

SAU 15 Administrators' Meeting

On September 17th, I held our monthly administrators' meeting. The following topics were discussed:

- **Special Education Updates** – Auburn, Candia, and Hooksett
- **Technology Updates** – Auburn, Candia, and Hooksett
- **2026–27 Budget Updates**
- **Curriculum Updates**
 - Follow-up to New Teacher Orientation Day on August 26th
 - PD Master Plan 2026–2031
 - Evaluations/Summative and Recertification Master Spreadsheet
 - K–5 ELA Curriculum Committee
 - Electronic Forms (field trips, DCYF, etc.)
- **AI Tools**
- **Screen Time on Chromebooks**
- **Scheduling School Visits**



To: Candia School Board

From: Heather Cummings, Assistant Superintendent

Re: October 1, 2026 Candia School Board Meeting

Summary

Since officially transitioning into the full-time Assistant Superintendent role on July 1, 2026, my primary focus has been working with the Candia leadership team to align our district's instructional framework, stakeholder priorities, and federal funding streams to support student achievement and professional development.

1. Professional Development & Curriculum Leadership

- **PD Master Plan (2026–2031):** Facilitated the Professional Development Committee through completing a comprehensive review process, culminating in the formal approval by the NHED of our new 2026–2031 Professional Development Master Plan. This document will guide our educator growth and recertification pathways over the next five years. Principal Becky Wing and teacher Tori Brown represented Candia on this SAU-wide committee, and provided valuable insight and assistance in moving the plan forward for approval.
- **SAU-Wide K-5 ELA Curriculum Review:** On August 12, co-launched the K-5 ELA Curriculum Review Committee alongside Auburn's Director of Curriculum, Jaclyn Karibinas. This initiative directly addresses the passage of HB 1015 (2024), which mandates that all New Hampshire elementary schools deliver measurable, evidence-based instruction in both literacy and mathematics.
- **Committee Scope:** Composed of 38 members across the SAU—Candia is well represented on the committee by Principal Becky Wing, Reading interventionist Karen Parr, and teachers Amy Latini, Joanna Belanger, Kristen Nivison, Christine Hammon, Stephanie Hurley, Amy Maurice, Tiffeny Mackinnon, and Tori Brown.
- **Timeline & Goal:** The committee is currently evaluating evidence-based core programs to select pilot options for the second trimester, working toward a formal program recommendation for full SAU implementation beginning with the 2027–2028 school year.

Federal & State Grants Audit, Submission, and Management

Grant Audit & Compliance

- Conducted an audit of the **2024–2025** and **2025–2026** ESEA Title grant budgets alongside Principal Becky Wing and Director of Student Services Stacey Eaton, to ensure full utilization of grant funds in compliance with Elementary and Secondary Education Act (ESEA) regulations.
- Candia School District was notified that they will be part of the NHED’s Federal Fiscal Monitoring schedule during this school year. The monitoring is scheduled for April 6-7, 2027. The NHED is obligated by federal statutes and regulations to monitor subrecipients (i.e. school districts) of federal funds to ascertain that they are in compliance with requirements. I will represent the Candia School District for this monitoring process, and coordinate with district and SAU leadership to provide all supporting documentation of compliance.

2026–2027 Grant Submissions & Approvals

Joined the Candia School District Stakeholder Committee to determine priorities for ESEA federal allocations (Title I, Title II-A, Title IV-A) on June 11, 2026. Met with Candia leadership team to review identified priorities and create actionable grant activities aligned to identified priorities to submit for approval. I submitted the ESEA consolidated application budget summary, based on partial allocations released by the NHED. The remaining allocations will be released later this fall. The budget for partial allocations for Title I was approved for the following priorities:

Overview of ESEA Title Grants

For context regarding how these federal allocations serve our district:

Grant Title	Scope & Purpose	Partial Allocation Released by the NHED	Budget Priorities, Approved by the NHED
Title I, Part A	<i>Improving Core Programs:</i> Provides targeted financial assistance to schools with high percentages of low-income families to ensure all children meet challenging state academic standards through supplemental academic support and intervention resources.	\$16,479.01 Full allocation: \$40,216.81	*Students experiencing homelessness will have access to transportation and supplies *Title I Family Night to host families of Title I students, with interactive sets of activities where families engage in literacy and math activities,

			and receive take-home materials. *To support adventure-based summer program for eligible students *To provide tutors to support math and literacy
Title II, Part A	<i>Preparing, Training, and Recruiting High-Quality Teachers and Principals:</i> Focuses on improving teacher and leader effectiveness through professional development, mentoring, and retention strategies.	\$3,043.90 Full allocation: \$13,576.42	*To provide hourly compensation for ELA educators participating in job-embedded professional learning outside of contracted hours, directly addressing student learning needs to improve reading outcomes. *To provide ongoing training focused on Responsive Classroom for certified teachers, instructional assistants, and administrators.

Title IV, Part A	<i>Student Support and Academic Enrichment:</i> Directs resources toward three core areas: providing a well-rounded education, supporting safe and healthy school environments, and improving the effective use of educational technology.	\$10,004.19 Full allocation	*To provide before- and after-school academic enrichment opportunities in reading and math for eligible students.
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In addition to the ESEA grants above, the Henry W. Moore School was awarded \$3000 in a Discovery Education digital learning platform grant through the NHED, as part of a statewide partnership initiative to support educators.

Back-to-School Operations & Compliance

- **Summer Law Day:** Collaborated with Superintendent Rearick on the August 10th Administrative Team Summer Law Day, reviewing recent legislative updates and statutory changes impacting New Hampshire public education.
- **Staff Welcome:** Visited the Moore School with the Superintendent at a staff appreciation luncheon hosted by the Candia School Board, welcoming faculty and staff back for the new academic year.

Next Steps & Upcoming Priorities

1. **ELA Committee Milestones:** Continue to review Science of Reading-aligned programs to make informed recommendations for second trimester pilot.
2. **Strategic Plan:** Participate in development of the Candia Strategic Plan
3. **NHED Fiscal Monitoring:** Prepare for Federal Fiscal Monitoring of the 2025-26 grant programs



Enrollment Update

Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total
35	40	35	33	35	25	34	29	24	290 (As of 9/23/26)

Staff

The Moore School staff assignments for 2026-2027 are as follows:

Kindergarten: Mrs. Latini, Mrs. Nader and Ms Tortorella-Bova

Grade 1: Mrs. Becker, Mrs. Belanger and Mrs. Nivison

Grade 2: Ms. Hammon and Mrs. Hurley

Grade 3: Mrs. Maurice and Mrs. Mackinnon

Grade 4: Ms. Brown and Mrs. Collins

Grades 5 & 6: Mr. Conway, Ms. Eaton, Mrs. Ellis and Mr. Widness

Grades 7 & 8: Mrs. Chirgwin, Mr. Pritchard, Ms. Neville and Mrs. Walker

Unified Arts (LAMPS): Mrs. Levasseur (Library/Media), Mrs. Powers (Art), Ms. Gagnon (Music), Mrs. Preble (PE/Health) and Ms. Langley (Spanish)

Special Education: Ms. Roy, Ms. Sampson and Mrs. Wilton

Reading Specialist: Mrs. Burleigh

Reading Interventionist: Ms. Parr

Math Interventionist: Mrs. Lavallee

School Nurse: Mrs. Yasin

School Counselor: Ms. Jarvis

Welcome

We are excited to welcome our new staff members to the Henry W. Moore School!

Please welcome **Emily Eaton** to our Moore School family. Emily is joining us in 5th and 6th grade to teach science. She is looking forward to providing lots of hands-on experiences for our students.

Alex Conway will be joining our 5th and 6th grade team as well to teach math. Alex is passionate about teaching math and getting students to be excited about being in his classroom.

Alanna Langley is our new Spanish teacher. Alanna has most recently been teaching in a full immersion kindergarten classroom in Manchester. Alanna has many years of experience teaching students of all ages.

Our new Maintenance Director is **Kevin Lane**. Kevin joins us with lots of experience in school maintenance. He hit the ground running this summer and is doing a great job leading our fabulous maintenance team. In addition to Kevin, **Thomas Conley** and **Joshua West** have joined our team as part-time custodians.

Mikaela Legault and **Taylor Watts** are joining the Moore School team as behavior technicians. They are both excited to join the Moore School family along with **Heather Venturo**, who is joining us as a paraprofessional.

Summer Science Work

This summer, teachers Stephanie Hurley and Kathleen Neville spearheaded an impactful K–8 science curriculum initiative designed to strengthen instructional alignment and elevate hands-on learning across all grade levels. Working directly with every grade-level team, they established comprehensive year-long scope and sequence plans that directly map our district competencies to Next Generation Science Standards (NGSS). The team conducted a full resource inventory, curating internal materials and subscription tools aligned to each unit. They also designed user-friendly NGSS reference guides and age-tailored essential question frameworks (K–2, 3–5, and 6–8) aimed at inspiring our students to become curious and collaborative scientists from day one.

These outcomes, tools, and curated resources were officially shared with staff during our opening professional development days. To build on this momentum, the Mrs. Hurley and Ms. Neville will meet with grade-level teams throughout the school year.

Constitution Day Celebrations

On September 17th, Moore School celebrated Constitution Day across all grade levels with age-appropriate lessons designed to foster civic literacy, historical understanding, and active citizenship. In our early elementary classrooms, students explored foundational concepts by comparing the U.S. Constitution to their own signed classroom rules, learning about the Pledge of Allegiance, and completing thematic art activities.

A major highlight of the day took place in 3rd grade, where students participated in a live-streamed mock trial in partnership with Judge Robert J. Wonnell of the Kansas 10th Judicial District Court. After studying judicial procedures through Discovery Education materials, the students served as jurors in a simulated case regarding a "no running in school" rule. The 3rd graders evaluated witness testimony, deliberated on the standard of proof beyond a reasonable doubt, and ultimately rendered a 20–12 "not guilty" verdict due to insufficient evidence.

In the middle school grades, sixth grade students examined historical photographs and paired non-fiction literature with discussions on national monuments in the library. Seventh and eighth grade classes engaged in "Constitution 101" seminars that examined the document's historical origins, James Madison's contributions, and its ongoing impact on daily life. Students tested their understanding through an interactive civics trivia challenge, uncovering nuanced facts regarding presidential term limits and key historical signers. Across every grade level, Constitution Day provided our students with a highly engaging, memorable connection to American history and governance.

Maintenance Update

We tackled over 300 work orders while keeping our daily open count down to just 25–28 requests, largely thanks to Bob! We passed a third-party air quality test in one of our classrooms, kicked off an expanded pest control contract, and wrapped up several door, lock, and crashbar upgrades. After installing a manganese water treatment system, we ran

into a fire code conflict, which we're solving by relocating a custodial sink and hot water tank into a dedicated utility space with minimal impact on the school.

On the infrastructure side, we replaced four overdue sewer pumps during annual septic servicing, cutting down an initial \$40,000 contractor estimate by managing the work in-house. Custom pump controllers and final wiring steps are currently in progress. Coming up next, we have parking lot drain repairs set for October 2 and boiler maintenance on October 5–6. Two lingering contractor items from 2023 installations are also moving forward: Encore has taken ownership of removing the old fire alarm devices, with a new project manager delivering a site plan by October 10. Meanwhile, EEI is preparing a plan to insulate two remaining duct sections during non-school hours to avoid exposure to insulation and manage cleanup safely.

Our September 17 Joint Loss Committee walkthrough cleared out most leftover summer tasks. To manage busy afternoon pickup and keep duty staff safe, we added a second staging line to keep cars off the main road, and the process should be running on autopilot by early October.

Student Services Update

We are excited to share that we ran our fourth very successful HMS Summer Program. Traditional summer programming is funded through the special education budget, Title I and IDEA funding. This means programming can only be offered to students who require extended school year (ESY) services as part of their IEP or students requiring literacy, math or social/emotional interventions. We started our HMS Summer Program open to all incoming kindergarten through 8th grade students during the summer of 2023 with funding from the Beyond Schools Grant (this was a one year funding source).

Our HMS Summer Program 2026 had a total of 50 students in grades K-7. Due to the large number of incoming kindergarten students and a small number of 7th and 8th graders, we reduced our middle school group this summer and increased the number of students in the younger grades. Our program ran for four weeks, Monday through Thursday from 9am to 2pm. We spent 4 days at Adventurelore.

Of those students, 14 have IEPs and 9 of the 14 have ESY services as part of their IEP. There were 20 of the 50 students who would have qualified for typical Title I funded summer programming. Our summer program was able to serve 21 students who would not have been able to participate in our summer program if it was only funded by special education, IDEA and Title I Funds. The students not covered fully or partially through grants, paid a small tuition of \$400 for the four week summer program.

Our program had four classroom teachers, three special educators, two behavioral support paraprofessionals, two academic paraprofessionals, an SLP, an OT, a BCBA, a behavior tech, a part-time nurse, and a reading interventionist. In addition, HMS teacher, Kristen Nivision, took on the role of coordinator for the program to support the day to day needs and curriculum planning. Our program had four multiage classrooms: K/1, 1/2, 3/4, and 5-7. Adventurelore has always been a highlight of our summer program. Students learn teamwork, communication, and problem solving and how these skills can help them make

better decisions and have more fun! During the four weeks, students took part in many fun activities and challenges, including cooperative and hands-on activities, team games, ropes courses, climbing, swimming, kayaking, canoeing, and much more. The staff at Adventurelore loved working with our students and everyone grew from the experience and had fun in the process!

Our summer program used project-based learning based on this year's theme of Nature Connections. We did fun math and reading activities, created seed "bombs," made and tasted our own dried fruit, concocted cloud dough, planted a garden, started seed journals, and lots more! The kids had an opportunity to work in our garden and take trips to the Smyth Library and Moore Park. The middle school students created an amazing food truck experience for our younger students that included opportunities to practice money skills to "buy" popcorn, flavored seltzers, play games, get their face painted, and win prizes.

At the end of our summer a survey was sent to parents to gather feedback. Parents were asked to give feedback regarding what went well this summer. Here are some responses....

"Loved all the learning and summer activities that integrated learning into it- gardening, plants"

"Adventure was a big highlight. I also loved the hands-on activities the children did and my son was very enthusiastic about each one especially the egg drop when telling us about it."

"She loved the weekly trips to Adventurelore. She also loved the themed weeks and the focus on nature. The balance between indoor and outdoor activities was great and it was great to see her learning new things and keeping her mind stimulated during summer break."

"Adventurelore was a hit, but I also heard a lot about the fruit drying, the gardening, and the taste tests and carnival the bigger kids set up. I noticed that based on the level of excitement this was the best summer yet! It's so nice to have a camp option where they are with kids from town that they know, vs the other camp he goes to with kids from all over."

"Working to support younger children - loved adventurelore"

"My son loved going. He enjoyed seeing his friends from class and doing the fun activities. He was excited to go every morning!"

"Adventurelore was definitely my child's favorite part but also thoroughly enjoyed the experiments that were done at the school"

"Adventurelore. He also liked the food truck project"

When asked what could be improved, there were two themes.

- Extend the program duration beyond four weeks, offer classes Monday through Friday, and adjust the daily hours to be longer or better aligned with working parents' schedules.

-Move sign-ups earlier in the year to better coordinate with other summer programs, and switch the admission method from a lottery system to first-come, first-served.



