Pittsfield School District
Strong Community • Strong Schools

SCHOOL ADMINISTRATIVE UNIT #51
23 Oneida Street, Unit 1
Pittsfield, New Hampshire 03263
Phone: (603) 435-5526 • Fax (603) 435-5331
Bryan Lane – Superintendent of Schools

PITTSFIELD SCHOOL BOARD
MEETING AGENDA

5:30 PM May 16, 2024
PMHS Media Center
Pittsfield Middle High School
School Board Meeting

Google Meet joining information:
meet.google.com/ekb-odkn-dej

1. CALL TO ORDER- Mrs. Adams

2. PLEDGE OF ALLEGIANCE- Mrs. Adams

3 ACTION ON AMENDED AGENDA

4. APPROVAL OF MINUTES- May, 2024

5. PUBLIC INPUT ON AGENDA ITEMS

6. STUDENT REPRESENTATIVE

7. DIRECTOR OF STUDENT SUPPORT SERVICES- Charlene Vary
   - Educational Environment
   - Resource Room
   - Self-Contained Classroom
   - Special Education Records
   - Special Education Survey

8. SUPERINTENDENT OF SCHOOLS- Bryan Lane
   - Hiring update
   - Open enrollment update
   - Primex update
   - Financial update
   - Enrollment report
   - Additional Retirements

9. SCHOOL BOARD

CPR as a Graduation Requirement

Nomination of Kindergarten Teacher

Policy Review Second reading

GBE - Staff Rights and Responsibilities
GBEA - Staff Ethics
GBEAB - Mandatory Code of Conduct Reporting
EFD - Access to School-Provided Meals
EH - Public Use of School Records
EHB - Records Retention and Disposition Schedule
EHB-R - District Records Retention Schedule
EBCB - Fire Drills

10. COMMITTEE ASSIGNMENTS

- Budget Committee- Mrs. Adams
- Drake Field and Facilities- Mr. Gauthier
- Negotiations- Mrs. Goggin/Mr. Robinson
- Legislation- Mrs. Adams
- Foss Family Scholarship- Mrs. Adams/ Mr. Nilsson
- Public Relations- Mrs. Goggin

11. PLAN AGENDA FOR NEXT MEETING

12. BOARD COMMENT

13. PUBLIC INPUT

14. NON-PUBLIC SESSION- RSA 91:A 3 (a)

15. ADJOURNMENT

DRAFT MINUTES OF THE PITTSFIELD SCHOOL BOARD
STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE
UNIT #51

PITTSFIELD SCHOOLBOARD
MINUTES

Pittsfield School Board Meeting May 2, 2024
Pittsfield Middle High School

MEMBERS PRESENT:
Sandra Adams- Chair Person
Molly Goggin- Vice-Chair person
Adam Cote
Tim Robinson
Eric Nilsson

OTHERS PRESENT:
Bryan Lane- Superintendent of Schools
Kristen White- Principal PES
Charlene Vary- Director of Student Support Services
Melissa Brown- PMHS Assistant Principal
Nicole Davis- Reading Specialist
Members of the Public

I. Mrs. Adams calls the meeting into session at 5:30 and led the Pledge of Allegiance

II. ACTION ON AMENDED AGENDA

Mrs. Adams- add non-public under 91: 2 III A
Motion by Mrs. Goggin to accept the amended agenda
Second by Mr. Robinson
Vote 5-0 to approve the motion

III. APPROVAL OF MINUTES of April 18, 2024
Page 1. Action amended agenda, capitalize Teacher Appreciation Week
Page 2. Add the language "students 14 years of age or over" did not receive invitations
Page 3 Change Mr. Nilsson to Mr. Hamilton in response to Mr. Gauthier's inquiry
Add "Mr. Nilsson clarified that Plodzik and Sanderson would return for additional funds if needed" under audit bid in case the additional $3,000 were needed.
Page 4 Under Teacher Appreciation Week, replace Jill to PTO
Add the word "a" after Mrs. Adams made motion

Motion to approve the minutes as amended made by Mr. Nilsson
Motion seconded by Mrs. Goggin

Vote 4-0-1 to approve the motion (Mr. Robinson abstained)

IV. PUBLIC INPUT
None

V. STUDENT REPRESENTATIVE- AVA WALKER

Site council for attendance change voted on 10-2-1.
Students who have 10 or more absences still earn credit for class if they are passing but will not receive GPA points.

Mrs. Brown stated that the site council will bring the proposal to the administration at PES as well as the SAU prior to bringing the proposal to the Board for their consideration.

IT was Brought to the attention of the site council that the administration may be looking for greater restrictions on cell phone. There was no interest from the student body but it may be brought forward at a later date.

VI. PITTSFIELD ELEMENTARY- Mrs. White

a) Thanked the Board for their understanding for missing the last couple of Board meetings.
b) Reviewed Bike at Recess event commending Taylor Clark, Ryan Schock and Matt from S and W members of the Pittsfield Police Department. There was special staff recognition to Mrs. Clar and Mr. Curtin. 120 students participated.
c) Title I game night was a success for students and parents. Game packets were distributed by grade level and students were engaged in reading and math games
d) Kindergarten Registration night was a success with 28 students and families in attendance. The PES administration thanked Mrs. Curtin, Mrs. Clar, and the kindergarten staff who greeted the families.
e) The Perron Family Fund Raising event to support a family who had a fire in their home was a success. Thanks to Mrs. McNeil for organizing the event.
f) Academic testing is scheduled for the New Hampshire State Assessment, NWEA, DIBELS, and DRA reading assessment. This can be a stressful time for students and the staff is working to spread things out and minimize the assessment fatigue that can occur.
g) A review of end of year activities was discussed.

Mrs. Adams inquired about creating a visit to the public library, Town Hall, Fire Department, Police Department and the Historical Society from PES as a walking field trip.
Mrs. White responded that the third grade is doing the walking tour of Pittsfield downtown.

Mrs. Goggin spoke to summer reading challenges for students and coordinating those efforts with the public library.

VII. PITTSFIELD MIDDLE HIGH SCHOOL- Mrs. Brown

a) Class of 2024 update indicates that 30 of 39 students in the 2024 cohort are expected to complete graduation requirements. Three students from the 2023 cohort should complete graduation requirements. Of the ten students not graduating, six are returning for a fifth year and three are working toward completing the HIsSET. Updated from Mrs. Brown that an additional student will be graduating creating a 77% graduation rate.

b) Mrs. Caravella, School Nurse, is offering CPR classes for staff on Wednesday. She has also coordinated a training for juniors and seniors on Wednesday May 15
c) PMHS is partnering with Carried Away NH of Concord to offer a school based cavity prevention and treatment program May 13-17
d) The twelfth annual Exhibition of Student Learning is scheduled for later this month. Students are given the opportunity to demonstrate problem-solving and critical thinking skills in various formats that students choose. A schedule will be provided later in the month.
e) Senior events have been scheduled:
    i. Class trip- May 19 through May 21
    ii. Senior Awards Night- June 7 at 7p.m.
    iii. Commencement- June 8 10 a.m.
    iv. Other events are listed in the Board packet.

Mr. Nilsson inquired as to whether the additional senior graduating student is coming from students taking the HiSET or the returning students. Mrs. Brown clarified that it is from the students returning for a fifth year.
Mr. Gauthier inquired as to whether the District is still being monitored relative to graduation rates.
Mrs. Brown clarifies that we are and the average number the DOE is looking for is at least 72% graduation rate.
Mrs. Adams will give remarks at commencement.
Mrs. Goggin cannot attend awards night.
Mrs. Adams, Mr. Gauthier and Mr. Nilsson can attend Awards Night to present awards.
Scripts will be sent to Board members.

Mr. Gauthier inquired regarding the letters to parents who are doing VLACS and if students are meeting deadlines. Mrs. Brown indicated that with some minimal exceptions, the work will be done.

Mr. Nilsson wants to clarify that graduation is June 8, not June 10.

Mrs. Goggin commends the staff for working with the three students to complete requirements as fifth-year students.

Mr. Gauthier said that these are good examples for students who are returning next year.