Respectfully Submitted,

Becky L. Wing

Becky L. Wing
Principal

Upcoming Events

10/2: No School - Professional Development Day
10/5: Beginning Band Info. Night ,5:30pm
10/6: PTO Meeting, 7pm
10/7: Principal Night, 5-6:30pm
10/12: No School - Columbus Day
10/16: Progress Check/Report Day
10/19-23: Spirit Week
10/23: PTO Halloween Party
10/26-30: Red Ribbon Week

Henry W. Moore School Town Hall Coordinator Proposal

XI.B.

Overview

Last school year, teacher Stephanie Hurley was awarded a stipend project to spearhead a new initiative as our Town Hall Assembly Coordinator at Henry Moore School, and the results have been transformative. Stephanie successfully turned our K–8 school gatherings into intentional, energetic events that build community and reinforce our core values of Respect, Responsibility, and Empathy. By working closely with administration, teachers, support staff, and students, she established a consistent schedule and a unified vision.

Our Town Halls brought classroom learning to life across all grade levels. Students shared science explorations, writing pieces, and musical performances, while our food service staff even took us on a culinary “trip around the world.” We have used these assemblies to celebrate major milestones, including Henry Moore School being named School of the Year and recognizing our Outstanding Media Library Program. Additionally, Stephanie created an 8th-grade Town Hall Committee, empowering our oldest students to step into leadership roles, perform in skits, and mentor younger peers.

Why Town Hall Assemblies Matter

Town Halls have become vital in shaping a connected and inclusive K–8 school culture. Having a structured, whole-school gathering bridges the gap between grade levels, fostering a “one school” mindset where younger and older students connect. They give students a meaningful platform to practice public speaking, celebrate their peers, and take pride in their school community. These assemblies also allow us to proactively teach social skills, reinforce our Tier 1 behavioral goals in a fun environment, and ensure consistent messaging across all classrooms.

Recommendation & Request for Stipend

Running successful, high-quality assemblies requires substantial effort behind the scenes including developing a yearlong vision, writing scripts, coordinating AV logistics, advising student committees, creating staff reminder documents, and gathering feedback to continuously refine the program.

Because of the extensive planning, coordination, and after-hours work required to maintain this level of excellence, I strongly recommend that the School Board formally establish a paid stipend position for the Town Hall Coordinator. I respectfully request that the position become a Class IV extra curricular stipend which would be \$1,400 for this school year. Formalizing this position honors the dedicated time required for the role, guarantees long-term sustainability, and keeps this impactful tradition thriving at Henry Moore School. Thank you for your consideration and continued support of our school community.

Henry W. Moore School

Word Club Proposal

XI.C.

Overview

I am writing to propose the creation of a new extracurricular program and advisor stipend position for Word Club at Henry W. Moore School for the 2026–2027 academic year. Designed for students in grades 3 and above, Word Club will combine interactive, game-based learning with structured word study to strengthen students' vocabulary, spelling, and understanding of language structure. The club will meet weekly from December through early March, purposefully aligning with the official Spelling Bee season to build enthusiasm, skills, and confidence leading up to our school-wide competition.

Educational Value and Student Outcomes

Word Club addresses key foundational literacy skills in an engaging, hands-on environment. Through interactive word games such as Bananagrams, word scrambles, BINGO, and Hangman, students will practice spelling and explore essential word parts, including Greek and Latin roots and affixes. Meetings will also feature Spelling Bee simulations, allowing students to apply their word-study knowledge and practice public speaking under friendly, supportive conditions. This approach will improve overall vocabulary, deepen students' knowledge of the English language, and increase confidence in applying word-study strategies. We also hope to boost student participation in our school spelling bee and set up our school champion for greater success at regional rounds and beyond.

Recommendation & Request for Stipend

To support and sustain this initiative, I respectfully request approval for an advisor stipend of \$800, along with a modest \$200 start up budget for materials (primarily games such as Bananagrams at \$11.95 per set, with final quantities determined by student enrollment).

Formally establishing Word Club with stipend support honors the advisor's time, ensures consistent quality, and offers an enriched academic opportunity for our students. Thank you for your consideration and continued support of our school community.

To: Candia School Board

From: Cindy Bourgeault, Business Administrator

Date: September 23, 2026

Re: Candia School District Expenditure Report as of September 23, 2026

The expenditure report as of September 23rd shows a positive available balance of \$1,222,428.88

The summary of available balance by function is as follows:

ACCOUNT	TITLE	BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	Encumbrances Plus YTD Expenditures	AVAILABLE BALANCE	% Remaining
1100 Total	REGULAR EDUCATION	3,352,252.59	2,705,909.14	436,867.05	3,142,776.19	209,476.40	6.25%
1105 Total	REG ED HIGH SCHOOL	2,185,020.00	2,021,166.00	7,164.00	2,028,330.00	156,690.00	[0.93]
1200 Total	SPECIAL EDUCATION	2,689,940.73	1,906,139.28	215,180.00	2,121,319.28	568,621.45	21.14%
1230 Total	EXTENDED SCHOOL YEAR	36,359.77	15,140.00	19,080.82	34,220.82	2,138.95	5.88%
1410 Total	COCURRICULAR	57,530.88	37,412.14	100.00	37,512.14	20,018.74	34.80%
1420 Total	ATHLETICS	44,577.66	14,684.84	2,938.00	17,622.84	26,954.82	60.47%
2120 Total	GUIDANCE	136,424.22	115,432.40	18,128.11	133,560.51	2,863.71	2.10%
2130 Total	HEALTH	133,961.56	110,598.99	18,446.56	129,045.55	4,916.01	3.67%
2140 Total	PSYCH SERVICES	106,711.08	83,500.00	-	83,500.00	23,211.08	21.75%
2150 Total	SPEECH SERVICES	148,556.88	109,926.08	10,179.85	120,105.93	28,450.95	19.15%
2160 Total	THERAPY SERVICES	111,048.21	101,900.00	-	101,900.00	9,148.21	8.24%
2190 Total	OTHER SUPPORT SERVICES	1,500.00	983.49	-	983.49	516.51	34.43%
2210 Total	STAFF DEVELOPMENT	20,038.00	-	1,567.40	1,567.40	18,470.60	92.18%
2220 Total	MEDIA	158,128.39	122,368.01	27,075.03	149,443.04	8,685.35	5.49%
2310 Total	SCHOOL BOARD SERVICES	42,964.78	22,631.15	18,276.64	40,907.79	2,056.99	236.33%
2320 Total	SAU SERVICES	206,709.00	103,354.50	103,354.50	206,709.00	-	0.00%
2410 Total	PRINCIPAL SERVICES	478,413.59	365,855.82	95,772.67	461,628.49	16,785.10	3.51%
2600 Total	MAINTENANCE	501,331.40	371,554.96	144,421.99	515,976.95	(14,645.55)	-2.92%
2700 Total	TRANSPORTATION	935,009.42	827,110.90	-	827,110.90	107,898.52	11.54%
2835 Total	PRE-EMPLOYMENT PHYSICALS	-	150.00	-	150.00	(150.00)	0.00%
2840 Total	INFORMATION TECHNOLOGY	159,599.34	92,107.55	37,170.75	129,278.30	30,321.04	19.00%
5110 Total	PRINCIPAL OF DEBT	127,287.56	127,287.56	-	127,287.56	-	0.00%
5120 Total	INTEREST ON DEBT	64,357.04	64,357.04	-	64,357.04	-	0.00%
5221 Total	FOOD SERVICE TRANSFER FUND TRANSFERS	15,000.00	15,000.00	-	15,000.00	-	-
Grand Total		11,712,722.10	9,334,569.85	1,155,723.37	10,490,293.22	1,222,428.88	10.44%

Function Code 1100 Regular Ed is currently showing a positive balance of \$209,476.40 which reflects a savings in salaries and benefits. Substitutes, Health Insurance Buyouts are not yet encumbered.

Function code 1105 Regular Ed High School tuition is currently showing a positive balance of \$156,690.00 which reflects a savings in Pinkerton tuition.

Function Code 1200 Special Ed is currently showing a positive balance of \$568,621.45 which reflects a savings in Pinkerton tuition. However, Stacey is still working on updating her purchase orders.

Function Codes 1410 and 1420 Co-Curricular and Athletics are currently showing positive balances. These stipends are not fully encumbered yet.

Function code 2600 Maintenance is currently showing a negative balance of (\$14,645.55) which reflects the additional costs for the sewer pump replacements.

Candia School District
Expenditure Report
9-23-26

ACCOUNT	TITLE	BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	Encumbrances Plus YTD Expenditures	AVAILABLE BALANCE	% Remaining	24-25 Actual Expenditures	25-26 Actual Expenditures
21 1100 1 02 5110	REG ED SALARIES OF REGULAR EMPL	25,000.00	-	25,000.00	25,000.00	-	0.00%	0.00	0.00
21 1100 1 02 5112	REG ED TEACHER SALARIES	1,897,689.36	1,705,292.03	143,427.04	1,848,719.07	48,970.29	2.58%	1,645,446.87	1,760,748.49
21 1100 1 02 5114	REG ED PARAPROFESSIONAL	34,666.06	34,109.92	556.14	34,666.06	-	0.00%	31,315.07	32,761.75
21 1100 1 02 5120	REG ED SUBSTITUTE SALARIES	74,513.53	32,671.10	919.02	33,590.12	40,923.41	54.92%	67,750.17	70,531.97
21 1100 1 02 5122	REG ED HEALTH INSURANCE BUYOUT	23,436.65	-	-	-	23,436.65	100.00%	25,686.64	23,718.32
21 1100 1 02 5211	REG ED HEALTH INSURANCE	635,298.22	423,693.84	174,593.58	598,287.42	37,010.80	5.83%	439,768.55	587,038.00
21 1100 1 02 5212	REG ED DENTAL INSURANCE	26,871.06	17,520.67	8,215.58	25,736.25	1,134.81	4.22%	21,904.72	26,370.55
21 1100 1 02 5213	REG ED LIFE INSURANCE	2,152.50	1,498.17	474.39	1,972.56	179.94	8.36%	1,912.50	1,963.16
21 1100 1 02 5214	REG ED DISABILITY INSURANCE	5,508.19	3,718.37	1,181.11	4,899.48	608.71	11.05%	4,793.16	4,904.56
21 1100 1 02 5220	REG ED FICA	157,230.88	135,121.87	12,317.11	147,438.98	9,791.90	6.23%	129,077.30	135,799.21
21 1100 1 02 5231	REG ED NHRS SUPPORT	-	-	-	-	-	0.00%	20.29	50.11
21 1100 1 02 5232	REG ED NHRS PROFESSIONAL	367,221.08	327,924.86	32,390.84	360,315.70	6,905.38	1.88%	324,475.91	339,810.21
21 1100 1 02 5240	REG ED TUITION REIMBURSEMENT	22,000.00	2,280.00	2,280.00	4,560.00	17,440.00	79.27%	7,495.00	3,795.98
21 1100 1 02 5241	REG ED WORKSHOP REIMB PROF	7,500.00	305.00	-	305.00	7,195.00	95.93%	1,505.24	3,009.91
21 1100 1 02 5250	REG ED UNEMPLOYMENT INSURANCE	840.00	-	-	-	840.00	100.00%	560.00	638.07
21 1100 1 02 5260	REG ED WORKER'S COMPENSATION	5,438.86	-	5,438.86	5,438.86	-	0.00%	5,011.51	4,979.80
21 1100 1 02 5320	REG ED PROFESSIONAL EDUCATIONAL	1,500.00	-	-	-	1,500.00	100.00%	120.00	0.00
21 1100 1 02 5330	REG ED OTHER PROF SVCS	500.00	500.00	-	500.00	-	0.00%	1,327.00	631.00
21 1100 1 02 5430	REG ED REPAIRS & MAINT SERVICES	2,560.00	2,744.78	330.22	3,075.00	(515.00)	-20.12%	2,423.41	2,471.63
21 1100 1 02 5431	REG ED REPAIRS EQUIPMENT	300.00	-	-	-	300.00	100.00%	0.00	74.00
21 1100 1 02 5442	REG ED RENTAL OF EQUIPMENT	5,017.20	4,446.10	571.10	5,017.20	-	0.00%	5,017.20	5,017.20
21 1100 1 02 5580	REG ED MILEAGE REIMBURSEMENT	300.00	-	-	-	300.00	100.00%	0.00	0.00
21 1100 1 02 5610	REG ED SUPPLIES	13,200.00	5,302.45	8,409.65	13,712.10	(512.10)	-3.88%	7,160.12	10,543.40
21 1100 1 02 5641	REG ED TEXTBOOKS	200.00	-	-	-	200.00	100.00%	144.75	0.00
21 1100 1 02 5643	REG ED INFORMATION ACCESS FEES	-	-	-	-	-	0.00%	1,788.00	0.00
21 1100 1 02 5737	REG ED-REPLACEMENT FURNITURE & FIXTURES	-	-	-	-	-	0.00%	0.00	0.00
21 1100 1 02 5641	FOREIGN LANGUAGE - TEXTBOOKS	-	-	-	-	-	0.00%	0.00	0.00
21 1100 1 02 5610	ART SUPPLIES	2,475.00	-	1,516.15	1,516.15	958.85	38.74%	1,753.67	2,485.91
21 1100 1 02 5610	HEALTH SUPPLIES	1,000.00	776.25	201.63	977.88	22.12	2.21%	937.75	0.00
21 1100 1 02 5610	MATH SUPPLIES	590.00	-	-	-	590.00	100.00%	257.19	901.00
21 1100 1 02 5643	MATH INFORMATION ACCESS FEES	9,848.50	-	4,146.50	4,146.50	5,702.00	57.90%	3,065.00	105.00
21 1100 1 02 5645	MATH PRACTICE BOOKS	2,714.40	-	2,625.66	2,625.66	88.74	3.27%	0.00	0.00
21 1100 1 02 5610	MUSIC SUPPLIES	1,000.00	573.62	-	573.62	426.38	42.64%	302.36	0.00
21 1100 1 02 5643	MUSIC INFORMATION ACCESS FEES	-	-	-	-	-	0.00%	0.00	0.00
21 1100 1 02 5731	MUSIC NEW EQUIPMENT	515.00	425.52	-	425.52	89.48	17.37%	468.69	0.00
21 1100 1 02 5610	PHYS ED SUPPLIES	1,160.00	1,156.65	-	1,156.65	3.35	0.29%	1,263.04	1,208.56
21 1100 1 02 5610	READING SUPPLIES	2,534.00	178.48	1,499.68	1,678.16	855.84	33.77%	103.25	250.53
21 1100 1 02 5643	READING INFORMATION ACCESS FEES	6,711.00	4,600.00	770.00	5,370.00	1,341.00	19.98%	2,448.71	480.00
21 1100 1 02 5645	READING PRACTICE BOOKS	12,216.10	1,069.46	8,203.79	9,273.25	2,942.85	24.09%	941.53	182.50
21 1100 1 02 5610	SCIENCE SUPPLIES	750.00	-	-	-	750.00	100.00%	0.00	481.58
21 1100 1 02 5643	SCIENCE INFORMATION ACCESS FEES	1,795.00	-	1,799.00	1,799.00	(4.00)	-0.22%	1,795.00	304.00
21 1100 1 02 5610	SOCIAL STUDIES - SUPPLIES	-	-	-	-	-	0.00%	0.00	0.00
1100 Total	REGULAR EDUCATION	3,352,252.59	2,705,909.14	436,867.05	3,142,776.19	209,476.40	6.25%	2,738,039.60	3,021,256.40
21 1105 3 02 5561	REG ED HIGH SCHOOL TUITION OTHER LEA'S	17,910.00	10,746.00	7,164.00	17,910.00	-	0.00%	16,308.00	17,226.00
21 1105 3 02 5563	REG ED HIGH SCHOOL TUITION PUBLIC ACADEMIES	2,167,110.00	2,005,920.00	-	2,005,920.00	161,190.00	7.44%	1,871,283.34	1,908,308.58
21 1105 3 02 5564	REG ED HIGH SCHOOL TUITION TO PRIVATE SCHOOL	-	4,500.00	-	4,500.00	(4,500.00)	-100.00%	0.00	0.00
1105 Total	REG ED HIGH SCHOOL	2,185,020.00	2,021,166.00	7,164.00	2,028,330.00	156,690.00	(0.93)	1,887,591.34	1,925,534.58
21 1200 1 02 5111	SPED ELEMENTARY ADMIN/OTHER SALARIES	198,670.52	152,823.50	45,847.02	198,670.52	-	0.00%	178,723.70	195,512.18
21 1200 1 02 5112	SPED ELEMENTARY TEACHER SALARIES	204,673.00	182,503.40	15,268.60	197,772.00	6,901.00	3.37%	174,534.00	186,234.00
21 1200 1 02 5114	SPED ELEMENTARY PARAPROFESSIONAL	190,563.82	205,370.88	3,314.35	208,685.23	(18,121.41)	-9.51%	96,216.82	156,446.65
21 1200 1 02 5115	SPED ELEMENTARY SECRETARIAL SALARIES	49,944.96	39,152.00	-	39,152.00	10,792.96	21.61%	42,804.32	46,454.24
21 1200 1 02 5122	SPED ELEMENTARY HEALTH INSURANCE BUYOUT	1,500.00	-	-	-	1,500.00	100.00%	750.00	1,500.00
21 1200 1 02 5211	SPED ELEMENTARY HEALTH INSURANCE	202,171.75	134,125.48	50,980.89	185,106.37	17,065.38	8.44%	144,749.14	179,421.44

Candia School District
Expenditure Report
9-23-26

ACCOUNT	TITLE	BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	Encumbrances Plus YTD Expenditures	AVAILABLE BALANCE	% Remaining	24-25 Actual Expenditures	25-26 Actual Expenditures
21 1200 1 02 5212	SPED ELEMENTARY DENTAL INSURANCE	6,141.38	5,717.03	2,294.00	8,011.03	(1,869.65)	-30.44%	4,474.52	7,719.67
21 1200 1 02 5213	SPED ELEMENTARY LIFE INSURANCE	619.50	487.81	165.11	652.92	(33.42)	-5.39%	611.00	681.07
21 1200 1 02 5214	SPED ELEMENTARY DISABILITY INSURANCE	1,216.36	774.72	258.24	1,032.96	183.40	15.08%	993.62	1,093.05
21 1200 1 02 5220	SPED ELEMENTARY FICA	49,369.45	44,306.68	4,583.01	48,889.69	479.76	0.97%	35,819.05	42,660.08
21 1200 1 02 5231	SPED ELEMENTARY NHRS SUPPORT	6,367.98	14,210.90	2,765.70	16,976.60	(10,608.62)	-166.59%	15,475.95	17,799.01
21 1200 1 02 5232	SPED ELEMENTARY NHRS PROFESSIONAL	77,562.96	50,579.12	7,581.17	58,160.29	19,402.67	25.02%	53,655.88	55,860.44
21 1200 1 02 5240	SPED ELEMENTARY TUITION REIMBURSEMENT	13,776.00	1,020.00	1,020.00	2,040.00	11,736.00	85.19%	7,948.00	6,615.00
21 1200 1 02 5241	SPED ELEMENTARY WORKSHOP REIMB PROF	795.00	-	-	-	795.00	100.00%	400.00	249.00
21 1200 1 02 5250	SPED ELEMENTARY UNEMPLOYMENT INSURANCE	390.00	-	-	-	390.00	100.00%	300.00	196.96
21 1200 1 02 5260	SPED ELEMENTARY WORKER'S COMPENSATION	1,899.62	-	1,899.62	1,899.62	-	0.00%	1,728.11	1,562.89
21 1200 1 02 5320	SPED ELEMENTARY PROFESSIONAL EDUCATIONAL	-	-	-	-	-	0.00%	48,007.50	0.00
21 1200 1 02 5330	SPED ELEMENTARY OTHER PROF SVCS	56,000.00	-	-	-	56,000.00	100.00%	899.25	0.00
21 1200 1 02 5336	SPED ELEMENTARY MEDICAID SERVICE PROVIDER	3,000.00	-	-	-	3,000.00	100.00%	0.00	0.00
21 1200 1 02 5341	SPED ELEMENTARY LEGAL & CONSULTING	4,000.00	-	-	-	4,000.00	0.00%	0.00	739.86
21 1200 1 02 5430	SPED ELEMENTARY REPAIRS & MAINT SERVICES	100.00	-	23.61	23.61	76.39	76.39%	117.36	151.03
21 1200 1 02 5442	SPED ELEMENTARY RENTAL OF EQUIPMENT	1,100.00	1,005.73	91.43	1,097.16	2.84	0.26%	1,093.86	1,097.16
21 1200 1 02 5531	SPED ELEMENTARY TELEPHONE	720.00	720.00	-	720.00	-	0.00%	720.00	720.00
21 1200 1 02 5564	SPED ELEMENTARY TUITION TO PRIVATE SCHOOL	49,505.19	46,147.80	-	46,147.80	3,357.39	6.78%	2,161.07	46,857.80
21 1200 1 02 5580	SPED ELEMENTARY MILEAGE REIMBURSEMENT	3,000.00	1,400.00	-	1,400.00	1,600.00	53.33%	1,750.62	1,927.24
21 1200 1 02 5610	SPED ELEMENTARY SUPPLIES	500.00	-	440.68	440.68	59.32	11.86%	0.00	0.00
21 1200 1 02 5643	SPED ELEMENTARY INFORMATION ACCESS FEES	3,150.00	3,213.31	-	3,213.31	(63.31)	-2.01%	2,655.58	2,566.80
21 1200 1 02 5737	SPED ELEMENTARY REPLACEMENT FURNITURE & F	3,500.00	1,800.00	-	1,800.00	1,700.00	48.57%	0.00	0.00
21 1200 1 02 5810	SPED ELEMENTARY DUES & FEES	1,128.75	-	1,229.00	1,229.00	(100.25)	-8.88%	1,084.00	1,058.00
21 1200 2 02 5320	SPED MIDDLE PROFESSIONAL EDUCATIONAL	20,000.00	-	-	-	20,000.00	100.00%	18,704.07	567.77
21 1200 2 02 5330	SPED MIDDLE OTHER PROF SVCS	-	-	-	-	-	0.00%	1,079.36	0.00
21 1200 2 02 5561	SPED MIDDLE TUITION OTHER LEA'S	-	-	-	-	-	0.00%	1,634.00	0.00
21 1200 2 02 5564	SPED MIDDLE TUITION TO PRIVATE SCHOOL	-	-	-	-	-	0.00%	64,301.40	67,516.20
21 1200 3 00 5320	SPED HIGH SCHOOL PROFESSIONAL EDUCATIONAL	251,312.05	151,573.76	11,517.12	163,090.88	88,221.17	35.10%	204,455.12	223,176.11
21 1200 3 00 5330	SPED HIGH SCHOOL OTHER PROF SVCS	30,000.00	-	-	-	30,000.00	100.00%	0.00	9,080.00
21 1200 3 00 5561	SPED HIGH SCHOOL TUITION OTHER LEA'S	-	-	-	-	-	0.00%	0.00	0.00
21 1200 3 00 5563	SPED HIGH SCHOOL TUITION PUBLIC ACADEMIES	724,646.24	445,992.48	-	445,992.48	278,653.76	38.45%	379,424.78	358,031.35
21 1200 3 00 5564	SPED HIGH SCHOOL TUITION TO PRIVATE SCHOOL	532,616.20	423,214.68	65,900.45	489,115.13	43,501.07	8.17%	621,443.58	482,303.45
1200 Total	SPECIAL EDUCATION	2,689,940.73	1,906,139.28	215,180.00	2,121,319.28	568,621.45	21.14%	2,108,715.66	2,095,798.45
21 1230 1 00 5564	ESY TUITION TO PRIVATE SCHOOL	5,026.64	-	-	-	5,026.64	100.00%	0.00	0.00
21 1230 1 02 5112	ESY ELEMENTARY TEACHER SALARIES	9,000.00	-	8,530.00	8,530.00	470.00	5.22%	904.40	8,840.00
21 1230 1 02 5114	ESY ELEMENTARY PARAPROFESSIONAL	4,000.00	-	2,760.00	2,760.00	1,240.00	31.00%	7,105.70	1,860.00
21 1230 1 02 5220	ESY ELEMENTARY FICA	994.50	-	863.69	863.69	130.81	13.15%	1,537.32	811.68
21 1230 1 02 5232	ESY ELEMENTARY NHRS PROFESSIONAL	1,730.70	-	1,640.34	1,640.34	90.36	5.22%	3,163.92	998.05
21 1230 1 02 5330	ESY ELEMENTARY OTHER PROF SVCS	-	8,940.00	-	8,940.00	(8,940.00)	0.00%	8,767.61	448.51
21 1230 1 02 5610	ESY ELEMENTARY SUPPLIES	500.00	-	499.51	499.51	0.49	0.10%	366.08	495.82
21 1230 2 02 5564	ESY MIDDLE TUITION TO PRIVATE SCHOOL	-	-	-	-	-	0.00%	3,794.88	3,691.46
21 1230 3 02 5330	ESY HIGH SCHOOL OTHER PROF SVCS	4,000.00	1,200.00	-	1,200.00	2,800.00	70.00%	2,000.00	2,817.50
21 1230 3 02 5563	ESY HIGH SCHOOL TUITION PUBLIC ACADEMIES	3,000.00	5,000.00	-	5,000.00	(2,000.00)	-66.67%	0.00	4,953.34
21 1230 3 02 5564	ESY HIGH SCHOOL TUITION TO PRIVATE SCHOOL	8,107.93	-	4,787.28	4,787.28	3,320.65	40.96%	6,542.28	4,787.28
1230 Total	EXTENDED SCHOOL YEAR	36,359.77	15,140.00	19,080.82	34,220.82	2,138.95	5.88%	34,182.19	29,703.64
21 1410 1 02 5111	COCURRICULAR ADMIN/OTHER SALARIES	-	-	-	-	-	0.00%	-	0.00
21 1410 1 02 5112	COCURRICULAR TEACHER SALARIES	4,800.00	-	-	-	4,800.00	100.00%	900.00	4,890.00
21 1410 1 02 5117	COCURRICULAR CO-CURRICULAR SALARIES	37,800.00	29,650.02	-	29,650.02	8,149.98	21.56%	27,050.00	31,650.02
21 1410 1 02 5220	COCURRICULAR FICA	3,258.90	2,262.82	-	2,262.82	996.08	30.56%	2,082.53	2,645.20
21 1410 1 02 5231	COCURRICULAR NHRS SUPPORT	-	-	-	-	-	0.00%	216.48	7.65
21 1410 1 02 5232	COCURRICULAR NHRS PROFESSIONAL	8,191.98	5,300.30	-	5,300.30	2,891.68	35.30%	4,546.66	6,341.73
21 1410 1 02 5330	COCURRICULAR OTHER PROF SVCS	-	-	-	-	-	0.00%	0.00	500.00
21 1410 1 02 5610	COCURRICULAR SUPPLIES	980.00	-	-	-	980.00	100.00%	230.00	230.00