VIII. SUPERINTENDENT OF SCHOOLS-BRYAN LANE

a) A list of open positions was described and contracts are to be signed by the Board chair at the meeting. An additional Special Education teacher position is open at PMHS with the resignation of Nora Jones.
b) The Administrative Leadership Team met on May 23. A focus on a multi-tiered system for student support will be an emphasis in the coming year.
c) The Superintendent has requested that the DOE give the District a one- year extension for the Food Service contract with Fresh Picks for the 2024-25 school year.
d) The PES staff is requesting that the Board approve the use of the Houghton-Mifflin, Harcourt reading curriculum. The six-year cost for the program is approximately

$118,000. $75,000 has been approved through the ESSER III grant that expires in September of 2024. Approximately $28,000 for professional development will be put into the Title II grant with $12,000 from the 2023-24 grant and the rest from the 2024-25 Title II grant. The remaining portion will be put into the Title I Grant for 2024-25 if the Board approves the request.

Mr. Robinson inquired as to the licenses being transferable and what if there is a need for additional licenses.

i. Presentation of the Reading Curriculum- Mrs. White and Mrs. Davis
    1. Statistics of reading deficits
    2. Science of reading- Mrs. Goggin defines what is in Fundations
    3. Comprehensive reading instruction
    4. Evidence based reading assessments
    5. Challenges for advanced students
    6. Process of selecting a program
    7. Professional development
    8. Data driven Instruction
        a. Mr. Robinson inquired about comparison of data from different vendors. HMH has the highest level of student growth.
    9. Multi-tiered instructional support
       Mr. Nilsson asked for clarification on multi-level instruction. Mrs. White and Mrs. Davis describe the spiraling of teaching.
    10. Flexible learning pathways
    11. Culturally responsive materials
    12. Five pillars of reading
        a. Phonemic awareness
        b. Phonics
        c. Fluency
        d. Vocabulary
        e. Comprehension

Mrs. Goggin asked about sixth grade availability. Mr. Lane clarified that for the time being it is grades K-5.
Mrs. Goggin asked about texts being available on-line vs. books. Mrs. White described that there is the option for a teacher use technology as a tool not as the basis for instruction.
Mr. Robinson asked how this would work for implementation for all grades at one time. Mrs. White describes the flexibility to differentiate to multiple grade levels to meet students where they are. Mrs. Goggin describes the benefit of a full immersion program.
Mrs. Goggin asks when the flexibility will happen. Mrs. White describes that the teacher will have reading groups within a given class along with WIN time and Title I resources.
Mrs. Goggin has a concern of how much the professional development would be effective for teachers. Mrs. White tells the Board that additional training can be accessed as it is needed. Some staff are currently going to professional development on the brain activity of how students learn to read.

Motion to approve the request for the reading curriculum made by Mrs. Goggin seconded by Mrs. Adams

Mr. Robinson inquired as to whether the grant will be in line with required procedures from the federal government The Superintendent indicates that the process of approval from the DOE has already occurred and the procedures required have been followed. Mr. Nillsson inquired of Mrs. Brown whether or not the reading program will help the middle high school. Mrs. Brown responded, "definitely"

Vote 5-0 to approve the motion

e) All grants are up to date.
f) The financial audit of the 2022-23 school year will begin later this month.
g) The Financial report indicates that the estimated fund balance for the current budget will be $104,495. The Superintendent is requesting that the Board approve a budget transfer in the amount of $45,000 to move the expenditure out of the General Fund and into the ESSER III grant. There is also an estimated $50,000 in salaries and benefit for para-educators that will not be expended but is still encumbered. The Superintendent requested permission to submit proposals for end of year spending that will still remain within the budget for 2023-24

Mrs. Adams inquired as to whether or not this can wait until after the audit. The Superintendent explained that while it can wait and the District can be reimbursed, this creates an issue for auditing purposes if the DOE comes to look at the expenditures for the grants. If the issue is not resolved by the end of June, the remaining funds will be coming from the General Fund and this will affect the fund balance.

Mr. Nilsson suggests bringing both the encumbrance reports from the general fund and the grant funds to demonstrate how the budget transfer will be done.

Motion to table the budget transfer to the next meeting made by Mr. Robinson.
Mr. Nilsson seconded the motion

Vote 5-0 to table to motion

IX. SCHOOL BOARD

a.CPR as a graduation requirement
Mr. Robinson described the advantages of having students go through CPR training as well as AED training. He specified that even though the training may need to be redone after two years, the experience will be good for students and potentially save lives.

It was discussed that this could become part of the health curriculum. The Superintendent has a concern about how documentation will occur if this is a requirement for graduation and what would be done to accommodate students who transfer in after having taken health.

The Superintendent suggests that the matter be brought to the PMHS administration for consideration and to return with possible plans at the next Board meeting.

b. First reading of policies
   1. GBA- Equal Opportunity Employment
   2. GBE- Staff Rights and Responsibilities
   3. GBEA- Staff Ethics
   4. GBEAB- Mandatory Code of Conduct Reporting

c. Second reading of policies
   1. EFD- Access to School Provided Meals
      a. Change Dean of Students to Superintendent of Schools
         Motion to accept as amended by Mr. Gauthier
         Second by Mrs. Adams
         Vote 5-0 to approve the motion

   2. EH- Public Use of School Records
      a. Tabled to the next meeting to see if Cybersecurity should be in this policy or does it exist somewhere else?
   3. EHB- Records Retention and Disposition Schedule
      a. Tabled to the next meeting to bring additional information to determine if there are RSA's or other requirements.
   4. EHB-R- District Records Retention Schedule
      a. Tabled to the next meeting to bring additional information to determine if there are RSA's or other requirements.
   5. EBCB- Fire Drills
      a. Tabled to the next meeting to bring additional information to ensure the District is meeting expectations from the state and the Fire Department.

X. Committee Assignments

The Board discussed and assigned committee assignments as follows:

a) Budget Committee- Mrs. Adams and Mr. Robinson
b) Drake Field and Facilities- Mr. Gauthier
c) Negotiation- Mrs. Goggin and Mr. Robinson
d) Legislation- Mrs. Adams
e) Foss Family Foundation- Mrs. Adams through June 2024. Mr. Nilsson for the coming school year
f) Public Relations- Mrs. Goggin

Motion to approve committee assignments made by
Second by

Vote 5-0 to approve the motion

XI. PLAN FOR NEXT AGENDA

a) Tabled policies
b) Cyber security policy
c) Budget Transfer
d) CPR as a graduation requirement
e) Open enrollment decision and Primex

f) Retirement celebration for Pam Miller

XII. BOARD COMMENTS

Mr. Gauthier inquired about the Open Enrollment decision by the State Board of Education. The Superintendent has no information at this time.

Mrs. Goggin suggests that this as well as the issue with the Primex claim be brought to the next meeting.

XIII. PUBLIC INPUT

Mrs. Baggaley- nonresident, expressed her support for our athletic program and in particular the softball program. She detailed the dedication of the coaching staff and their good deeds. She requests that the Board not look at just winning when evaluating the program, but the positive effect on students.

Mrs. Adams inquired as to the impetus for Mrs. Baggaley coming to the meeting. Mrs. Baggaley just wanted to highlight the positives in case there were any concerns raised.

XIV. NON-PUBLIC SESSEION

Motion to go into a non-public session made by Mrs. Adams at 8:38
Seconded by Mr. Robinson

Roll Call Vote:

Mr. Nilsson- Yes
Mr. Robinson-Yes
Mrs. Goggin- Yes
Mr. Gauthier- Yes
Ms. Adams- Yes

Personnel issue discussed- no action taken

Motion to exit non- public made by Mr. Nilsson at 9:58
Seconded by Mr. Gauthier

Vote 5-0 to approve the motion

XV. ADJOURNMENT

Motion to adjourn made by Mr. Robinson to adjourn
Seconded by Mrs. Goggin

Vote 5-0 to approve the motion at 9:59

Pittsfield School District

To: Pittsfield School Board

From: Charlene Vary

Subject: Board Meeting – May 16, 2024

Date: May 9,2024

INFORMATION

Educational Environment

Currently Pittsfield School District has the following educational environments approved by the Department of Education:

- Currently Approved:
  - Elementary School
    - Preschool Program
    - Resource Room
  - Middle School
    - Resource Room (Guided Study)
    - Middle School Skills- Self-Contained (Life Skills)
  - High School
    - Resource Room (Guided Study)
    - Skills Program- Self-Contained (Life Skills)

The Elementary School is in need of a Self-Contained skills program. I have been in contact with the Department of Education, Bureau of Special Education Support (BSES). The following is the process to have a new placement:

- New Educational Environment Process
  - ✓ Discuss the need for an educational environment with NHED
  - Fill out New Educational Environment Application
  - Submit Application to NHED
  - Once approved, you will receive a letter stating approval and an updated Educational Environment Approval Letter.
  - After a year of the newly approved educational environment has been running, NHED will do an onsite visit to ensure the program does not require changes.
  - Once final approval, the educational environment will undergo review during the Program Approval and General Supervision (PAGS) process (6-year cycle).