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21 1410 1 02 5810	COCURRICULAR DUES & FEES	2,500.00	199.00	100.00	299.00	2,201.00	88.04%	4,122.50	3,676.61
1410 Total	COCURRICULAR	57,530.88	37,412.14	100.00	37,512.14	20,018.74	34.80%	39,148.17	49,941.21
21 1420 1 02 5117	ATHLETICS CO-CURRICULAR SALARIES	26,000.00	9,800.00	-	9,800.00	16,200.00	62.31%	19,000.00	21,550.00
21 1420 1 02 5220	ATHLETICS FICA	1,989.00	748.61	-	748.61	1,240.39	62.36%	1,440.66	1,627.24
21 1420 1 02 5232	ATHLETICS NHRS PROFESSIONAL	5,000.00	846.23	-	846.23	4,153.77	83.08%	1,139.12	1,471.09
21 1420 1 02 5330	ATHLETICS OTHER PROF SVCS	2,938.00	-	2,938.00	2,938.00	-	0.00%	2,670.50	2,524.00
21 1420 1 02 5441	ATHLETICS RENTAL OF LAND & BUILDING	3,966.00	-	-	-	3,966.00	100.00%	3,605.00	3,535.00
21 1420 1 02 5610	ATHLETICS SUPPLIES	3,914.66	3,290.00	-	3,290.00	624.66	15.96%	1,508.65	1,893.64
21 1420 1 02 5739	ATHLETICS OTHER EQUIPMENT	-	-	-	-	-	0.00%	1,709.89	0.00
21 1420 1 02 5810	ATHLETICS DUES & FEES	770.00	-	-	-	770.00	100.00%	700.00	925.00
1420 Total	ATHLETICS	44,577.66	14,684.84	2,938.00	17,622.84	26,954.82	60.47%	31,773.82	33,525.97
21 2120 1 02 5112	GUIDANCE TEACHER SALARIES	90,784.00	82,554.46	6,879.54	89,434.00	1,350.00	1.49%	82,655.00	86,480.00
21 2120 1 02 5211	GUIDANCE HEALTH INSURANCE	14,289.42	10,035.52	3,729.14	13,764.66	524.76	3.67%	23,268.82	13,267.80
21 2120 1 02 5212	GUIDANCE DENTAL INSURANCE	587.43	440.55	146.85	587.40	0.03	0.01%	841.49	564.84
21 2120 1 02 5213	GUIDANCE LIFE INSURANCE	78.75	56.25	18.75	75.00	3.75	4.76%	75.00	75.00
21 2120 1 02 5214	GUIDANCE DISABILITY INSURANCE	267.65	154.98	51.66	206.64	61.01	22.79%	206.64	206.64
21 2120 1 02 5220	GUIDANCE FICA	6,944.98	6,315.42	515.00	6,830.42	114.56	1.65%	6,094.43	6,476.90
21 2120 1 02 5232	GUIDANCE NHRS PROFESSIONAL	17,457.76	15,875.22	1,322.94	17,198.16	259.60	1.49%	16,233.45	16,630.09
21 2120 1 02 5250	GUIDANCE UNEMPLOYMENT INSURANCE	30.00	-	-	-	30.00	100.00%	30.00	19.70
21 2120 1 02 5260	GUIDANCE WORKER'S COMPENSATION	259.23	-	259.23	259.23	-	0.00%	267.86	259.23
21 2120 1 02 5330	GUIDANCE OTHER PROF SVCS	5,725.00	-	5,205.00	5,205.00	520.00	0.00%	5,205.00	0.00
2120 Total	GUIDANCE	136,424.22	115,432.40	18,128.11	133,560.51	2,863.71	2.10%	134,877.69	123,980.20
21 2130 1 02 5112	HEALTH TEACHER SALARIES	72,177.00	66,394.16	5,532.84	71,927.00	250.00	0.35%	66,246.00	69,495.00
21 2130 1 02 5120	HEALTH SUBSTITUTE SALARIES	1,000.00	-	-	-	1,000.00	100.00%	962.50	1,050.00
21 2130 1 02 5122	HEALTH HEALTH INSURANCE BUYOUT	-	-	-	-	-	0.00%	0.00	0.00
21 2130 1 02 5211	HEALTH HEALTH INSURANCE	36,461.58	25,133.54	9,990.58	35,124.12	1,337.46	3.67%	26,211.60	33,854.76
21 2130 1 02 5212	HEALTH DENTAL INSURANCE	1,555.35	1,056.87	498.51	1,555.38	(0.03)	0.00%	1,129.31	1,495.53
21 2130 1 02 5213	HEALTH LIFE INSURANCE	78.75	56.25	18.75	75.00	3.75	4.76%	75.00	75.00
21 2130 1 02 5214	HEALTH DISABILITY INSURANCE	215.26	144.99	48.33	193.32	21.94	10.19%	193.32	193.32
21 2130 1 02 5220	HEALTH FICA	5,521.54	5,045.58	360.10	5,405.68	115.86	2.10%	4,718.75	4,929.47
21 2130 1 02 5232	HEALTH NHRS PROFESSIONAL	13,879.64	12,767.60	1,063.96	13,831.56	48.08	0.35%	13,010.72	13,363.77
21 2130 1 02 5250	HEALTH UNEMPLOYMENT INSURANCE	30.00	-	-	-	30.00	100.00%	30.00	19.70
21 2130 1 02 5260	HEALTH WORKER'S COMPENSATION	208.49	-	208.49	208.49	-	0.00%	211.69	208.49
21 2130 1 02 5330	HEALTH OTHER PROF SVCS	-	-	-	-	-	0.00%	0.00	0.00
21 2130 1 02 5610	HEALTH SUPPLIES	2,127.30	-	-	-	2,127.30	100.00%	1,970.30	2,277.59
21 2130 1 02 5642	HEALTH ELECTRONIC INFORMATION	549.15	-	640.00	640.00	(90.85)	-16.54%	574.00	605.00
21 2130 1 02 5735	HEALTH REPLACEMENT EQUIPMENT	-	-	85.00	85.00	(85.00)	-100.00%	-	0.00
21 2130 1 02 5810	HEALTH DUES & FEES	157.50	-	-	-	157.50	100.00%	45.00	0.00
2130 Total	HEALTH	133,961.56	110,598.99	18,446.56	129,045.55	4,916.01	3.67%	115,378.19	127,567.63
21 2140 1 02 5330	PSYCH SERVICES OTHER PROF SVCS	97,528.75	80,000.00	-	80,000.00	17,528.75	17.97%	68,868.58	68,031.25
21 2140 1 02 5610	PSYCH SERVICES SUPPLIES	525.00	-	-	-	525.00	100.00%	53.40	924.11
21 2140 2 02 5330	PSYCH SVCS - MIDDLE OTHER PROF SVCS	-	-	-	-	-	0.00%	3,300.09	3,126.87
21 2140 2 02 5610	PSYCH SVCS - MIDDLE SUPPLIES	3,150.00	-	-	-	3,150.00	100.00%	-	0.00
21 2140 3 02 5330	PSYCH SVCS - HIGH OTHER PROF SVCS	-	3,500.00	-	3,500.00	(3,500.00)	-100.00%	1,139.16	0.00
21 2140 3 02 5610	PSYCH SVCS - HIGH SUPPLIES	5,507.33	-	-	-	5,507.33	100.00%	-	0.00
2140 Total	PSYCH SERVICES	106,711.08	83,500.00	-	83,500.00	23,211.08	21.75%	73,361.23	72,082.23
21 2150 1 02 5112	SPEECH TEACHER SALARIES	89,599.00	77,860.62	7,768.38	85,629.00	3,970.00	4.43%	0.00	81,497.00
21 2150 1 02 5122	SPEECH HEALTH INSURANCE BUYOUT	3,000.00	-	-	-	3,000.00	100.00%	-	0.00
21 2150 1 02 5213	SPEECH LIFE INSURANCE	78.75	56.25	18.75	75.00	3.75	4.76%	0.00	43.75
21 2150 1 02 5214	SPEECH DISABILITY INSURANCE	252.44	180.27	60.09	240.36	12.08	4.79%	0.00	140.21
21 2150 1 02 5220	SPEECH FICA	7,083.82	5,956.34	594.28	6,550.62	533.20	7.53%	0.00	6,234.54
21 2150 1 02 5232	SPEECH NHRS PROFESSIONAL	16,268.38	14,972.60	1,493.86	16,466.46	(198.08)	-1.22%	0.00	15,671.76
21 2150 1 02 5250	SPEECH UNEMPLOYMENT	30.00	-	-	-	30.00	100.00%	-	0.00

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21 2150 1 02 5260	SPEECH WORKER'S COMPENSATION	244.49	-	244.49	244.49	-	0.00%		0.00
21 2150 1 02 5330	SPEECH OTHER PROF SVCS	20,000.00	-	-	-	20,000.00	100.00%	125,933.07	494.50
21 2150 2 02 5330	SPEECH MIDDLE OTHER PROF SVCS	-	-	-	-	-	0.00%	20,230.33	10,529.46
21 2150 3 02 5330	SPEECH SVCS - HIGH OTHER PROF SVCS	12,000.00	10,900.00	-	10,900.00	1,100.00	9.17%	0.00	0.00
2150 Total	SPEECH SERVICES	148,556.88	109,926.08	10,179.85	120,105.93	28,450.95	19.15%	146,163.40	114,611.22
21 2160 1 02 5334	THERAPY SVCS OT CONTRACTED SVCS	106,848.21	98,000.00	-	98,000.00	8,848.21	8.28%	96,880.00	96,910.00
21 2160 2 02 5330	OT MIDDLE OTHER PROF SVCS	4,200.00	3,900.00	-	3,900.00	300.00	7.14%	2,892.25	2,369.00
2160 Total	THERAPY SERVICES	111,048.21	101,900.00	-	101,900.00	9,148.21	8.24%	99,772.25	99,279.00
21 2190 1 02 5330	OTHER SUPPORT SERVICES OTHER PROF SVCS	500.00	-	-	-	500.00	100.00%	0.00	1,599.36
21 2190 1 02 5550	OTHER SUPPORT SERVICES PRINTING	-	-	-	-	-	0.00%	0.00	0.00
21 2190 1 02 5610	OTHER SUPPORT SERVICES SUPPLIES	1,000.00	983.49	-	983.49	16.51	1.65%	914.00	946.00
2190 Total	OTHER SUPPORT SERVICES	1,500.00	983.49	-	983.49	516.51	34.43%	914.00	2,545.36
21 2210 1 02 5117	STAFF DEVELOPMENT CO-CURRICULAR SALARIES	12,500.00	-	1,240.00	1,240.00	11,260.00	90.08%	12,000.00	3,560.00
21 2210 1 02 5220	STAFF DEVELOPMENT FICA	956.25	-	90.35	90.35	865.90	90.55%	878.72	261.02
21 2210 1 02 5232	STAFF DEVELOPMENT NHRS PROFESSIONAL	2,403.75	-	237.05	237.05	2,166.70	90.14%	589.20	106.57
21 2210 1 02 5291	STAFF DEVELOPMENT ADMIN DIRECTED WORKSHOPS	1,750.00	-	-	-	1,750.00	100.00%	0.00	374.89
21 2210 1 02 5330	STAFF DEVELOPMENT OTHER PROF SVCS	2,428.00	-	-	-	2,428.00	100.00%	360.00	8,097.20
2210 Total	STAFF DEVELOPMENT	20,038.00	-	1,567.40	1,567.40	18,470.60	92.18%	13,827.92	12,399.68
21 2220 1 02 5111	MEDIA ADMIN/OTHER SALARIES	80,364.00	73,951.38	6,162.62	80,114.00	250.00	0.31%	72,350.00	77,405.00
21 2220 1 02 5211	MEDIA HEALTH INSURANCE	36,461.58	25,133.54	9,990.58	35,124.12	1,337.46	3.67%	31,843.82	33,854.76
21 2220 1 02 5212	MEDIA DENTAL INSURANCE	1,555.35	1,056.87	498.51	1,555.38	(0.03)	0.00%	1,451.97	1,495.53
21 2220 1 02 5213	MEDIA LIFE INSURANCE	78.75	56.25	18.75	75.00	3.75	4.76%	75.00	75.00
21 2220 1 02 5214	MEDIA DISABILITY INSURANCE	239.76	159.84	53.28	213.12	26.64	11.11%	213.12	213.12
21 2220 1 02 5220	MEDIA FICA	6,147.84	5,624.48	414.02	6,038.50	109.34	1.78%	4,861.02	5,218.90
21 2220 1 02 5232	MEDIA NHRS PROFESSIONAL	15,454.00	14,220.88	1,185.08	15,405.96	48.04	0.31%	14,209.62	14,884.98
21 2220 1 02 5250	MEDIA UNEMPLOYMENT INSURANCE	30.00	-	-	-	30.00	100.00%	30.00	19.70
21 2220 1 02 5260	MEDIA WORKER'S COMPENSATION	232.22	-	232.22	232.22	-	0.00%	228.97	232.22
21 2220 1 02 5430	MEDIA REPAIRS & MAINT SERVICES	2,540.00	-	2,502.59	2,502.59	37.41	1.47%	1,348.60	0.00
21 2220 1 02 5431	MEDIA REPAIRS EQUIPMENT	400.00	-	-	-	400.00	100.00%	0.00	0.00
21 2220 1 02 5610	MEDIA SUPPLIES	1,580.00	27.84	994.71	1,022.55	557.45	35.28%	1,640.04	1,620.33
21 2220 1 02 5615	MEDIA AV SUPPLIES	250.00	-	-	-	250.00	100.00%	170.11	0.00
21 2220 1 02 5641	MEDIA TEXTBOOKS	4,600.00	683.58	254.22	937.80	3,662.20	79.61%	4,377.91	4,578.45
21 2220 1 02 5644	MEDIA PERIODICALS	211.00	-	236.88	236.88	(25.88)	-12.27%	182.98	0.00
21 2220 1 02 5649	MEDIA NON PRINT	7,983.89	1,453.35	4,531.57	5,984.92	1,998.97	25.04%	5,252.25	275.09
2220 Total	MEDIA	158,128.39	122,368.01	27,075.03	149,443.04	8,685.35	5.49%	138,235.41	139,873.08
21 2310 0 00 5810	SCHOOL BOARD SERVICES HEALTH INSURANCE ASSESS	-	-	-	-	-	0.00%	0.00	126,615.20
21 2310 1 02 5111	SCHOOL BOARD SERVICES ADMIN/OTHER SALARIES	7,950.00	3,075.00	3,075.00	6,150.00	1,800.00	22.64%	7,950.00	7,650.00
21 2310 1 02 5113	SCHOOL BOARD SERVICES TREASURER SALARIES	1,200.00	600.00	600.00	1,200.00	-	0.00%	1,200.00	1,800.00
21 2310 1 02 5115	SCHOOL BOARD SERVICES SECRETARIAL SALARIES	2,250.00	-	150.00	150.00	2,100.00	93.33%	1,650.00	1,650.00
21 2310 1 02 5220	SCHOOL BOARD SERVICES FICA	872.10	281.15	292.63	573.78	298.32	34.21%	825.51	849.22
21 2310 1 02 5231	SCHOOL BOARD SERVICES NHRS SUPPORT	432.68	-	19.13	19.13	413.55	95.58%	263.87	210.42
21 2310 1 02 5332	SCHOOL BOARD SERVICES AUDIT EXPENSES	9,660.00	1,200.00	8,460.00	9,660.00	-	0.00%	9,200.00	9,660.00
21 2310 1 02 5341	SCHOOL BOARD SERVICES LEGAL & CONSULTING	12,500.00	14,310.00	1,690.00	16,000.00	(3,500.00)	-28.00%	15,339.62	12,263.35
21 2310 1 02 5342	SCHOOL BOARD SERVICES DISTRICT MEETING SERVICES	600.00	650.00	-	650.00	(50.00)	-8.33%	570.00	660.00
21 2310 1 02 5613	SCHOOL BOARD SERVICES SCHOOL BOARD SUPPLIES	-	-	-	-	-	0.00%	1,158.42	1,614.09
21 2310 1 02 5614	SCHOOL BOARD SERVICES DISTRICT MEETING SUPPLIES	2,500.00	2,150.00	-	2,150.00	350.00	14.00%	3,470.16	4,251.56
21 2310 1 02 5618	SCHOOL BOARD SERVICES TREASURER SUPPLIES	-	-	-	-	-	0.00%	0.00	0.00
21 2310 1 02 5810	SCHOOL BOARD SERVICES DUES & FEES	5,000.00	365.00	3,989.88	4,354.88	645.12	12.90%	4,875.31	5,725.89
2310 Total	SCHOOL BOARD SERVICES	42,964.78	22,631.15	18,276.64	40,907.79	2,056.99	236.33%	46,502.89	172,949.73
21 2320 1 02 5590	SAU SERVICES SAU SERVICES	206,709.00	103,354.50	103,354.50	206,709.00	-	0.00%	186,966.00	205,565.00
2320 Total	SAU SERVICES	206,709.00	103,354.50	103,354.50	206,709.00	-	0.00%	186,966.00	205,565.00
21 2410 1 02 5111	PRINCIPAL SERVICES ADMIN/OTHER SALARIES	127,308.00	97,929.24	29,378.76	127,308.00	-	0.00%	120,000.00	126,767.20
21 2410 1 02 5115	PRINCIPAL SERVICES SECRETARIAL SALARIES	85,100.67	73,407.89	11,692.78	85,100.67	-	0.00%	78,081.19	83,248.35

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21 2410 1 02 5118	PRINCIPAL SERVICES ASSISTANT PRINCIPAL SALAR	101,623.92	78,172.26	23,451.66	101,623.92	-	0.00%	95,790.00	98,664.00
21 2410 1 02 5211	PRINCIPAL SERVICES HEALTH INSURANCE	14,839.01	11,074.77	3,757.95	14,832.72	6.29	0.04%	12,885.59	13,778.10
21 2410 1 02 5212	PRINCIPAL SERVICES DENTAL INSURANCE	2,326.95	1,727.33	599.67	2,327.00	(0.05)	0.00%	2,179.14	2,237.45
21 2410 1 02 5213	PRINCIPAL SERVICES LIFE INSURANCE	199.50	142.29	47.43	189.72	9.78	4.90%	189.72	189.72
21 2410 1 02 5214	PRINCIPAL SERVICES DISABILITY INSURANCE	709.12	447.48	149.16	596.64	112.48	15.86%	596.64	596.64
21 2410 1 02 5220	PRINCIPAL SERVICES FICA	24,023.49	19,070.99	4,880.53	23,951.52	71.97	0.30%	22,243.31	23,377.36
21 2410 1 02 5231	PRINCIPAL SERVICES NHRS SUPPORT	7,395.59	6,035.48	1,360.13	7,395.61	(0.02)	0.00%	7,453.21	7,026.50
21 2410 1 02 5232	PRINCIPAL SERVICES NHRS PROFESSIONAL	44,023.61	33,864.32	10,159.32	44,023.64	(0.03)	0.00%	42,139.15	43,350.43
21 2410 1 02 5240	PRINCIPAL SERVICES TUITION REIMBURSEMENT	13,776.00	1,690.00	1,690.00	3,380.00	10,396.00	75.46%	5,600.00	6,400.00
21 2410 1 02 5241	PRINCIPAL SERVICES WORKSHOP REIMB PROF	2,000.00	650.00	100.00	750.00	1,250.00	62.50%	2,150.00	359.00
21 2410 1 02 5244	PRINCIPAL SERVICES SECRETARIAL WORKSHOP	425.00	-	-	-	425.00	100.00%	0.00	0.00
21 2410 1 02 5250	PRINCIPAL SERVICES UNEMPLOYMENT INSURANCE	120.00	-	-	-	120.00	100.00%	240.00	78.79
21 2410 1 02 5260	PRINCIPAL SERVICES WORKER'S COMPENSATION	942.09	-	942.09	942.09	-	0.00%	950.46	908.32
21 2410 1 02 5330	PRINCIPAL SERVICES OTHER PROF SVCS	31,003.00	27,043.20	-	27,043.20	3,959.80	12.77%	1,600.00	6,685.68
21 2410 1 02 5430	PRINCIPAL SERVICES REPAIRS & MAINT SERVICES	1,718.00	2,029.26	255.29	2,284.55	(566.55)	-32.98%	1,561.81	1,358.30
21 2410 1 02 5442	PRINCIPAL SERVICES RENTAL OF EQUIPMENT	1,544.64	1,287.20	257.44	1,544.64	-	0.00%	1,252.80	1,287.20
21 2410 1 02 5531	PRINCIPAL SERVICES TELEPHONE	6,708.00	5,687.02	2,692.58	8,379.60	(1,671.60)	-24.92%	9,395.12	6,766.15
21 2410 1 02 5532	PRINCIPAL SERVICES DATA COMMUNICATION	5,712.00	4,619.98	924.02	5,544.00	168.00	2.94%	3,965.47	5,538.02
21 2410 1 02 5534	PRINCIPAL SERVICES POSTAGE	1,500.00	-	1,700.00	1,700.00	(200.00)	-13.33%	164.02	652.16
21 2410 1 02 5540	PRINCIPAL SERVICES ADVERTISING	200.00	237.00	-	237.00	(37.00)	-18.50%	124.40	239.75
21 2410 1 02 5550	PRINCIPAL SERVICES PRINTING	500.00	-	-	-	500.00	100.00%	0.00	0.00
21 2410 1 02 5580	PRINCIPAL SERVICES MILEAGE REIMBURSEMENT	750.00	600.00	-	600.00	150.00	20.00%	956.42	729.41
21 2410 1 02 5610	PRINCIPAL SERVICES SUPPLIES	1,500.00	140.11	55.86	195.97	1,304.03	86.94%	349.00	995.38
21 2410 1 02 5641	PRINCIPAL SERVICES TEXTBOOKS	100.00	-	-	-	100.00	100.00%	30.73	0.00
21 2410 1 02 5644	PRINCIPAL SERVICES PERIODICALS	365.00	-	-	-	365.00	100.00%	119.00	0.00
21 2410 1 02 5735	PRINCIPAL SERVICES REPLACEMENT EQUIPMENT	-	-	-	-	-	0.00%	0.00	0.00
21 2410 1 02 5810	PRINCIPAL SERVICES DUES & FEES	2,000.00	-	1,678.00	1,678.00	322.00	16.10%	1,778.00	2,027.00
2410 Total	PRINCIPAL SERVICES	478,413.59	365,855.82	95,772.67	461,628.49	16,785.10	3.51%	411,795.18	433,260.91
21 2600 1 02 5111	MAINTENANCE ADMIN/OTHER SALARIES	72,530.54	63,076.90	18,923.10	82,000.00	(9,469.46)	-13.06%	70,525.53	103,481.77
21 2600 1 02 5116	MAINTENANCE CUSTODIAL SALARIES	134,707.32	73,052.74	18,250.04	91,302.78	43,404.54	32.22%	74,188.34	61,122.36
21 2600 1 02 5211	MAINTENANCE HEALTH INSURANCE	26,694.52	9,511.95	3,345.15	12,857.10	13,837.42	51.84%	23,178.82	24,786.00
21 2600 1 02 5212	MAINTENANCE DENTAL INSURANCE	-	440.55	146.85	587.40	(587.40)	-100.00%	1,368.65	0.00
21 2600 1 02 5213	MAINTENANCE LIFE INSURANCE	78.75	56.25	18.75	75.00	3.75	4.76%	90.75	71.38
21 2600 1 02 5214	MAINTENANCE DISABILITY INSURANCE	224.66	155.79	51.93	207.72	16.94	7.54%	223.62	190.41
21 2600 1 02 5220	MAINTENANCE FICA	15,853.70	10,414.02	2,791.73	13,205.75	2,647.95	16.70%	10,575.41	12,263.76
21 2600 1 02 5231	MAINTENANCE NHRS SUPPORT	9,247.64	8,042.30	2,034.32	10,076.62	(828.98)	-8.96%	10,664.87	13,211.16
21 2600 1 02 5250	MAINTENANCE UNEMPLOYMENT INSURANCE	150.00	-	-	-	150.00	100.00%	30.00	101.69
21 2600 1 02 5260	MAINTENANCE WORKER'S COMPENSATION	3,416.75	-	2,586.25	2,586.25	830.50	24.31%	2,808.18	4,296.55
21 2600 1 02 5411	MAINTENANCE WATER/SEWERAGE	10,827.00	9,542.34	1,277.66	10,820.00	7.00	0.06%	9,396.00	27,755.55
21 2600 1 02 5430	MAINTENANCE REPAIRS & MAINT SERVICES	13,300.00	55,027.33	15,402.72	70,430.05	(57,130.05)	-429.55%	54,693.64	79,980.68
21 2600 1 02 5432	MAINTENANCE REPAIRS BUILDINGS	32,601.00	6,056.00	9,055.69	15,111.69	17,489.31	53.65%	30,342.71	74,136.64
21 2600 1 02 5433	MAINTENANCE REPAIRS GROUNDS	8,850.00	3,350.00	12,181.71	15,531.71	(6,681.71)	-75.50%	8,415.00	18,194.00
21 2600 1 02 5434	MAINTENANCE BUILDING IMPROVEMENTS	-	-	812.26	812.26	(812.26)	0.00%	1,800.00	0.00
21 2600 1 02 5435	MAINTENANCE REPAIRS MAINT EQUIPMENT	1,000.00	-	-	-	1,000.00	100.00%	0.00	907.16
21 2600 1 02 5436	MAINTENANCE REPAIRS SECURITY SYSTEM	500.00	-	216.00	216.00	284.00	56.80%	1,017.00	848.40
21 2600 1 02 5437	MAINTENANCE GARBAGE REMOVAL	5,610.00	5,005.09	732.91	5,738.00	(128.00)	-2.28%	5,769.70	6,144.94
21 2600 1 02 5521	MAINTENANCE PROPERTY/LIABILITY INS	24,423.00	-	24,423.00	24,423.00	-	0.00%	21,372.00	24,321.00
21 2600 1 02 5531	MAINTENANCE TELEPHONE	720.00	720.00	-	720.00	-	0.00%	600.00	0.00
21 2600 1 02 5580	MAINTENANCE MILEAGE REIMBURSEMENT	200.00	200.00	-	200.00	-	0.00%	0.00	0.00
21 2600 1 02 5610	MAINTENANCE SUPPLIES	5,700.00	1,816.71	5,511.42	7,328.13	(1,628.13)	-28.56%	185.53	397.36
21 2600 1 02 5612	MAINTENANCE MAINTENANCE SUPPLIES	15,225.00	23,971.82	1,778.18	25,750.00	(10,525.00)	-69.13%	17,385.94	29,028.28
21 2600 1 02 5619	MAINTENANCE SUPPLIES GROUNDS	1,339.52	-	1,672.00	1,672.00	(332.48)	-24.82%	0.00	623.38
21 2600 1 02 5622	MAINTENANCE ELECTRICITY	54,000.00	41,115.17	17,702.30	58,817.47	(4,817.47)	-8.92%	51,417.88	58,540.01

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ACCOUNT	TITLE	BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	Encumbrances Plus YTD Expenditures	AVAILABLE BALANCE	% Remaining	24-25 Actual Expenditures	25-26 Actual Expenditures
21 2600 1 02 5624	MAINTENANCE OIL	60,000.00	60,000.00	-	60,000.00	-	0.00%	56,822.56	55,113.89
21 2600 1 02 5626	MAINTENANCE GASOLINE	150.00	-	-	-	150.00	100.00%	0.00	0.00
21 2600 1 02 5731	MAINTENANCE NEW EQUIPMENT	2,220.00	-	5,508.02	5,508.02	(3,288.02)	-148.11%	-	0.00
21 2600 1 02 5735	MAINTENANCE REPLACEMENT EQUIPMENT	1,762.00	-	-	-	1,762.00	100.00%	0.00	0.00
2600 Total	MAINTENANCE	501,331.40	371,554.96	144,421.99	515,976.95	(14,645.55)	-2.92%	452,872.13	595,516.37
21 2700 1 02 5517	REG ED TRANSPORTATION ATHLETIC TRANS	12,000.00	15,877.00	-	15,877.00	(3,877.00)	-32.31%	7,191.28	8,612.84
21 2700 1 02 5518	REG ED TRANSPORTATION FIELD TRIPS	9,515.00	7,500.00	-	7,500.00	2,015.00	21.18%	8,650.26	10,509.38
21 2700 1 02 5519	REG ED TRANSPORTATION TRANSPORTATION	552,786.30	502,533.90	-	502,533.90	50,252.40	9.09%	489,835.56	549,841.46
21 2700 1 02 5519	SPED TRANSPORTATION TRANSPORTATION	360,708.12	301,200.00	-	301,200.00	59,508.12	16.50%	297,931.03	374,668.98
2700 Total	TRANSPORTATION	935,009.42	827,110.90	-	827,110.90	107,898.52	11.54%	803,608.13	943,632.66
21 2835 1 02 5330	PRE EMPLOYMENT PHYSICAL OTHER PROF SVCS	-	150.00	-	150.00	(150.00)	0.00%	0.00	130.00
2835 Total	PRE-EMPLOYMENT PHYSICALS	-	150.00	-	150.00	(150.00)	0.00%	-	130.00
21 2840 1 02 5111	IT ADMIN/OTHER SALARIES	77,250.00	59,423.10	17,826.90	77,250.00	-	0.00%	54,060.00	79,532.00
21 2840 1 02 5211	IT HEALTH INSURANCE	-	-	-	-	-	0.00%	11,589.41	1,215.00
21 2840 1 02 5212	IT DENTAL INSURANCE	-	-	-	-	-	0.00%	548.40	47.07
21 2840 1 02 5213	IT LIFE INSURANCE	78.75	56.25	18.75	75.00	3.75	4.76%	75.00	68.75
21 2840 1 02 5214	IT DISABILITY INSURANCE	239.28	165.96	55.32	221.28	18.00	7.52%	153.36	202.84
21 2840 1 02 5220	IT FICA	5,909.63	4,545.86	1,363.74	5,909.60	0.03	0.00%	3,983.21	6,084.19
21 2840 1 02 5231	IT NHRS SUPPORT	9,849.38	7,576.45	2,272.92	9,849.37	0.01	0.00%	7,314.36	10,140.33
21 2840 1 02 5240	IT TUITION REIMBURSEMENT	6,888.00	-	-	-	6,888.00	100.00%	3,162.99	0.00
21 2840 1 02 5241	IT WORKSHOP REIMB PROF	500.00	-	-	-	500.00	100.00%	0.00	0.00
21 2840 1 02 5250	IT UNEMPLOYMENT INSURANCE	30.00	-	-	-	30.00	100.00%	30.00	19.70
21 2840 1 02 5260	IT WORKER'S COMPENSATION	231.75	-	231.75	231.75	-	0.00%	259.22	165.50
21 2840 1 02 5330	IT OTHER PROF SVCS	2,000.00	-	-	-	2,000.00	100.00%	747.66	0.00
21 2840 1 02 5431	IT REPAIRS EQUIPMENT	1,500.00	-	-	-	1,500.00	100.00%	14.74	966.99
21 2840 1 02 5610	IT SUPPLIES	20,400.00	11,343.59	1,878.50	13,222.09	7,177.91	35.19%	2,791.39	2,779.39
21 2840 1 02 5643	IT INFORMATION ACCESS FEES	34,497.55	8,996.34	13,522.87	22,519.21	11,978.34	0.00%	1,602.22	22,371.23
21 2840 1 02 5650	IT SOFTWARE	-	-	-	-	-	0.00%	28,765.94	0.00
21 2840 1 02 5731	IT NEW EQUIPMENT	-	-	-	-	-	0.00%	0.00	2,588.00
21 2840 1 02 5735	IT REPLACEMENT EQUIPMENT	-	-	-	-	-	0.00%	16,520.19	17,780.68
21 2840 1 02 5810	IT DUES & FEES	225.00	-	-	-	225.00	100.00%	304.48	309.58
2840 Total	INFORMATION TECHNOLOGY	159,599.34	92,107.55	37,170.75	129,278.30	30,321.04	19.00%	131,922.57	144,271.25
21 5110 1 02 5910	PRINCIPAL OF DEBT	127,287.56	127,287.56	-	127,287.56	-	0.00%	118,161.21	122,639.52
5110 Total	PRINCIPAL OF DEBT	127,287.56	127,287.56	-	127,287.56	-	0.00%	118,161.21	122,639.52
21 5120 1 02 5830	INTEREST ON DEBT	64,357.04	64,357.04	-	64,357.04	-	0.00%	73,483.39	69,005.08
5120 Total	INTEREST ON DEBT	64,357.04	64,357.04	-	64,357.04	-	0.00%	73,483.39	69,005.08
21 5221 1 02 5930	FOOD SERVICE TRANSFER FUND TRANSFERS	15,000.00	15,000.00	-	15,000.00	-	0.00%	14,582.26	6,083.80
		15,000.00	15,000.00	-	15,000.00	-		14,582.26	6,083.80
Grand Total		11,712,722.10	9,334,569.85	1,155,723.37	10,490,293.22	1,222,428.88	10.44%	9,801,874.63	10,541,152.97