A Special Education Teacher will be assigned to our new placement working closely with our BCBA (Board Certified Behavior Analysis). The Special Education Teacher will co teach with the classroom Teacher to ensure the students have access to grade level curriculum and continued connections with peers.

Resource room:

A resource room is a specialized educational environment within a regular school where students with disabilities or learning differences receive additional support and specially designed instruction, typically for a portion of their school day. Students in a resource room often spend most of their time in regular classrooms but may visit the resource room for specially designed instruction and assistance with subject areas as needed. Special education teachers provide individualized or small group specially designed instruction to help students with their academic and behavioral needs. The goal of a resource room is to provide the necessary support while promoting inclusion within the general education environment to receive direct instruction aligned to the curriculum.

Self-Contained Classroom:

A self-Contained classroom is a separate and more intensive educational environment for students with more significant disabilities or exceptional needs. In a self-contained classroom, students spend the majority or all their school day in this specialized setting, apart from the general education environment. These classrooms are typically smaller and staffed by special education teachers who are trained to work with students with more complex needs. The curriculum and instruction are still aligned to the general curriculum in self- contained classrooms however they are highly individualized to meet each student's specific needs and may focus on modified general curriculum, life skills, functional academics, and behavioral support.

In summary, the main difference between a resource room and a self-contained classroom in special education is the level of inclusion and the intensity of support provided to students. Resource rooms offer support within the general education environment and are typically for students who can benefit from part time or specific assistance, while self-contained classrooms provide a more comprehensive and separated environment for students with more significant needs. The choice of placement depends on the individual student's needs and is determined through the IEP process in consultation with the IEP Team.

Special Education Records

Special education records will be kept until the student's 26th birthday, unless the parent or adult student provides written consent to destroy the records earlier. Prior to the student's 26th birthday, the parent or adult student may request in writing that records be maintained until the student's 30th birthday.

Special Education Survey

The New Hampshire Department of Education (NHED) is conducting its annual Parent Involvement survey for parents of students receiving special education services. This survey measures the extent to which parents report that their school facilitates parent involvement to improve services and results for children with disabilities. The survey was sent to all parents/guardians in the Pittsfield School District of students who qualify for an Individual Education Plan.

Attached are the flier and email sent to parents/guardians

2024 NH PARENT INVOLVEMENT SURVEY:

HOW WELL DOES YOUR SCHOOL INVOLVE PARENTS TO IMPROVE RESULTS FOR CHILDREN IN SPECIAL EDUCATION?

WHAT IS THE 2024 NH PARENT SURVEY?

The New Hampshire Department of Education (NHED) is conducting its annual Parent Involvement survey for parents of students receiving special education services. This survey measures the extent to which parents report that their school facilitates parent involvement to improve services and results for children with disabilities.

WHY SHOULD YOU TAKE IT?

If you have a child receiving special education services, we encourage you to participate in our survey to ensure your voice is heard. We understand that the experience with each of your children is unique, so please complete a separate survey for each child receiving special education services.

Don't miss the chance to tell your district and the state how important parent involvement is to children's success in school. If you do not participate, you miss this chance to have your voice heard and improve parent-school partnerships. The more parents who participate, the more accurate the results will be.

All responses are anonymous.

SCAN THE QR CODE TAKE THE SURVEY

New Hampshire
Department of Education

PITTSFIELD SCHOOL DISTRICT
23 ONEIDA STREET
PITTSFIELD, NH 03263

Subject: Your Input Matters: Participate in the Special Education Parent Involvement Survey

Dear **Parent/Guardian**,

We hope this email finds you and your family well. As part of our ongoing commitment to providing the best possible support and resources for students receiving special education services, we invite you to participate in the annual Parent Involvement survey conducted by the New Hampshire Department of Education (NHED).

This survey's purpose is to gauge the level of parent involvement in our schools and how it contributes to improving services and outcomes for children with special education. Your feedback is invaluable in helping us understand how we can better support your child's educational journey.

We understand that each child's experience is unique, which is why we encourage you to complete a separate survey for each child receiving special education services in your family.
By participating in this survey, you can ensure that your voice is heard. Your input directly influences the decisions made at district and state levels regarding special education services. Your feedback helps us strengthen the parent-school partnerships, ultimately benefiting your child's success in school.

It's important to note that all responses are completely anonymous, so you can feel comfortable sharing your thoughts and experiences openly.

Please don't miss this chance to make a difference. Your participation is crucial in helping us shape the future of special education in our district and across the state.

To access the survey, simply click this link or scan with your mobile phone the QR code below. The survey will only take a few minutes to complete, but your input will have a lasting impact. Thank you for your continued support and involvement in your child's education. Together, we can ensure that every child receives the support and resources they need to thrive.

Survey link: https://nhdoe.qualtrics.com/jfe/form/SV_3mZKbaPeAfduCMu

Sincerely,
Charlene Vary
Director of Student Services
Pittsfield School District

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Bryan Lane – Superintendent of Schools

SUPERINTEDENT'S REPORT
May 16, 2024

Contracts for certified staff have been sent back to all staff with full signatures. Four teachers have asked for an extension to sign their contracts. That extension will be concluded on Monday May 19. Positions have been posted as anticipated so that we can have applicants available in case anyone of those four teachers choose not to sign. I received a letter of resignation from Nora Jones, special education teacher at the middle school. She chose not to sign her contract and therefore the Board does not need to take action. The current openings are as follows:

- Sixth Grade Teacher
- Special Education Case Manager- PES, 2 positions
- Special Education Case Manager- PMHS- 2 positions
- PMHS Art Teacher
- Title I Teacher- PES
- Business Manager
- Reading Specialist
- SAU Administrative Assistant
- PES Administrative Assistant

As the Board requested, I followed up on the decision of the State Board of Education to not accept the recommendation of the hearing officer in regard to the Open Enrollment request by a Pittsfield resident. Neither our attorney nor my office has received any notification from the DOE. As describe in the email I sent to the Board, the Board can direct that our attorney request that the State Board consider an appeal to their decision. It is up to State Board as to whether they would want to grant the request for an appeal. If they choose to hear the appeal, our legal counsel would write the appeal. It is my opinion that it might be advantageous for the State Board to hear from a member of our School Board to state the reasons for making the appeal. If the State Board chooses not to hear the appeal, the next step would be to appeal to the State Supreme Court. This avenue has an expense that I can get an estimate for as requested.

As the Board requested, I reached out to PRIMEX to see where the open claim for a student injury stood. As indicated in the email I forwarded to the Board, this issue has not been resolved as of the writing of this report.

I have provided the Board with a financial report that includes all of the grants that are active at this time. The grants begin at line 581. I have also provided a document that verifies the payment of $46,750 to Cathy Collins Consultants, this expenditure came from the General Fund on line 317 of the budget. That is why the line shows an over expenditure. Line 586 of the budget, to date has no funds charged to that grant account. This is why I have requested permission for a budget transfer. I request a motion to allow a budget transfer in the amount of $46,750 from line 317 in the budget to take expenditures from the general fund and place them in line 586 of the Grant Fund budget.

I have provided an enrollment report through the month of May. The enrollment from the beginning of the school year has remained stable for the District. Comparing to mid-September, enrollment at PES has increased slightly and remained consistent at PMHS.

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I have provided the Board with correspondence from the NH School Board's Association in regard to record retention protocols. The ED rules and school RSA's do not have all of the requirements listed that municipalities have. The NHSBA suggests that all of the protocols for the Town should be the protocols for the District as listed on the information provided.

I communicated with the Fire Chief for Pittsfield regarding "fire drills". There are 10 required evacuation drills per year. As long as the facility is being evacuated, it counts as one of the ten drills. A more appropriate name for the policy would be "Evacuation Drills specifying the requirement of ten drills annually.