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21 1200 1 02 5111	SPED ELEMENTARY ADMIN/OTHER SALARIES	198,670.52	152,823.50	45,847.02	198,670.52	-	0.00%	178,723.70	195,512.18
21 1200 1 02 5112	SPED ELEMENTARY TEACHER SALARIES	204,673.00	182,503.40	15,268.60	197,772.00	6,901.00	3.37%	174,534.00	186,234.00
21 1200 1 02 5114	SPED ELEMENTARY PARAPROFESSIONAL	190,563.82	205,370.88	3,314.35	208,685.23	(18,121.41)	-9.51%	96,216.82	156,446.65
21 1200 1 02 5115	SPED ELEMENTARY SECRETARIAL SALARIES	49,944.96	39,152.00	-	39,152.00	10,792.96	21.61%	42,804.32	46,454.24
21 1200 1 02 5122	SPED ELEMENTARY HEALTH INSURANCE BUYOUT	1,500.00	-	-	-	1,500.00	100.00%	750.00	1,500.00
21 1200 1 02 5211	SPED ELEMENTARY HEALTH INSURANCE	202,171.75	134,125.48	50,980.89	185,106.37	17,065.38	8.44%	144,749.14	179,421.44
21 1200 1 02 5212	SPED ELEMENTARY DENTAL INSURANCE	6,141.38	5,717.03	2,294.00	8,011.03	(1,869.65)	-30.44%	4,474.52	7,719.67
21 1200 1 02 5213	SPED ELEMENTARY LIFE INSURANCE	619.50	487.81	165.11	652.92	(33.42)	-5.39%	611.00	681.07
21 1200 1 02 5214	SPED ELEMENTARY DISABILITY INSURANCE	1,216.36	774.72	258.24	1,032.96	183.40	15.08%	993.62	1,093.05
21 1200 1 02 5220	SPED ELEMENTARY FICA	49,369.45	44,306.68	4,583.01	48,889.69	479.76	0.97%	35,819.05	42,660.08
21 1200 1 02 5231	SPED ELEMENTARY NHRS SUPPORT	6,367.98	14,210.90	2,765.70	16,976.60	(10,608.62)	-166.59%	15,475.95	17,799.01
21 1200 1 02 5232	SPED ELEMENTARY NHRS PROFESSIONAL	77,562.96	50,579.12	7,581.17	58,160.29	19,402.67	25.02%	53,655.88	55,860.44
21 1200 1 02 5240	SPED ELEMENTARY TUITION REIMBURSEMENT	13,776.00	1,020.00	1,020.00	2,040.00	11,736.00	85.19%	7,948.00	6,615.00
21 1200 1 02 5241	SPED ELEMENTARY WORKSHOP REIMB PROF	795.00	-	-	-	795.00	100.00%	400.00	249.00
21 1200 1 02 5250	SPED ELEMENTARY UNEMPLOYMENT INSURANCE	390.00	-	-	-	390.00	100.00%	300.00	196.96
21 1200 1 02 5260	SPED ELEMENTARY WORKER'S COMPENSATION	1,899.62	-	1,899.62	1,899.62	-	0.00%	1,728.11	1,562.89
21 1200 1 02 5320	SPED ELEMENTARY PROFESSIONAL EDUCATIONAL	-	-	-	-	-	0.00%	48,007.50	0.00
21 1200 1 02 5330	SPED ELEMENTARY OTHER PROF SVCS	56,000.00	-	-	-	56,000.00	100.00%	899.25	0.00
21 1200 1 02 5336	SPED ELEMENTARY MEDICAID SERVICE PROVIDER	3,000.00	-	-	-	3,000.00	100.00%	0.00	0.00
21 1200 1 02 5341	SPED ELEMENTARY LEGAL & CONSULTING	4,000.00	-	-	-	4,000.00	0.00%	0.00	739.86
21 1200 1 02 5430	SPED ELEMENTARY REPAIRS & MAINT SERVICES	100.00	-	23.61	23.61	76.39	76.39%	117.36	151.03
21 1200 1 02 5442	SPED ELEMENTARY RENTAL OF EQUIPMENT	1,100.00	1,005.73	91.43	1,097.16	2.84	0.26%	1,093.86	1,097.16
21 1200 1 02 5531	SPED ELEMENTARY TELEPHONE	720.00	720.00	-	720.00	-	0.00%	720.00	720.00
21 1200 1 02 5564	SPED ELEMENTARY TUITION TO PRIVATE SCHOOL	49,505.19	46,147.80	-	46,147.80	3,357.39	6.78%	2,161.07	46,857.80
21 1200 1 02 5580	SPED ELEMENTARY MILEAGE REIMBURSEMENT	3,000.00	1,400.00	-	1,400.00	1,600.00	53.33%	1,750.62	1,927.24
21 1200 1 02 5610	SPED ELEMENTARY SUPPLIES	500.00	-	440.68	440.68	59.32	11.86%	0.00	0.00
21 1200 1 02 5643	SPED ELEMENTARY INFORMATION ACCESS FEES	3,150.00	3,213.31	-	3,213.31	(63.31)	-2.01%	2,655.58	2,566.80
21 1200 1 02 5737	SPED ELEMENTARY REPLACEMENT FURNITURE & F	3,500.00	1,800.00	-	1,800.00	1,700.00	48.57%	0.00	0.00
21 1200 1 02 5810	SPED ELEMENTARY DUES & FEES	1,128.75	-	1,229.00	1,229.00	(100.25)	-8.88%	1,084.00	1,058.00
21 1200 2 02 5320	SPED MIDDLE PROFESSIONAL EDUCATIONAL	20,000.00	-	-	-	20,000.00	100.00%	18,704.07	567.77
21 1200 2 02 5330	SPED MIDDLE OTHER PROF SVCS	-	-	-	-	-	0.00%	1,079.36	0.00
21 1200 2 02 5561	SPED MIDDLE TUITION OTHER LEA'S	-	-	-	-	-	0.00%	1,634.00	0.00
21 1200 2 02 5564	SPED MIDDLE TUITION TO PRIVATE SCHOOL	-	-	-	-	-	0.00%	64,301.40	67,516.20
21 1200 3 00 5320	SPED HIGH SCHOOL PROFESSIONAL EDUCATIONAL	251,312.05	151,573.76	11,517.12	163,090.88	88,221.17	35.10%	204,455.12	223,176.11
21 1200 3 00 5330	SPED HIGH SCHOOL OTHER PROF SVCS	30,000.00	-	-	-	30,000.00	100.00%	0.00	9,080.00
21 1200 3 00 5561	SPED HIGH SCHOOL TUITION OTHER LEA'S	-	-	-	-	-	0.00%	0.00	0.00
21 1200 3 00 5563	SPED HIGH SCHOOL TUITION PUBLIC ACADEMIES	724,646.24	445,992.48	-	445,992.48	278,653.76	38.45%	379,424.78	358,031.35
21 1200 3 00 5564	SPED HIGH SCHOOL TUITION TO PRIVATE SCHOOL	532,616.20	423,214.68	65,900.45	489,115.13	43,501.07	8.17%	621,443.58	482,303.45
1200 Total	SPECIAL EDUCATION	2,689,940.73	1,906,139.28	215,180.00	2,121,319.28	568,621.45	21.14%	2,108,715.66	2,095,798.45
21 1230 1 00 5564	ESY TUITION TO PRIVATE SCHOOL	5,026.64	-	-	-	5,026.64	100.00%	0.00	0.00
21 1230 1 02 5112	ESY ELEMENTARY TEACHER SALARIES	9,000.00	-	8,530.00	8,530.00	470.00	5.22%	904.40	8,840.00
21 1230 1 02 5114	ESY ELEMENTARY PARAPROFESSIONAL	4,000.00	-	2,760.00	2,760.00	1,240.00	31.00%	7,105.70	1,860.00
21 1230 1 02 5220	ESY ELEMENTARY FICA	994.50	-	863.69	863.69	130.81	13.15%	1,537.32	811.68
21 1230 1 02 5232	ESY ELEMENTARY NHRS PROFESSIONAL	1,730.70	-	1,640.34	1,640.34	90.36	5.22%	3,163.92	998.05
21 1230 1 02 5330	ESY ELEMENTARY OTHER PROF SVCS	-	8,940.00	-	8,940.00	(8,940.00)	0.00%	8,767.61	448.51
21 1230 1 02 5610	ESY ELEMENTARY SUPPLIES	500.00	-	499.51	499.51	0.49	0.10%	366.08	495.82
21 1230 2 02 5564	ESY MIDDLE TUITION TO PRIVATE SCHOOL	-	-	-	-	-	0.00%	3,794.88	3,691.46
21 1230 3 02 5330	ESY HIGH SCHOOL OTHER PROF SVCS	4,000.00	1,200.00	-	1,200.00	2,800.00	70.00%	2,000.00	2,817.50
21 1230 3 02 5563	ESY HIGH SCHOOL TUITION PUBLIC ACADEMIES	3,000.00	5,000.00	-	5,000.00	(2,000.00)	-66.67%	0.00	4,953.34
21 1230 3 02 5564	ESY HIGH SCHOOL TUITION TO PRIVATE SCHOOL	8,107.93	-	4,787.28	4,787.28	3,320.65	40.96%	6,542.28	4,787.28
1230 Total	EXTENDED SCHOOL YEAR	36,359.77	15,140.00	19,080.82	34,220.82	2,138.95	5.88%	34,182.19	29,703.64
21 2140 1 02 5330	PSYCH SERVICES OTHER PROF SVCS	97,528.75	80,000.00	-	80,000.00	17,528.75	17.97%	68,868.58	68,031.25
21 2140 1 02 5610	PSYCH SERVICES SUPPLIES	525.00	-	-	-	525.00	100.00%	53.40	924.11

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21 2140 2 02 5330	PSYCH SVCS - MIDDLE OTHER PROF SVCS	-	-	-	-	-	0.00%	3,300.09	3,126.87
21 2140 2 02 5610	PSYCH SVCS - MIDDLE SUPPLIES	3,150.00	-	-	-	3,150.00	100.00%		0.00
21 2140 3 02 5330	PSYCH SVCS - HIGH OTHER PROF SVCS	-	3,500.00	-	3,500.00	(3,500.00)	-100.00%	1,139.16	0.00
21 2140 3 02 5610	PSY SVCS - HIGH SUPPLIES	5,507.33	-	-	-	5,507.33	100.00%		0.00
2140 Total	PSYCH SERVICES	106,711.08	83,500.00	-	83,500.00	23,211.08	21.75%	73,361.23	72,082.23
21 2150 1 02 5112	SPEECH TEACHER SALARIES	89,599.00	77,860.62	7,768.38	85,629.00	3,970.00	4.43%	0.00	81,497.00
21 2150 1 02 5122	SPEECH HEALTH INSURANCE BUYOUT	3,000.00	-	-	-	3,000.00	100.00%		0.00
21 2150 1 02 5213	SPEECH LIFE INSURANCE	78.75	56.25	18.75	75.00	3.75	4.76%	0.00	43.75
21 2150 1 02 5214	SPEECH DISABILITY INSURANCE	252.44	180.27	60.09	240.36	12.08	4.79%	0.00	140.21
21 2150 1 02 5220	SPEECH FICA	7,083.82	5,956.34	594.28	6,550.62	533.20	7.53%	0.00	6,234.54
21 2150 1 02 5232	SPEECH NHRS PROFESSIONAL	16,268.38	14,972.60	1,493.86	16,466.46	(198.08)	-1.22%	0.00	15,671.76
21 2150 1 02 5250	SPEECH UNEMPLOYMENT	30.00	-	-	-	30.00	100.00%		0.00
21 2150 1 02 5260	SPEECH WORKER'S COMPENSATION	244.49	-	244.49	244.49	-	0.00%		0.00
21 2150 1 02 5330	SPEECH OTHER PROF SVCS	20,000.00	-	-	-	20,000.00	100.00%	125,933.07	494.50
21 2150 2 02 5330	SPEECH MIDDLE OTHER PROF SVCS	-	-	-	-	-	0.00%	20,230.33	10,529.46
21 2150 3 02 5330	SPEECH SVCS - HIGH OTHER PROF SVCS	12,000.00	10,900.00	-	10,900.00	1,100.00	9.17%	0.00	0.00
2150 Total	SPEECH SERVICES	148,556.88	109,926.08	10,179.85	120,105.93	28,450.95	19.15%	146,163.40	114,611.22
21 2160 1 02 5334	THERAPY SVCS OT CONTRACTED SVCS	106,848.21	98,000.00	-	98,000.00	8,848.21	8.28%	96,880.00	96,910.00
21 2160 2 02 5330	OT MIDDLE OTHER PROF SVCS	4,200.00	3,900.00	-	3,900.00	300.00	7.14%	2,892.25	2,369.00
2160 Total	THERAPY SERVICES	111,048.21	101,900.00	-	101,900.00	9,148.21	8.24%	99,772.25	99,279.00
21 2190 1 02 5330	OTHER SUPPORT SERVICES OTHER PROF SVCS	500.00	-	-	-	500.00	100.00%	0.00	1,599.36
21 2190 1 02 5550	OTHER SUPPORT SERVICES PRINTING	-	-	-	-	-	0.00%	0.00	0.00
21 2190 1 02 5610	OTHER SUPPORT SERVICES SUPPLIES	1,000.00	983.49	-	983.49	16.51	1.65%	914.00	946.00
2190 Total	OTHER SUPPORT SERVICES	1,500.00	983.49	-	983.49	516.51	34.43%	914.00	2,545.36
21 2700 1 02 5519	SPED TRANSPORTATION TRANSPORTATION	360,708.12	301,200.00	-	301,200.00	59,508.12	16.50%	297,931.03	374,668.98
2700 Total	TRANSPORTATION	360,708.12	301,200.00	-	301,200.00	59,508.12	16.50%	297,931.03	374,668.98
Grand Total		3,454,824.79	2,518,788.85	244,440.67	2,763,229.52	691,595.27	20.02%	2,761,039.76	2,788,688.88

POLICIES **First Reading**

XIII.

Candia				
			2 nd Reading Date:	11/05/26
			1 st Reading Date:	10/1/2026
			Committee Mtg Date:	09/03/26
CODE	TITLE/CATEGORY		Committee Suggestions	
JJJ	Access to Public School Programs by Nonpublic, Charter and Home Educated Students	New law		
DGA/DK/DJ/DJB/DJE/DJG	Purchasing and Payment Procedures, Authorized Signatures	DGA and DK are Required policies	Combine ber BA suggestions. Changes in language to cover audit request and actual procedures. As combined, the policy covers Purchasing and Payment Procedures/Vendor Relations/Authorized Signatures and Bidding	
DIH	Fraud Prevention and Fiscal Management		Language added to acknowledge the district's internal control procedure- Requested by the auditors	
EHAB	Data Governance	Required		
EHB/EBH-R	Data Records Retention/Schedule	EBH is Required		2019
GADA	Employment References and Verification	Recommended		2019
ECAF	Audio and Video Surveillance on School Property and Buses	Recommended	Suggested Language from NHSBA and Drummond Woodsum. Eliminate EEAA and EEAB and incorporate into ECAF	

**CANDIA SCHOOL DISTRICT
ACCESS TO PUBLIC SCHOOL PROGRAMS BY NON-PUBLIC, CHARTER SCHOOL
AND HOME-EDUCATED PUPILS**

The district will comply with the provisions of RSA 193:1-c allowing pupils who attend non-public schools, charter schools or are home-educated equal access to the district's curricular courses and co-curricular programs. The district recognizes that any school board policies regulating participation in curricular courses and co-curricular programs, cannot be more restrictive for non-public, public chartered school, or home educated pupils than the policy governing the school district's resident pupils.

All pupils or school aged children residing in the District consistent with RSA 193:12, whether they participate in a home education program under RSA 193-A, participate in the New Hampshire education freedom account (EFA) program, or are attending public chartered school or nonpublic schools, (referred to collectively as "non-enrolled resident students"), shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance with RSA 193:1-c.

A. Equal Access to District Courses and Programs.

All non-enrolled resident students will have the same access as do enrolled students to the District's courses and programs and shall not be subject to any policies, procedures or standards with respect to participation in the District's courses or programs that are more restrictive than those governing the District's enrolled students except as stated in the following paragraph. Non-enrolled resident students, however, must meet the same eligibility criteria as the District's enrolled students as described in paragraph B below.

Consistent with RSA 193-F:2, IX, parents of students accessing District programs and activities under this policy and whose home education program was terminated by virtue of the student's entering the EFA program, are required to notify the District that the student is now an EFA program student rather than one who is in a home education program under RSA 193-A.

The District allows non-enrolled resident students to participate on an equal basis in courses and programs offered by the District provided they meet the eligibility requirements for participation (e.g., deadlines for registration, academic progress/performance, parental permission, third party (e.g., NHIAA) requirements, physical exams/health requirements, etc.).

In the event that a course or program has reached capacity, selection between enrolled students and non-enrolled resident students must be made using the same criteria, such as registration deadlines, registration dates, audition/tryout, seniority by grade, etc. If, after applying such criteria, the course/program remains over-enrolled, the determination should be made randomly.

If a student or their parent/guardian believes that they have not been given equal

opportunity for participation in District programs, then they may appeal (See Section E).

B. Participation in Curricular Courses.

In order to participate in the District's curricular courses, non-enrolled resident students must meet the eligibility criteria that applies to students enrolled in the District. The building Principal will provide eligibility criteria to parents or guardians of non-enrolled resident students upon request.

Parents/guardians shall submit requests for participation in District courses in writing to the building Principal. The building Principal will verify that the eligibility standards are the same as those that apply to students enrolled in the District.

The Principal will determine if a non-enrolled resident student has satisfied eligibility criteria and prerequisites in the same manner as s/he would:

1. for assigning to classes or grade levels and for students transferring from other schools

In making the determination, the Principal should consider , course descriptions, syllabi, and/or any other relevant information offered by the parent/guardian of the student. The Principal may also require assessment testing.

Requests for related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, and/or special education services shall be referred to the Director of Student Services. If a dispute arises between the parent/guardian and the District as to the pupil's right to these services, the Director of Student Services will inform the Superintendent, who shall consult the District's attorney for a legal opinion.

C. Use of School Texts and Library Materials.

Non-enrolled resident students will be permitted to use the school library, borrow school texts and borrow library materials under the same conditions and rules as pupils enrolled in the District.

D. Participation in Activities and Co/extra-curricular Programs.

Requests by non-enrolled resident students for participation in District co-curricular/extra-curricular activities or programs ("activities") shall be made in writing by the parent/guardian to the building Principal. The building Principal shall ensure that there is equal treatment and opportunity for non-enrolled resident students relative to their participation in District activities.

In order to participate in District activities, non-enrolled resident students must:

1. Meet the eligibility criteria for participation in the activity that apply to students enrolled in the school District, with the exception of school attendance;

2. Meet any tryout criteria or their equivalent for participation in the activity that apply to students enrolled in the school district.
3. Comply with all policies, rules and regulations or their equivalent of the governing organization of the activity.

Non-enrolled resident students participating in District co-curricular and extra-curricular activities are subject to the same fees charged to enrolled students for the activity.

E. Appeals.

Any student/parent/guardian who believes that the District's policies/regulations or the State's laws/regulations pertaining to a non-enrolled resident student's access to a course or program have not been appropriately or fairly interpreted may appeal as follows:

If the original decision being appealed was made by the Principal, then the "Principal" as used in steps 1-4 shall refer to the "Superintendent", and the Superintendent's decision shall be final. Step 5 shall not apply.

1. Submit a letter to the building Principal stating the nature of the concern and requesting a hearing.
2. Within five (5) school days the Principal will convene a meeting with him/herself, the student and/or parents, the coach/advisor, and a teacher(s).
3. The student/parent will be given an opportunity to explain why they believe the student should be eligible for participation. Additionally, the student/parent may present information, documents or other material in support of their position. The Principal shall prepare minutes of the meeting.
4. The Principal will consider all information available and will make a final decision within three (3) school days following the meeting. The Principal will notify and inform the student/parents of his/her decision in writing via email. When time is of the essence, the Principal should first convey the basic conclusion as soon as practicable- practical via telephone or email.
5. The student/parent/guardian may within 3 days of the Principal's email of the decision submit a written request for further review by the Superintendent. The written request should describe why the Principal's decision should not be upheld. The Superintendent may decide without further information to uphold the Principal's decision, or may determine a further meeting is necessary. In either event, the Superintendent's decision will be final. If the parent/guardians do not request a review by the Superintendent, then the Principal's decision will be final as of the fourth day

after the Principal's written decision was transmitted to the parents/guardians.

F. Administrative Regulations or Procedures.

The Superintendent or designee may adopt such administrative regulations or procedures as s/he deems appropriate in order to implement this policy.

Legal Reference:
RSA 193:1-c

Adopted: February 2, 2017
Reviewed: January 5, 2023

CANDIA SCHOOL DISTRICT
AUTHORIZED SIGNATURES, PURCHASING AND PAYMENT PROCEDURES

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

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

AUTHORIZED SIGNATURES (Formerly Policy DGA)

Checks drawn on the general fund or any special fund, with the exception of the building activity fund, will require the signature (real or facsimile stamp) of the School District Treasurer, **who is authorized to sign only after approval of manifests by the Candia School Board.**

Electronic, ACH, and wire transfers of funds (electronic payments), for payment of accounts payable and all payroll manifest, may be approved by the School District Treasurer, or by the Business Administrator as delegated by the School District Treasurer.

Checks drawn on an activity fund will require one signature after approval by the advisor and school principal or assistant principal. Checks drawn on an activity fund shall require the signature of the school principal or assistant principal.

PURCHASING (Former Policy DJ)

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

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

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

Purchase orders must be completed and approved prior to placing any orders, including verbal or informal commitments.

Purchase orders will be sent to vendors to minimize errors or misunderstandings.

Receiving personnel will be instructed not to accept goods or services without a valid, pre-approved purchase order, unless in an emergency and approved by the Superintendent or their designee.

Purchase orders must include authorizing signature, quantity, price and vendor information.

The Superintendent and/or designee will be solely responsible for the final approval of all purchases. No purchase is final until the purchase order has been authorized by the Superintendent of Schools.

PURCHASING PROCEDURES (Formerly Policy DJB)

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

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

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

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

BIDDING REQUIREMENTS (Formerly Policy DJE)

All contracts for and purchases of supplies, materials, equipment, and contractual services in the amount of \$25,000 or more shall be based, when feasible, on at least three competitive bids. All purchases less than \$25,000 but more than \$5,000.00 in amount, may be made in the open market but shall, when feasible, be based on at least three competitive written quotations. All purchases less than \$5,000 but more than \$1,000 in amount, when feasible, shall be based on at least three telephone quotations. All purchases made in the open market of less than \$1,000 shall be completed after careful pricing and good purchasing practices.

When bidding procedures are used, ~~a selective bid process may be employed.~~ **bids shall be advertised appropriately. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.**

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The Board reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

VENDOR RELATIONS (Formerly Policy DJG)

In all purchasing activities, agents of the Candia School Board shall:

1. Consider first the interests of the school district and the betterment of its educational program.
2. Endeavor to obtain the greatest value for every tax dollar expended.

3. Give responsible vendors consideration in determining whether their products meet specifications and the educational needs of the school system.
4. Discourage the offer of, and decline, gifts, which in any way might influence the purchase of school supplies and equipment.

The bidder to whom the award is made may be required to enter a written contract with the district.

It shall be the policy of the Candia School District to purchase locally provided goods when possible.

Adopted: February 3, 2000
Reviewed: May 5, 2022

CANDIA SCHOOL DISTRICT
PURCHASING AND PAYMENT PROCEDURES, AUTHORIZED SIGNATURES

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Adopted: February 3, 2000
Reviewed: May 5, 2022

**CANDIA SCHOOL DISTRICT
FRAUD PREVENTION AND FISCAL MANAGEMENT**

Authority

The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the District's resources. The Board is entrusted with public funds, and no one connected with the District shall do anything to erode that trust.

Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of district information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the District.
8. Destruction, removal, or inappropriate use of District records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
11. Other dishonest or fraudulent acts involving District monies or resources.

Delegation of Responsibility

The Superintendent or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the District, subject to review and approval by the Board.

The Superintendent shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.

District administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The Superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the District.

The Superintendent shall ensure the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement, or theft have been identified.

Guidelines

Reporting

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent. If the report involves the Superintendent, the employee shall report his/her suspicions to the Board Chair. Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

Investigation

The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his/her judgment, the Superintendent shall coordinate investigative efforts with the District auditor, insurance agent, external agencies, and law enforcement officials, if applicable.

If the Superintendent is involved in the complaint, the Board Chair is authorized to engage the District's local legal counsel or alternate legal counsel to initiate an investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action. If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

If the Superintendent has not previously notified law enforcement and/or a regulatory agency with jurisdiction, the Board shall determine the final disposition of the matter, including whether the matter will be referred to the appropriate law enforcement and/or regulatory agency for further investigation or action.

Confidentiality

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right-to-know, until the results are made public.

Prevention

In order to prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

- Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
- Payments - Payments shall be made only by checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction.
- Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.
- Access to Checks - Physical and electronic access to School District checks and accounts shall be limited to those employees with designated business functions.
- Capital Assets - The business office shall maintain updated lists of district capital assets.
- Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

SAU #15 has established a COSO Internal Control-Integrated Framework Procedure.

Adopted: March 7, 2018

**CANDIA SCHOOL DISTRICT
DATA GOVERNANCE AND SECURITY**

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information - Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan - Administrative Procedures.

1. Data Governance Plan. The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

- (a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- (b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;
- (c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);
- (d) A response plan for any breach of information; and
- (e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer.

The Technology Director is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and

suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

The Business Administrator is the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

D. Responsibility and Data Stewardship.

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

E. Data Managers.

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information.

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from

installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training.

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion.

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated, by reference, into the data/record retention schedule established under Policy EHB, including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy EHB.

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References:

15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)
20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA)
20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)
20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)
20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)
RSA 189:65 * Definitions
RSA 186:66 * Student Information Protection and Privacy
RSA 189:67 * Limits on Disclosure of Information
RSA 189:68 * Student Privacy
RSA 189:68-a * Student Online Personal Information
RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach

Adopted: June 6, 2019

**CANDIA SCHOOL DISTRICT
RECORDS RETENTION**

The Candia School District shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Candia School District shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy shall apply to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

Legal References:

RSA 91-A, Right to Know Law, RSA 189.29-a, Records Retention and Disposition, NH Admin Rules, Sec Ed 306.04(a)(4)(h) 20 U.S.C. § 1232g, FERPA

Adopted: June 1, 2006

Revised: December 3, 2009

Revised: January 31, 2019

**CANDIA SCHOOL DISTRICT
LOCAL RECORDS RETENTION SCHEDULE**

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc..

A. Special Education Records.

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually.

B. Litigation Hold.

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.

C. Right-to-Know Request - Hold.

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney representing the District authorizing destruction of the records has been received.

All agreements to settle law suits to be preserved for a minimum of 10 years in accordance with RSA 91-A:4, IV.

D. Electronic Records.

For legal purposes, electronic records and communications are no different than paper documents.

The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance: "Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by ~~the Superintendent as the party~~ responsible for the records. The ~~Superintendent~~ is responsible for assuring the accessibility of the records for the mandated period." *[Italics represent modified language to reflect Superintendent's responsibility for record retention and access.]*

E. Retention Period Schedule.

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc. ~~[The superintendent should include language to this administrative procedure identifying one or more persons responsible for either assuring retention/destruction in accordance with the schedule, as well as any specific means of retention/destruction]~~

Note regarding records relating to federal funds (items marked below with "*"): Before any records related to federal funds are destroyed, however, the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that district "shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit . . . for three years after the completion of the activity for which the funds are used." Therefore, to the extent that the below schedule, or other authorities, suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited, plus 1 year, if the purchase is in part or in whole with federal funds the record must be retained for three years after the completion of the activity for which the funds are used, a much longer period of time.

Type of Record	Statute, Rule, or other legal authority – if none listed the retention period is a recommendation	Retention Period
Business Records		
Accident Reports:		
☐ Employee		Term of employment, plus 6 years
☐ Student		Age of majority, plus 6 years
Accounts Receivable	RSA 33-A:3-a	Until audited, plus 1 year
Annual Audit	RSA 33-A:3-a (10 years)	Permanent
Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)	RSA 33-A:3-a	Permanent
Application for Federal Grants	20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply	5 years
Architectural Plans		Permanent
Asbestos Removal		Permanent
Bank Deposit Slips	RSA 33-A:3-a	6 years
Bonds and continuation certificates	RSA 33-A:3-a (expiration plus 2 years)	Permanent
Budget Worksheets		End of budget year, plus

		1 year
Cash receipts, disbursement records, checks	RSA 33-A:3-a	Until Audited and at least 6 years after last entry
Child Labor Permits		1 year

Work-study	29 C.F.R. §570.37	3 years from date of enrollment
☐ Construction Contracts, Capital projects, fixed assets that require accountability after acquired*	RSA 33-A:3-a (Life of project/asset)	Life of contract, building, asset plus 20 years
☐ Engineering Surveys		Permanent
☐ Unsuccessful bids	RSA 33-A:3-a (Completion of project, plus one year)	Life of contract plus 3 years
Certified Educator		Permanent
COBRA Notices	42 U.S.C. 300bb-1, <i>et. seq.</i> (3 years) ERISA 29 U.S.C. §1027 (6 years)	6 years from date of issue
Collective Bargaining Agreements		Permanent
Correspondence for Business transactions*		Life of subject matter plus 4 years
Correspondence - General		3 years or longer when historic/useful
Correspondence Transitory	RSA 33-A:3-a	As needed for reference
Deeds		Permanent
District Meeting Minutes & Warrant		Permanent
Insurance policies	RSA 33-A:3-a	Permanent
Notes (loan documents)	RSA 33-A:3-a	Until paid, Audited, plus 3 years
Student Activities Records/Accounts	RSA 33-A:3-a (bank deposit slips and statements 6 years)	Until Audited, plus 6 years
Enrollment Reports:		
☐ Fall Reports A12A (RSA 189:28)		Permanent
☐ Pupil Registers	RSA 189:27-b	Permanent
☐ Resident Pupil Membership Forms		14 years
☐ School Opening Reports		3 years
☐ Statistical Report A-3 (RSA 189:28)		Permanent
Federal Projects Documents	Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity for which the funds are used), other authorities may apply	5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit

FICA Reports – monthly		7 years
Fixed Trip Requests/Confirmation		1 year
Fixed Assets Schedule		Permanent/as updated
Form C-2 Unemployment		6 years
Wage Report (DES 100)		6 years
Invoices*	Until Audited, plus 1 year	3 years*
MS-22 Budget Form		6 years
MS-23 Budget Form		6 years
MS-25 Budget Form		Permanent
Minutes of Board Meetings, Board Committees	RSA 91-A:2, II, RSA 33-A:3-a	Permanent
Purchase Orders*		Until Audited, plus 1 year
Request for Payment Vouchers*		Until Audited, plus 1 year
Requisitions*		Until Audited, plus 1 year
Retirement Reports – Monthly		1 year
Time Cards:		
☐ Bus Drivers	Lab 803.03. Notification and Records no less than 4 years	5 years
☐ Custodial	Lab 803.03. Notification and Records no less than 4 years	5 years
☐ Secretarial	Lab 803.03. Notification and Records no less than 4 years	5 years
☐ Substitute Teachers pay slips	Lab 803.03. Notification and Records no less than 4 years	5 years
Payroll Records	RSA 33-A:3-a Audited, plus 2 year 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C. §2616, 3 years	6 years
Travel Reimbursements*	Until Audit, plus 1 year	3 years*
Treasurer's Receipts – canceled checks		6 years
Treasurer's Report		6 years
Vocational Education:		
☐ AVI Forms		1 year