In addition to Pam Miller retiring, our speech therapist Gina England as well as a reading tutor Lynne Tiede will be retiring.

In the Board packet I have included three policies that include Cyber-security language for the Board's consideration.

	Account Number / Description	2023-24 proposed budget							
1	1100 REGULAR PROGRAM	BUDGETED		YEAR TO DATE		REMAINING FUNDS		ENCUMBRANCE	BALANCE
2	1-01-1100-51100-00-00000 REG PROG TEACHERS SALARIES	$	713,583	$	538,155	$	175,428	$ 297,651	$ (122,223)
3	1-02-1100-51100-00-00000 REG PROG TEACHERS SALARIES	$	379,456	$	207,657	$	171,799	$ 118,635	$ 53,164
4	1-03-1100-51100-00-00000 REG PROG TEACHERS SALARIES	$	616,631	$	365,764	$	250,867	$ 196,685	$ 54,182
5	1-03-1100-51110-00-00000 REG PROG TEAM LEADERS	$	9,800	$	6,300	$	3,500	$ 6,300	$ (2,800)
6	1-01-1100-51111-00-00000 REG PROG SICK DAY BUYBACK	$	8,000	$	-	$	8,000	$ 8,000	$ -
7	1-02-1100-51111-00-00000 REG PROG SICK DAY BUYBACK	$	2,890			$	2,890	$ 2,890	$ -
8	1-03-1100-51111-00-00000 REG PROG SICK DAY BUYBACK	$	7,110	$	-	$	7,110	$ 7,110	$ -
9	1-01-1100-51120-00-00000 REG PROG SUP STAFF W/RETIRE	$	-	$	77,256	$	(77,256)	$ 39,192	$ (116,448)
10	1-02-1100-51120-00-00000 REG PROG SUP STAFF W/RETIRE	$	-	$	11,870	$	(11,870)	$ 6,443	$ (18,313)
11	1-03-1100-51120-00-00000 REG PROG SUP STAFF W/RETIRE	$	-	$	15,541	$	(15,541)	$ 8,541	$ (24,082)
12	1-01-1100-51150-00-00000 REG PROG HEALTH INS BUYBACK	$	8,000	$	2,000	$	6,000	$ -	$ 6,000
13	1-02-1100-51150-00-00000 REG PROG HEALTH INS BUYBACK	$	4,890	$	1,430	$	3,460	$ -	$ 3,460
14	1-03-1100-51150-00-00000 REG PROG HEALTH INS BUYBACK	$	7,110	$	570	$	6,540	$ -	$ 6,540
15	1-01-1100-51160-00-00000 REG PROG TEAM LEADERS	$	8,400	$	4,900	$	3,500	$ 4,900	$ (1,400)
16	1-01-1100-51200-00-00000 REG PROG SUBSTITUTES	$	25,000	$	11,500	$	13,500	$ 5,000	$ 8,500
17	1-02-1100-51200-00-00000 REG PROG SUBSTITUTES	$	8,000	$	8,382	$	(382)	$ 2,000	$ (2,382)
18	1-03-1100-51200-00-00000 REG PROG SUBSTITUTES	$	12,000	$	6,668	$	5,332	$ 3,000	$ 2,332
19	1-01-1100-51210-00-00000 LONG TERM SUBSTITUTES	$	15,000			$	15,000		$ 15,000
	1-02-1100-51210-00-00000 LONGTERM SUBSTITUTES	$	-	$	5,760	$	(5,760)		$ (5,760)
20	1-03-1100-51210-00-00000 LONG TERM SUBSTITUTES	$	10,000			$	10,000	$ -	$ 10,000
21	1-01-1100-52110-00-00000 REG PROG HEALTH INSURANCE	$	183,530	$	230,926	$	(47,396)	$ 35,294	$ (82,690)
22	1-02-1100-52110-00-00000 REG PROG HEALTH INSURANCE	$	125,493	$	74,187	$	51,306	$ 12,790	$ 38,516
23	1-03-1100-52110-00-00000 REG PROG HEALTH INSURANCE	$	143,505	$	136,604	$	6,901	$ 39,488	$ (32,587)
24	1-01-1100-52120-00-00000 REG PROG DENTAL INSURANCE	$	10,602	$	3,274	$	7,328	$ 2,347	$ 4,981
25	1-02-1100-52120-00-00000 REG PROG DENTAL INSURANCE	$	7,886	$	1,071	$	6,815	$ 846	$ 5,969
26	1-03-1100-52120-00-00000 REG PROG DENTAL INSURANCE	$	8,815	$	2,518	$	6,297	$ 2,112	$ 4,185
27	1-01-1100-52130-00-00000 REG PROG LIFE INSURANCE	$	2,141	$	1,353	$	788	$ 788	$ -
28	1-02-1100-52130-00-00000 REG PROG LIFE INSURANCE	$	1,138	$	448	$	690	$ 690	$ -
29	1-03-1100-52130-00-00000 REG PROG LIFE INSURANCE	$	1,491	$	672	$	819	$ 819	$ -
30	1-01-1100-52200-00-00000 REG PROG SOCIAL SEC	$	54,589	$	34,216	$	20,373	$ 34,653	$ (14,280)
31	1-02-1100-52200-00-00000 REG PROG SOCIAL SEC	$	29,028	$	12,555	$	16,473	$ 11,555	$ 4,918
32	1-03-1100-52200-00-00000 REG PROG SOCIAL SEC	$	47,172	$	21,633	$	25,539	$ 21,750	$ 3,789
33	1-01-1100-52300-00-00000 REG PROG NH RETIREMENT	$	140,148	$	89,524	$	50,624	$ 93,275	$ (42,651)
34	1-02-1100-52300-00-00000 REG PROG NH RETIREMENT	$	74,525	$	31,803	$	42,722	$ 31,563	$ 11,159
35	1-03-1100-52300-00-00000 REG PROG NH RETIREMENT	$	121,106	$	56,764	$	64,342	$ 58,546	$ 5,796
36	1-01-1100-52600-00-00000 REG PROG WORKERS COMP	$	1,484			$	1,484	$ 1,484	$ -
37	1-02-1100-52600-00-00000 REG PROG WORKERS COMP	$	789			$	789	$ 789	$ -
38	1-03-1100-52600-00-00000 REG PROG WORKERS COMP	$	1,283			$	1,283	$ 1,283	$ -
39	1-01-1100-54300-00-00000 REG PROG REPAIRS/MAINT	$	3,190			$	3,190	$ -	$ 3,190
40	1-01-1100-56110-00-00000 REG PROG GEN SUPPLIES	$	30,800	$	22,813	$	7,987	$ 5,000	$ 2,987
41	1-02-1100-56110-00-00000 REG PROG GEN SUPPLIES	$	17,780	$	6,336	$	11,444	$ 5,000	$ 6,444
42	1-03-1100-56110-00-00000 REG PROG GEN SUPPLIES	$	24,000	$	14,996	$	9,004	$ 5,000	$ 4,004
43	1-01-1100-56410-00-00000 REG PROG BOOKS	$	4,000	$	2,768	$	1,232	$ -	$ 1,232

44	1-02-1100-56410-00-00000	REG PROG BOOKS	$ 412	$ 739	$ (327)	$ -	$ (327)			
45	1-03-1100-56410-00-00000	REG PROG BOOKS	$ 3,500	$ 1,849	$ 1,651	$ -	$ 1,651			
46	1-01-1100-56420-00-00000	REG PROG ELECTRONIC INFO	$ 3,338		$ 3,338		$ 3,338			
47	1-01-1100-56430-00-00000	REG PROG ELECTRONIC INFO	$ 4,049		$ 4,049		$ 4,049			
48	1-02-1100-56430-00-00000	REG PROG ELECTRONIC INFO			$ -		$ -			
49	1-01-1100-57330-00-00000	REG PROG REP. FURNITURE	$ 10,000	$ 2,607	$ 7,393	$ -	$ 7,393			
50	1-02-1100-57330-00-00000	REG PROG REP. FURNITURE	$ 4,325		$ 4,325	$ -	$ 4,325			
51	1-03-1100-57330-00-00000	REG PROG REP. FURNITURE	$ 7,400	$ 862	$ 6,538	$ -	$ 6,538			
52	1-01-1100-58100-00-00000	REG PROG DUES/FEES	$ 1,250	$ 4,768	$ (3,518)		$ (3,518)			
53	1-02-1100-58100-00-00000	REG PROG DUES/FEES	$ 1,800	$ 1,522	$ 1,461	$ 339	$ 1,122			
54	1-03-1100-58100-00-00000	REG PROG DUES/FEES	$ 3,200	$ 3,446	$ (246)	$ 8	$ (254)			
55	1100 REGULAR PROGRAM		$ 2,909,639	$ 2,024,007	$ 886,815	$ 1,071,766	$ (184,951)	$ (184,951)		
56					$ -		$ -			
57	1200 SPEC ED				$ -		$ -			
58	1-01-1200-51100-00-00000	SPEC ED TEACHER SALARIES	$ 426,405	$ 153,701	$ 272,704	$ 138,694	$ 134,010			
59	1-02-1200-51100-00-00000	SPEC ED TEACHER SALARIES	$ 150,640	$ 76,871	$ 73,769	$ 24,826	$ 48,943			
60	1-03-1200-51100-00-00000	SPEC ED TEACHER SALARIES	$ 135,127	$ 167,725	$ (32,598)	$ 90,046	$ (122,644)			
61	1-01-1200-51120-00-00000	SPEC ED SUP STAFF W/RETIRE	$ 389,084	$ 309,235	$ 79,849	$ 135,172	$ (55,323)			
62	1-02-1200-51120-00-00000	SPEC ED SUP STAFF W/RETIRE	$ 242,339	$ 107,386	$ 134,953	$ 47,920	$ 87,033			
63	1-03-1200-51120-00-00000	SPEC ED SUP STAFF W/RETIRE	$ 141,362	$ 120,951	$ 20,411	$ 64,184	$ (43,773)			
64	1-01-1200-51130-00-00000	SPEC ED SUP STAFF W/O RETIRE	$ -	$ 16,734	$ (16,734)	$ 43,339	$ (60,073)			
65	1-02-1200-51130-00-00000	SPEC ED SUPT STAFF W/O RET	$ -	$ 430	$ (430)		$ (430)			
66	1-03-1200-51130-00-00000	OTHER PERSONNEL W/O RETIREMENT	$ -	$ 8,177	$ (8,177)	$ 5,577	$ (13,754)			
67	1-02-1200-51150-00-00000	SPEC ED HEALTH INS BUYBACK	$ 2,000	$ 1,000	$ 1,000	$ -	$ 1,000			
68	1-03-1200-51150-00-00000	SPEC ED HEALTH INS BUYBACK	$ 4,000	$ -	$ 4,000	$ -	$ 4,000			
69	1-01-1200-51170-00-00000	SPEC ED EXT YR PROG SALARIES	$ 19,570	$ 24,128	$ (4,558)	$ -	$ (4,558)			
70	1-02-1200-51170-00-00000	SPEC ED EXT YR PROG SALARIES	$ 19,570	$ 24,128	$ (4,558)	$ -	$ (4,558)			
71	1-03-1200-51170-00-00000	SPEC ED EXT YR PROG SALARIES	$ 7,210	$ 12,906	$ (5,696)		$ (5,696)			
72	1-01-1200-52110-00-00000	SPEC ED HEALTH INSURANCE	$ 112,857	$ 86,968	$ 25,889	$ 20,485	$ 5,404			
73	1-02-1200-52110-00-00000	SPEC ED HEALTH INSURANCE	$ 16,875	$ 34,269	$ (17,394)	$ 4,876	$ (22,270)			
74	1-03-1200-52110-00-00000	SPEC ED HEALTH INSURANCE	$ 71,731	$ 43,962	$ 27,769	$ 10,921	$ 16,848			
75	1-01-1200-52120-00-00000	SPEC ED DENTAL INSURANCE	$ 4,525	$ 1,262	$ 3,263	$ 1,163	$ 2,100			
76	1-02-1200-52120-00-00000	SPEC ED DENTAL INSURANCE	$ 773	$ 525	$ 248	$ 437	$ (189)			
77	1-03-1200-52120-00-00000	SPEC ED DENTAL INSURANCE	$ 3,942	$ 776	$ 3,166	$ 647	$ 2,519			
78	1-01-1200-52130-00-00000	SPEC ED LIFE INSURANCE	$ 1,279	$ 501	$ 778	$ -	$ 778			
79	1-02-1200-52130-00-00000	SPEC ED LIFE INSURANCE	$ 452	$ 137	$ 315	$ -	$ 315			
80	1-03-1200-52130-00-00000	SPEC ED LIFE INSURANCE	$ 405	$ 235	$ 170	$ -	$ 170			
81	1-01-1200-52200-00-00000	SPEC ED SOCIAL SEC	$ 62,385	$ 42,133	$ 20,252	$ 18,256	$ 1,996			
82	1-02-1200-52200-00-00000	SPEC ED SOCIAL SEC	$ 30,063	$ 14,671	$ 15,392	$ 5,742	$ 9,650			
83	1-03-1200-52200-00-00000	SPEC ED SOCIAL SEC	$ 21,151	$ 23,101	$ (1,950)	$ 10,738	$ (12,688)			
84	1-01-1200-52300-00-00000	SPEC ED NH RETIREMENT	$ 136,389	$ 84,928	$ 51,461	$ 38,339	$ 13,122			
85	1-02-1200-52300-00-00000	SPEC ED NH RETIREMENT	$ 62,374	$ 31,137	$ 31,237	$ 12,892	$ 18,345			
86	1-03-1200-52300-00-00000	SPEC ED NH RETIREMENT	$ 45,665	$ 31,604	$ 14,061	$ 31,093	$ (17,032)			
87	1-01-1200-52400-00-00000	SPEC ED TUITION REIMBURSE	$ 1,500	$ -	$ 1,500	$ -	$ 1,500			
88	1-02-1200-52400-00-00000	SPEC ED TUITION REIMBURSE	$ 600	$ -	$ 600	$ -	$ 600			
89	1-03-1200-52400-00-00000	SPEC ED TUITION REIMBURSE	$ 231	$ -	$ 231	$ -	$ 231			
90	1-01-1200-52600-00-00000	SPEC ED WORKERS COMP	$ 887	$ -	$ 887	$ -	$ 887			