☐ Vocational Center Regional Contracts		20 years
☐ Federal Vocational Forms*		6 years
Vouchers Manifests*		Until Audit, plus 1 year
Tax Forms:		
☐ W-2's, 1099 *	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years)	7 years
☐ W-4 Withholding Exemption Certificate	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
☐ W-9	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
☐ 941-E Quarterly Taxes	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
Personnel Records	RSA 33-A:3-a. Retirement or termination, plus 50 years	Term of Employment, plus 50 years
Application for employment - Successful	RSA 33-A:3-a Unsuccessful applicants: current year, plus 3 years.	Term of Employment, plus 50 years
Attendance Records:		
☐ Leaves	Family Medical Leave Act – 3 years	3 years
☐ Request for Leaves		1 year
Class Observation Forms		1 year
Criminal Record Check:		
☐ No criminal record	RSA 189:13-a (Superintendent only)	Destroy immediately after review
☐ Criminal record	RSA 189:13-a (Superintendent only)	Destroy within 30 days of receipt
Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)	6 years

Deferred Compensation plans	RSA 33-A:3-a	7 years
Dues Authorization	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Employment test papers with results	29 C.F.R. §1627.3	One year from date of personnel action
Evaluations	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
HIPPA Documentation	RSA 33-A:3-a. – Personnel record HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938	Term of Employment, plus 50 years
Labor-PELRB actions	RSA 33-A:3-a	Permanent
Labor Negotiations	RSA 33-A:3-a	Permanent
Legal Actions - lawsuits	RSA 33-A:3-a	Permanent
Medical Benefits Application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Medical exams, Physical examinations used for personnel action	29 C.F.R. §1627.3(One year from date of personnel action) RSA 33-A:3-a. – Personnel record 29 C.F.R. §1910.1020 (term of employment plus 30 years)	Term of Employment, plus 50 years
Oaths of Office	RSA 33-A:3-a Term, plus 3 years	Permanent
Promotion, demotion, transfer, selection for training, layoff, recall, or discharge	29 C.F.R. §1627.3 (1 year from date of action) RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Recruitment Documents	29 C.F.R. §1627.3	One year from date of personnel action
Re-employment Letter of Assurance	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Retirement application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
School Bus Driver Drug Tests – positive results & records of administration of test	49 C.F.R. §382.401; 49 C.F.R. § 40.333	5 years
School Bus Driver Drug tests – negative & cancelled	49 C.F.R. §382.401	1 year
Separation from Employment Form/Letter	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Settlement agreements, even if in anticipation of a lawsuit	RSA 91-A:4, VI (10 years)	Permanent
Staff Development Plan	Term of Employment, plus 50 years	Term of Employment, plus 50 years

Substitute Teacher Lists		7 years
Student Records:		
Applications for Free/Reduced Lunch		6 years
Assessment Results	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Attendance	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Disciplinary Records		Term of Enrollment, plus 3 years
Early Dismissal		1 year
Emergency Information Form		1 year/as updated
Grades	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Health and Physical Records		Term of Enrollment, plus 3 years
Immunization Record		Term of Enrollment, plus 3 years
Log of requests for access to education records	FERPA 20 U.S.C. §1232g (b)(4)(A)	As long as the education record is retained
Medical Reports		Term of Enrollment, plus 3 years
Registration Form		Term of Enrollment, plus 3 years
Student Handbook		1 copy of each edition, Permanent
Transcripts	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Internal Records:		
Child Abuse Reports/Allegations		Permanent

Criminal Investigation		Permanent
Personnel Investigations		Permanent
Sexual Harassment		Permanent
Records Management, transfer to storage or disposal	RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed)	Permanent
Vehicle maintenance	RSA 33-A:3-a	Life of vehicle, plus 3 years

Re-adopted: June 2, 2022

CANDIA SCHOOL DISTRICT
EMPLOYMENT REFERENCES AND VERIFICATION (PROHIBITING AIDING AND
ABETTING OF SEXUAL ABUSE)

The District shall act in good faith when providing employment references and verification of employment for current and former employees.

The School District, and its employees, contractors, and agents, are prohibited from providing a recommendation of employment, and/or from otherwise assisting any school employee, contractor, or agent in obtaining a new position or other employment if he/she or the District has knowledge of, or probable cause to believe that the other employee, contractor, or agent ("alleged perpetrator") engaged in illegal sexual misconduct with a minor or student. This prohibition does not include the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction;
2. The information giving rise to probable cause has been reported to any other authorities as required by local, state or federal law (for instance New Hampshire Division of Children, Youth and Families "DCYF"), and
3. At least one of the following conditions applies:
 - a. The matter has been officially closed;
 - b. The District officials have been notified by the prosecutor or police after an investigation that there is insufficient information for them to proceed;
 - c. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated; or
 - d. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

Adopted: January 31, 2019

Legal References:

20 U.S.C. 7926(a) (§8546(a) of the Elementary and Secondary Education Act/Every Student Succeeds Act

CANDIA SCHOOL DISTRICT
AUDIO AND VIDEO SURVEILLANCE ON SCHOOL PROPERTY

ELIMINATE (ECAF)

Video and/or audio devices may be used on School District property to ensure the health, welfare, and safety of all students, staff and visitors. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms or locker rooms.

All persons will be responsible for any violations of school rules recorded by cameras.

Videos/audios containing evidence of a violation of student conduct rules, school board policy, and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. The Superintendent will ensure that parents/guardians and students be notified through the student handbook. Students will be responsible for any violations of school rules recorded by the video and audio surveillance.

All recordings shall be retained for a period of not to exceed 30 days, unless the Superintendent determines that the recording is relevant to a student management proceeding.

The Superintendent is authorized to view recordings.

Parents of a student against whom a recording is being used as part of a disciplinary proceeding will be permitted to view and listen to the recording. No other individuals shall be entitled to view or listen to the recording without express authorization of the Superintendent.

Staff (and representatives) involved in a formal personnel issue will be permitted to view the recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

Video recordings may become a part of the student's educational or a staff member's personnel record. If an audio or video recording does become part of a student's education record, the provision of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence. The District will comply with all applicable laws related to record maintenance and retention.

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video

recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

The school board authorizes the Superintendent to use video and/or audio recordings to the extent either required or prohibited by law.

The school board permits the video and audio recording of the following school-related activities. The following purposes are not intended to be exhaustive and may be expanded or contracted by either the administrative determination or school board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom

Adopted: June 5, 2008
Revised: September 3, 2015
Revised: January 5, 2017

Legal Reference:
RSA 570-A:2
20 U.S.C. § 1232g (FERPA)
34 C.F.R. Part 99, (FERPA)
RSA 189:65, RSA 189:68

CANDIA SCHOOL DISTRICT
VIDEO AND AUDIO RECORDING FOR INSTRUCTIONAL PURPOSES

ELIMINATE (ECAF)

Candia School Board is committed to the use of technology to enhance the education of its students. The Board acknowledges that video, digital video and audio recording ("recording") in the classroom may be useful for instructional purposes. In addition, there are times when live streaming, or internet access to digital video and audio recording are appropriate. For example, these technologies may be useful tools to provide access to students in remote locations, home-bound or hospital-bound students, or to permit a student to recover classroom instruction lost during an extended absence.

The decision whether or not to conduct video, digital video or audio recording for educational purposes shall be made in the first instance by the classroom teacher and their request and consent to recording shall be documented in writing and placed on file with the Principal. All such recordings shall be deemed the copy written property of Candia School District and shall not be reproduced without Candia School District's express permission. Recordings shall not be sold. Recording in the classroom for other than educational purposes is prohibited. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study, and do not constitute educational records under the Family Educational Rights and Privacy Act (FERPA). Only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The Principal may authorize others to view an existing recording on a case-by-case and as-needed basis.

Student recording as an accommodation in their Individualized Education Plan or Section 504 Plan shall not be deemed a school recording unless the recording is conducted by the school on behalf of the student. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased at the end of the semester or when they are no longer needed, whichever is the later event. If the classroom teacher wishes to preserve a recording for future instructional purposes, they shall seek permission from the Principal to preserve the recording.

No recording shall take place in a classroom without first securing the written consent of each adult student, or minor student's parent or guardian. An adult student or parent who refuses consent for a class where recording is the curriculum, such as a television or broadcast journalism course, shall not be permitted to enroll in the course. This policy shall be reproduced in the next student handbook, and the parent or adult student's written receipt of the handbook shall be deemed written consent to Candia School District's use of video and audio classroom recording for instructional purpose unless the adult student or parent opts out of granting permission. Until such policy is reproduced in the handbook, this policy and a permission form shall be disseminated by the classroom educator when recording in their classroom is contemplated. The educator shall be responsible for garnering the adult student or parent's written consent and placing the same on file with the Building Principal before

recording may take place in the classroom. Candia School District reserves the right to reassign students to classes in accordance with their recording preferences.

CSD File: EEAB

This policy does not apply to the recording by Candia School District of events such as public concerts, graduation ceremonies, athletic events, and the like; all of which are not considered classroom recording. This policy has been adopted after a public hearing conducted by the Candia School Board.

See also policy EEAA

1st. Reading: November 05, 2015
Public Hearing: November 05, 2015
Adopted: November 05, 2015

Legal References:

RSA 189:68(IV)
20 U.S.C. § 1232g (FERPA)
34 CFR Part 99 (FERPA)

CANDIA SCHOOL DISTRICT
AUDIO AND VIDEO SURVEILLANCE ON SCHOOL PROPERTY AND BUSES

Video cameras will be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2(k)(1).

Notification of such recordings is hereby established in this policy and in Policy JICK—Pupil Safety and Violence Prevention. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The Superintendent is charged with establishing administrative procedures to address the length of time, which the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.

All recordings shall be retained for a period not to exceed ten (10) days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding.

Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Contractor Official

Parents of a student against whom a recording is being used as part of a disciplinary proceeding will be permitted to view and listen to the recording. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

The Board authorizes the use of video and/or audio recording, and technological surveillance by District personnel on school property only as provided in this policy, or as otherwise required by law.

"District personnel" means and includes all employees, volunteers, coaches, and any contracted personnel or companies operating on school property.

"Open to the general public" means an event that is generally open to parents, guardians, family, and members of the community, including events for which attendance may require registration, ticketing, or invitation for admission due to space, security, or other concerns.

"Required assessment" means any standardized assessment that is required by state or federal statute or regulation, such as the "ACCESS" English language proficiency assessment.

"School property" means all real property and all physical plant and equipment used for school purposes, including school buses or other vehicles used to transport students on

behalf of the District. School property shall also include non-district-owned property when that property is used for school-sponsored educational or co/extracurricular programs or activities.

"*Surveillance*" means using cameras or other technology to observe, monitor or record areas, or the actions or communications of one or more people. "Surveillance" shall not include technology used to locate equipment when there is reason to believe the equipment is about to be or has been stolen or damaged.

PARENTAL CONSENT REQUIRED & PERMITTED EXCEPTIONS

Audio and Video Recordings (Other than Surveillance)

Consent required. Except as provided in Section B.1.b, below and consistent with the New Hampshire Parental Bill of Rights, this policy prohibits all video and/or audio recording in classrooms or on other school property by District personnel without the prior written consent of the parent/guardian of any student before that student's video image or voice is to be recorded.

Video or audio recordings that require parental consent include, but are not limited to:

- Extracurricular/co-curricular activities unless open to the general public;
- Drama, band, chorus, instrumental, practices unless open to the general public; or
- Club and other co/extracurricular activities unless open to the general public.

Audio or video recording that may be included as part of a student's IEP (individualized education program) or accommodation plan, is only permitted if the student's parent or guardian has consented to the IEP/accommodation program.

Exceptions - When Prior Consent is not Required Parent/guardian consent is not required when a recording by District personnel is:

- part of a court proceeding or investigation by child protective services - video and/or audio;
- part of a safety demonstration - video and/or audio;
- intended to maintain order and discipline in a common area or on student transportation vehicles - video only other than on school buses, *see* Section C.1 and C.2, below;
- made as a component of the administration of a required assessment - video and/or audio as required for the assessment; OR
- made during a District or school-sponsored event that is open to the general public - video and/or audio.

-part of the regular instructional coursework required by the school;

-part of instruction in a student journalism, media production, or broadcasting course; or

-school-sponsored extracurricular activity that has been approved by the School Board

Form of Consent. Consent required under this policy may be obtained either as part of the start of year/enrollment documentation, or for specific classes, events or activities.

SURVEILLANCE

Video Surveillance Without Audio

Video surveillance is authorized on District property, including, without limitation, school buses and other district provided transportation, to ensure the health, welfare, and safety of all students, staff, and visitors to District property and to safeguard District buildings, grounds, and equipment.

The Superintendent or his/her designee will approve appropriate locations for surveillance cameras. Placement of cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms, or dressing or locker rooms.

Audio Surveillance with or without Audio

Although video surveillance is permitted under state law, under RSA 570-A:2, II(k), surveillance with audio recording without the consent of all parties (or their parent/guardian) is only specifically permitted on school buses (subject to further conditions as provided in Sections D.2 and E.3, below).

ACCESS, USE & RETENTION of RECORDINGS

Subject to specific provisions in Paragraph C.1, below, relating to access, use and retention of recordings constituting student education records, and C.2 relating to bus surveillance recordings that include audio, and subject to the terms of any other applicable Board policies, laws or regulations, or recording provisions included in written agreements or MOUs with local law enforcement, recordings may only be used, disclosed, retained or destroyed as provided in Board policies EH and EHB.

Recordings as Student Education Records

Any recording, with or without audio, that is used or is intended to be used in connection with one or more specific students will likely constitute a student record under FERPA, and may only be accessed and viewed as permitted under FERPA (see Board policy JRA). Examples of recordings that will constitute student records, include, but are not limited to, (i) surveillance recordings that capture suspected violations of student conduct rules, Board policies, or state or federal laws, or (ii) recordings that are created as part of a student's IEP/accommodation plan.

Recordings from School Buses that Include Audio

Recordings which include audio that are made on school buses by District personnel (including, without limitation, owners or operators of school buses) must also comply with the limitations of RSA 570-A:2, II (k)(2). Accordingly, no such recording may be retained for "longer than 10 school days unless the school district [first] determines that the recording is relevant to a disciplinary proceeding, or a court orders that it be retained for a longer period of time. An audio recording shall only be reviewed if there has been a report of an incident or a complaint relative to conduct on the school bus, and only that portion of the audio recording which is relevant to the incident or complaint shall be reviewed." RSA 570-A:2, II (k)(2).

NOTIFICATION REQUIREMENTS

The Superintendent will ensure that parents and students are notified of the consent requirements/exceptions through the Family Handbook and/or the school website.

Signs will be posted on school property to notify students, staff, and visitors that surveillance recording devices may be in use. (More specific notice is required for audio recordings on school buses as provided in Paragraph E.3, below).

The Superintendent or his/her designee shall ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such audio recordings may be occurring. Notification that audio recordings may be made on school buses will also be included in the Family Handbook and/or the school website.

ADDITIONAL ADMINISTRATIVE REQUIREMENTS

In addition to procedures relating to access, use and retention of recordings, and location of surveillance cameras on school property, the Superintendent/designee is authorized to establish and distribute such other regulations, procedures and consent forms as the Superintendent/designee deems necessary or appropriate in order to implement this policy.

The Superintendent is also directed to ensure that District personnel are aware of the prohibitions and limitations included in this policy through training and/or information provided at the beginning of each school year and upon the beginning of employment/service.

Legal References:

RSA 570-A:2(k)(1)

Adopted: April 7, 2010

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