91	1-02-1200-52600-00-00000	SPEC ED WORKERS COMP	$ 313	$ -	$ 313	$ -	$ 313				
92	1-03-1200-52600-00-00000	SPEC ED WORKERS COMP	$ 281	$ -	$ 281	$ -	$ 281				
93	1-01-1200-53300-00-00000	SPEC ED PROFESSIONAL SERVICES	$ 16,457	$ 31,925	$ (15,468)	$ 702	$ (16,170)				
94	1-02-1200-53300-00-00000	SPEC ED PROFESSIONAL SERVICES	$ 11,800	$ 6,026	$ 5,774	$ -	$ 5,774				
95	1-01-1200-55610-00-00000	SPEC ED TUITION IN-STATE	$ -	$ 780	$ (780)		$ (780)				
96	1-03-1200-55610-00-00000	SPEC ED TUITION PUBLIC SCHOOL	$ -	$ -	$ -		$ -				
97	1-01-1200-55630-00-00000	SPEC ED TUITION PRIV SCHOOL	$ 59,795	$ 6,580	$ 53,215	$ -	$ 53,215				
98	1-02-1200-55630-00-00000	SPEC ED TUITION PRIV SCHOOL	$ 234,450	$ 85,271	$ 149,179	$ 25,000	$ 124,179				
99	1-03-1200-55630-00-00000	SPEC ED TUITION PRIV SCHOOL	$ 295,944	$ 274,622	$ 21,322	$ 28,000	$ (6,678)				
100	1-01-1200-55800-00-00000	SPEC ED MILEAGE	$ 500	$ -	$ 500	$ 500	$ -				
101	1-02-1200-55800-00-00000	SPEC ED TRAVEL	$ 100	$ -	$ 100	$ 100	$ -				
102	1-03-1200-55800-00-00000	SPEC ED TRAVEL	$ 500	$ 95	$ 405	$ 400	$ 5				
103	1-01-1200-56110-00-00000	SPEC ED GEN SUPPLIES	$ 500	$ 92	$ 408	$ 500	$ (92)				
104	1-02-1200-56110-00-00000	SPEC ED GEN SUPPLIES	$ 300	$ 175	$ 125	$ 300	$ (175)				
105	1-03-1200-56110-00-00000	SPEC ED GEN SUPPLIES	$ 500	$ -	$ 500	$ -	$ 500				
106	1-01-1200-58100-00-00000	SPEC ED DUES/FEES	$ 700	$ 494	$ 206	$ -	$ 206				
107	1-02-1200-58100-00-00000	SPEC ED DUES/FEES	$ 300	$ 300	$ -	$ -	$ -				
108	1-03-1200-58100-00-00000	SPEC ED DUES/FEES	$ 500	$ 549	$ (49)	$ -	$ (49)				
109		1200 SPEC ED	$ 2,734,331	$ 1,826,490	$ 907,841	$ 760,849	$ 146,992	$	146,992		
110					$ -		$ -				
111		1260 ESOL			$ -		$ -				
112	1-01-1260-51100-00-00000	BILINGUAL SALARIES	$ 3,000		$ 3,000		$ 3,000				
113	1-03-1260-51100-00-00000	BILINGUAL SALARIES	$ 1,800		$ 1,800		$ 1,800				
114	1-01-1260-52200-00-00000	BILINGUAL SOCIAL SECURITY	$ 230		$ 230		$ 230				
115	1-03-1260-52200-00-00000	BILINGUAL SOCIAL SECURITY	$ 138		$ 138		$ 138				
116	1-01-1260-52300-00-00000	BILINGUAL NH RETIREMENT	$ -		$ -		$ -				
117	1-01-1260-52600-00-00000	BILINGUAL WORKER'S COMP	$ -		$ -		$ -				
118		1260 ESOL	$ 5,167		$ 5,167		$ 5,167	$	5,167		
119					$ -		$ -				
120		1300 VOCATIONAL EDUCATION			$ -		$ -				
121	1-03-1300-55610-00-00000	VOC ED TUITION IN-STATE	$ 50,000		$ 40,572	$ -	$ 9,428				
122		1300 VOCATIONAL EDUCATION	$ 50,000		$ 40,572	$ -	$ 9,428	$	9,428		
123					$ -		$ -				
124		1410 COCURRICULAR			$ -		$ -				
125	1-01-1410-51100-00-00000	COCURRICULAR SALARY	$ 1,050	$ 1,500	$ (450)	$ 1,500	$ (1,950)				
126	1-02-1410-51100-00-00000	CO-CURRICULAR SALARIES	$ 1,300	$ 550	$ 750	$ 550	$ 200				
127	1-03-1410-51100-00-00000	CO-CURRICULAR SALARIES	$ 7,000	$ 5,550	$ 1,450	$ 5,550	$ (4,100)				
128	1-01-1410-52200-00-00000	COCURRICULAR FICA	$ 80	$ 39	$ 41	$ -	$ 41				
129	1-02-1410-52200-00-00000	CO-CURRICULAR SOCIAL SEC	$ 99	$ 39	$ 60	$ -	$ 60				
130	1-03-1410-52200-00-00000	CO-CURRICULAR SOCIAL SEC	$ 536	$ 408	$ 128	$ 536	$ (408)				
131	1-01-1410-52300-00-00000	COCURRICULAR NH RET	$ 221	$ 294	$ (73)	$ -	$ (73)				
132	1-02-1410-52300-00-00000	CO-CURRICULAR RETIREMENT	$ 255	$ 108	$ 147	$ -	$ 147				
133	1-03-1410-52300-00-00000	CO-CURRICULAR RETIREMENT	$ 1,375	$ 1,053	$ 322	$ 416	$ (94)				
134	1-01-1410-56100-00-00000	CO-CURRICULAR SUPPLIES	$ 5,000	$ 767	$ 4,233	$ 1,000	$ 3,233				
135	1-03-1410-56100-00-00000	CO-CURRICULAR SUPPLIES	$ 300		$ 300	$ -	$ 300				
136	1-03-1410-58100-00-00000	CO-CURRICULAR DUES/FEES	$ 480		$ 480	$ -	$ 480				
137			$ 17,696		$ 7,388	$ 9,552	$ (2,164)	$	(2,164)		

138						$ -			$ -		
139	1420 ATHLETIC					$ -			$ -		
140	1-02-1420-51100-00-00000	ATHLETIC COACHES SALARIES	$ 11,000	$ 5,970	$ 5,030	$ 5,030	$ -				
141	1-03-1420-51100-00-00000	ATHLETIC COACHES SALARIES	$ 28,000	$ 9,261	$ 18,739	$ 18,000	$ 739				
142	1-02-1420-52200-00-00000	ATHLETIC SOCIAL SEC	$ 842	$ 456	$ 386	$ 500	$ (114)				
143	1-03-1420-52200-00-00000	ATHLETIC SOCIAL SEC	$ 2,142	$ 705	$ 1,437	$ 951	$ 486				
144	1-03-1420-52300-00-00000	ATHLETIC RETIREMENT	$ 800	$ 392	$ 408	$ 510	$ (102)				
145	1-02-1420-52600-00-00000	ATHLETIC WORKER'S COMP	$ 23		$ 23	$ -	$ 23				
146	1-03-1420-52600-00-00000	ATHLETIC WORKER'S COMP	$ 58		$ 58	$ -	$ 58				
147	1-02-1420-53400-00-00000	ATHLETIC OFFICIALS TECH SERV	$ 4,212	$ -	$ 4,212	$ 3,000	$ 1,212				
148	1-03-1420-53400-00-00000	ATHLETIC OFFICIALS TECH SERV	$ 12,048	$ -	$ 12,048	$ 10,000	$ 2,048				
149	1-02-1420-56100-00-00000	ATHLETIC SUPPLIES	$ 1,500	$ 2,235	$ (735)	$ -	$ (735)				
150	1-03-1420-56100-00-00000	ATHLETIC SUPPLIES	$ 10,000	$ 3,797	$ 6,203	$ 2,000	$ 4,203				
151	1-02-1420-57390-00-00000	ATHLETIC OTHER EQUIP	$ 2,000		$ 2,000	$ -	$ 2,000				
152	1-03-1420-57390-00-00000	ATHLETIC OTHER EQUIP	$ 3,000		$ 3,000	$ -	$ 3,000				
153	1-02-1420-58100-00-00000	ATHLETIC DUES/FEES	$ 1,100	$ -	$ 1,100	$ 1,000	$ 100				
154	1-03-1420-58100-00-00000	ATHLETIC DUES/FEES	$ 6,200	$ 720	$ 5,480	$ 4,000	$ 1,480				
155	1420 ATHLETIC		$ 82,925		$ 82,925	$ 44,991	$ 14,398	$	**14,398**		
156					$ -		$ -				
157	1430 SUMMER SCHOOL				$ -		$ -				
158	1-01-1430-51110-00-00000	DRAKE FIELD SUMMER PRGR SALARY	$ 5,000		$ 5,000		$ 5,000				
159	1430 SUMMER SCHOOL		$ 5,000		$ 5,000		$ 5,000	$	**5,000**		
160					$ -		$ -				
161	2113 SOCIAL WORKER SERVICES				$ -		$ -				
162	1-01-2113-51100-00-00000	SOCIAL WORK SALARIES	$ -		$ -		$ -				
163	1-02-2113-51100-00-00000	SOCIAL WORK SALARIES	$ -		$ -		$ -				
164	1-03-2113-51100-00-00000	SOCIAL WORK SALARIES	$ -		$ -		$ -				
165	1-01-2113-52110-00-00000	SOCIAL WORK HEALTH INSURANCE	$ -		$ -		$ -				
166	1-02-2113-52110-00-00000	SOCIAL WORK HEALTH INSURANCE	$ -		$ -		$ -				
167	1-03-2113-52110-00-00000	SOCIAL WORK HEALTH INSURANCE	$ -		$ -		$ -				
168	1-01-2113-52130-00-00000	SOCIAL WORK LIFE INSURANCE	$ -		$ -		$ -				
169	1-02-2113-52130-00-00000	SOCIAL WORK LIFE INSURANCE	$ -		$ -		$ -				
170	1-03-2113-52130-00-00000	SOCIAL WORK LIFE INSURANCE	$ -		$ -		$ -				
171	1-01-2113-52200-00-00000	SOCIAL WORK SOCIAL SECURITY	$ -		$ -		$ -				
172	1-02-2113-52200-00-00000	SOCIAL WORK SOCIAL SECURITY	$ -		$ -		$ -				
173	1-03-2113-52200-00-00000	SOCIAL WORK SOCIAL SECURITY	$ -		$ -		$ -				
174	1-01-2113-52300-00-00000	SOCIAL WORK NH RETIREMENT	$ -		$ -		$ -				
175	1-02-2113-52300-00-00000	SOCIAL WORK NH RETIREMENT	$ -		$ -		$ -				
176	1-03-2113-52300-00-00000	SOCIAL WORK NH RETIREMENT	$ -		$ -		$ -				
177	1-01-2113-52600-00-00000	SOCIAL WORK WORKER'S COMP	$ -		$ -		$ -				
178	1-02-2113-52600-00-00000	SOCIAL WORK WORKER'S COMP	$ -		$ -		$ -				
179	2113 SOCIAL WORKER SERVICES		$ -		$ -		$ -				
180					$ -		$ -				
181	2120 GUIDANCE				$ -		$ -				
182	1-01-2120-51100-00-00000	GUIDANCE SALARIES	$ 71,654	$ 44,094	$ 27,560	$ 27,559	$ 1				
183	1-02-2120-51100-00-00000	GUIDANCE SALARIES	$ 28,284	$ 30,869	$ (2,585)	$ 16,648	$ (19,233)				
184	1-03-2120-51100-00-00000	GUIDANCE SALARIES	$ 37,492	$ 41,019	$ (3,527)	$ 22,069	$ (25,596)				

185	1-01-2120-51111-00-00000	GUIDANCE SICK DAY BUYBACK	$	2,811			$	2,811	$	2,811	$	-	
186	1-02-2120-51111-00-00000	GUIDANCE SICK DAY BUYBACK	$	1,116			$	1,116	$	1,116	$	-	
187	1-03-2120-51111-00-00000	GUIDANCE SICK DAY BUYBACK	$	1,480			$	1,480	$	1,480	$	-	
188	1-02-2120-51120-00-00000	GUIDANCE SUP STAFF SALARY	$	29,303	$	-	$	29,303	$	-	$	29,303	
189	1-03-2120-51120-00-00000	GUIDANCE SUP STAFF SALARY	$	38,843	$	1,179	$	37,664	$	-	$	37,664	
190	1-02-2120-51130-00-00000	GUIDANCE SUP STAFF W/ RETIRE	$	-	$	890	$	(890)	$	-	$	(890)	
191	1-03-2120-51130-00-00000	GUID SUP STAFF WOUT RETIRE	$	-	$	1,180	$	(1,180)	$	-	$	(1,180)	
192	1-01-2120-52110-00-00000	GUIDANCE HEALTH INS	$	21,098	$	22,895	$	(1,797)	$	4,579	$	(6,376)	
193	1-02-2120-52110-00-00000	GUIDANCE HEALTH INS	$	9,070	$	20,587	$	(11,517)	$	5,702	$	(17,219)	
194	1-03-2120-52110-00-00000	GUIDANCE HEALTH INS	$	12,022	$	28,145	$	(16,123)	$	6,703	$	(22,826)	
195	1-02-2120-52120-00-00000	GUIDANCE DENTAL INSURANCE	$	1,635	$	-	$	1,635	$	-	$	1,635	
196	1-03-2120-52120-00-00000	GUIDANCE DENTAL INSURANCE	$	406	$	338	$	68	$	186	$	(118)	
197	1-03-2120-52120-00-00000	GUIDANCE SUP STAFF DENTAL	$	540	$	449	$	91	$	247	$	(156)	
198	1-01-2120-52130-00-00000	GUIDANCE LIFE INSURANCE	$	215	$	101	$	114	$	-	$	114	
199	1-02-2120-52130-00-00000	GUIDANCE LIFE INSURANCE	$	85	$	36	$	49	$	-	$	49	
200	1-03-2120-52130-00-00000	GUIDANCE LIFE INSURANCE	$	112	$	66	$	46	$	-	$	46	
201	1-01-2120-52200-00-00000	GUIDANCE SOCIAL SECURITY	$	5,482	$	3,415	$	2,067	$	1,966	$	101	
202	1-02-2120-52200-00-00000	GUIDANCE SOCIAL SECURITY	$	4,406	$	2,293	$	2,113	$	1,196	$	917	
203	1-03-2120-52200-00-00000	GUIDANCE SOCIAL SECURITY	$	5,839	$	2,262	$	3,577	$	2,371	$	1,206	
204	1-01-2120-52300-00-00000	GUIDANCE NH RETIREMENT	$	14,073	$	8,660	$	5,413	$	5,412	$	1	
205	1-02-2120-52300-00-00000	GUIDANCE NH RETIREMENT	$	7,696	$	5,360	$	2,336	$	2,917	$	(581)	
206	1-03-2120-52300-00-00000	GUIDANCE NH RETIREMENT MS	$	10,201	$	7,125	$	3,076	$	3,867	$	(791)	
207	1-01-2120-52600-00-00000	GUIDANCE WORKERS COMP	$	215			$	215	$	-	$	215	
208	1-02-2120-52600-00-00000	GUIDANCE WORKERS COMP	$	183			$	183	$	-	$	183	
209	1-03-2120-52600-00-00000	GUIDANCE WORKERS COMP	$	86			$	86	$	-	$	86	
210	1-02-2120-53300-00-00000	GUIDANCE PROFESSIONAL SERVICES	$	4,250	$	2,600	$	1,650	$	500	$	1,150	
211	1-03-2120-53300-00-00000	GUIDANCE PROFESSIONAL SERVICES	$	3,450	$	2,600	$	850	$	500	$	350	
212	1-03-2120-53400-00-00000	GUIDANCE TECH SERVICE	$	4,258	$	1,560	$	2,698	$	500	$	2,198	
213	1-03-2120-54490-00-00000	GUIDANCE RENTAL OTH EQUIP	$	44	$	-	$	44			$	44	
214	1-02-2120-55800-00-00000	GUIDANCE TRAVEL	$	100	$	64	$	36	$	36	$	-	
215	1-03-2120-55800-00-00000	GUIDANCE TRAVEL	$	200	$	71	$	129			$	129	
216	1-01-2120-56110-00-00000	GUIDANCE GENERAL SUPPLIES	$	500	$	169	$	331	$	200	$	131	
217	1-02-2120-56110-00-00000	GUIDANCE GEN SUPPLIES	$	200	$	79	$	121	$	-	$	121	
218	1-03-2120-56110-00-00000	GUIDANCE GEN SUPPLIES	$	4,700	$	2,356	$	2,344	$	1,000	$	1,344	
219	1-02-2120-58100-00-00000	GUIDANCE DUES/FEES	$	500			$	500	$	-	$	500	
220	1-03-2120-58100-00-00000	GUIDANCE DUES/FEES	$	269			$	269	$	-	$	269	
221	2120 GUIDANCE		$	322,818			$	322,818	$	109,565	$	(17,209)	$ (17,209)
222							$	-			$	-	
223	2130 HEALTH						$	-			$	-	
224	1-01-2130-51100-00-00000	HEALTH SERVICES SALARIES	$	44,560	$	41,380	$	3,180	$	25,118	$	(21,938)	
225	1-02-2130-51100-00-00000	HEALTH SERVICES SALARIES	$	20,785	$	12,843	$	7,942	$	7,994	$	(52)	
226	1-03-2130-51100-00-00000	HEALTH SERVICES SALARIES	$	27,552	$	18,794	$	8,758	$	10,597	$	(1,839)	
227	1-01-2130-52110-00-00000	HEALTH SERVICES HEALTH INS	$	10,546	$	1,000	$	9,546	$	-	$	9,546	
228	1-02-2130-52110-00-00000	HEALTH SERVICES HEALTH INS	$	12,249	$	9,845	$	2,404	$	1,969	$	435	
229	1-03-2130-52110-00-00000	HEALTH SERVICES HEALTH INS	$	16,237	$	13,050	$	3,187	$	2,610	$	577	
230	1-01-2130-52120-00-00000	HEALTH SERVICES DENTAL	$	999	$	-	$	999	$	-	$	999	
231	1-03-2130-52120-00-00000	HEALTH SERVICES DENTAL	$	1,635	$	275	$	1,360	$	150	$	1,210	

232	1-01-2130-52130-00-00000	HEALTH SERVICES LIFE INS	$ 134	$ 83	$ 51	$ -	$ 51		
233	1-02-2130-52130-00-00000	HEALTH SERVICES LIFE INS	$ 62	$ 35	$ 27	$ -	$ 27		
234	1-03-2130-52130-00-00000	HEALTH SERVICES LIFE INS	$ 83	$ 66	$ 17	$ -	$ 17		
235	1-01-2130-52200-00-00000	HEALTH SERVICE SOC SEC	$ 3,409	$ 3,242	$ 167	$ 1,921	$ (1,754)		
236	1-02-2130-52200-00-00000	HEALTH SERVICES SOC SEC	$ 1,590	$ 854	$ 736	$ 530	$ 206		
237	1-03-2130-52200-00-00000	HEALTH SERVICES SOC SEC	$ 2,108	$ 1,145	$ 963	$ 703	$ 260		
238	1-01-2130-52300-00-00000	HEALTH SERVICES NH RETIRE	$ 8,752	$ 8,323	$ 429	$ 4,933	$ (4,504)		
239	1-02-2130-52300-00-00000	HEALTH SERVICES NH RETIRE	$ 4,082	$ 2,522	$ 1,560	$ 1,570	$ (10)		
240	1-03-2130-52300-00-00000	HEALTH SERVICES NH RETIRE	$ 5,411	$ 3,376	$ 2,035	$ 2,081	$ (46)		
241	1-01-2130-52600-00-00000	HEALTH SERVICES WORKERS COMP	$ 93		$ 93	$ -	$ 93		
242	1-02-2130-52600-00-00000	HEALTH SERVICES WORKERS COMP	$ 43		$ 43	$ -	$ 43		
243	1-03-2130-52600-00-00000	HEALTH SERVICES WORKERS COMP	$ 57		$ 57	$ -	$ 57		
244	1-01-2130-53300-00-00000	HEALTH SERVICES PROF SERV	$ 1,000	$ 204	$ 796	$ -	$ 796		
245	1-02-2130-53300-00-00000	HEALTH SERVICES PROF SERV	$ 1,020	$ 2,812	$ (1,792)	$ -	$ (1,792)		
246	1-03-2130-53300-00-00000	HEALTH SERVICES PROF SERV	$ 1,980	$ 2,125	$ (145)	$ -	$ (145)		
247	1-01-2130-54300-00-00000	HEALTH SERVICES REPAIRS/MAINT	$ 400	$ 124	$ 276	$ -	$ 276		
248	1-02-2130-54300-00-00000	HEALTH SERVICES REPAIRS/MAINT	$ 150	$ 952	$ (802)	$ -	$ (802)		
249	1-03-2130-54300-00-00000	HEALTH SERVICES REPAIRS/MAINT	$ 250	$ -	$ 250	$ -	$ 250		
250	1-01-2130-56110-00-00000	HEALTH SERVICES SUPPLIES	$ 3,000	$ 3,086	$ (86)	$ 200	$ (286)		
251	1-02-2130-56110-00-00000	HEALTH SERVICES SUPPLIES	$ 1,201	$ 1,230	$ (29)	$ 100	$ (129)		
252	1-03-2130-56110-00-00000	HEALTH SERVICES SUPPLIES	$ 2,360	$ 1,469	$ 891	$ 500	$ 391		
253	1-01-2130-58100-00-00000	HEALTH SERVICES DUES/FEES	$ 300		$ 300	$ -	$ 300		
254	1-02-2130-58100-00-00000	HEALTH SERVICES DUES/FEES	$ 100	$ 165	$ (65)	$ -	$ (65)		
255	1-03-2130-58100-00-00000	HEALTH SERVICES DUES/FEES	$ 200	$ 219	$ (19)	$ -	$ (19)		
256	2130 HEALTH		$ 172,348	$ 129,219	$ 43,129	$ 60,976	$ (17,847)	$	(17,847)
257					$ -		$ -		
258	2140 PSYCHOLOGICAL SERVICES				$ -		$ -		
259	1-01-2140-53300-00-00000	PSYCH SERVICES PROF SERV	$ -		$ -		$ -		
260	2140 PSYCHOLOGICAL SERVICES		$ -		$ -		$ -		
261					$ -		$ -		
262	2150 SPEECH/LANGUAGE SERVICES				$ -		$ -		
263	1-01-2150-51100-00-00000	SPEECH/LANGUAGE SALARY	$ 60,024	$ 43,715	$ 16,309	$ 16,367	$ (58)		
264	1-02-2150-51100-00-00000	SPEECH/LANGUAGE SALARY	$ 7,503	$ 5,525	$ 1,978	$ 2,045	$ (67)		
265	1-03-2150-51100-00-00000	SPEECH/LANGUAGE SALARY	$ 7,503	$ 5,525	$ 1,978	$ 2,045	$ (67)		
266	1-01-2150-52110-00-00000	SPEECH/LANGUAGE HEALTH INS	$ 8,365	$ 5,827	$ 2,538	$ 685	$ 1,853		
267	1-02-2150-52110-00-00000	SPEECH/LANGUAGE HEALTH INS	$ 1,046	$ 1,460	$ (414)	$ -	$ (414)		
268	1-03-2150-52110-00-00000	SPEECH/LANGUAGE HEALTH INS	$ 1,046	$ 1,460	$ (414)	$ -	$ (414)		
269	1-01-2150-52130-00-00000	SPEECH/LANGUAGE LIFE INS	$ 260	$ 74	$ 186	$ -	$ 186		
270	1-02-2150-52130-00-00000	SPEECH/LANGUAGE LIFE INS	$ 33	$ 10	$ 23	$ -	$ 23		
271	1-03-2150-52130-00-00000	SPEECH/LANGUAGE LIFE INSURANCE	$ 33	$ 10	$ 23	$ -	$ 23		
272	1-01-2150-52200-00-00000	SPEECH/LANGUAGE SOCIAL SEC	$ 4,592	$ 3,152	$ 1,440	$ 1,180	$ 260		
273	1-02-2150-52200-00-00000	SPEECH/LANGUAGE SOCIAL SEC	$ 574	$ 398	$ 176	$ 147	$ 29		
274	1-03-2150-52200-00-00000	SPEECH/LANGUAGE FICA	$ 574	$ 398	$ 176	$ 401	$ (225)		
275	1-01-2150-52300-00-00000	SPEECH/LANGUAGE NH RETIRE	$ 8,121	$ 8,585	$ (464)	$ 3,214	$ (3,678)		
276	1-02-2150-52300-00-00000	SPEECH/LANGUAGE NH RETIRE	$ 1,015	$ 1,085	$ (70)	$ 401	$ (471)		
277	1-03-2150-52300-00-00000	SPEECH/LANGUAGE NH RETIRE	$ 1,015	$ 1,085	$ (70)	$ 401	$ (471)		
278	1-01-2150-52600-00-00000	SPEECH/LANGUAGE WORKER'S COMP	$ 180	$ -	$ 180	$ -	$ 180		

279	1-02-2150-52600-00-00000 SPEECH/LANGUAGE WORKER'S COMP	$ 23	$ -	$ 23	$ -	$ 23				
280	1-03-2150-52600-00-00000 SPEECH LANGUAGE WORKER'S COMP	$ 23	$ -	$ 23	$ -	$ 23				
281	1-01-2150-53300-00-00000 SPEECH/LANGUAGE PROF SERVICES	$ 120,598	$ 127,620	$ (7,022)	$ 16,275	$ (23,297)				
282	1-02-2150-53300-00-00000 SPEECH/LANGUAGE PROF SERVICES	$ 22,672	$ 16,805	$ 5,867	$ 1,277	$ 4,590				
283	1-03-2150-53300-00-00000 SPEECH/LANGUAGE PROF SERVICES	$ 22,672	$ 10,362	$ 12,310	$ -	$ 12,310				
284	2150 SPEECH/LANGUAGE SERVICES	$ 267,872	$ 233,096	$ 34,776	$ 44,438	$ (9,662)	$	(9,662)		
285				$ -		$ -				
286	2160 P/T SERVICES			$ -		$ -				
287	1-01-2160-53300-00-00000 PT PROF SERVICES	$ 25,755	$ 15,725	$ 10,030	$ 5,354	$ 4,676				
288	1-02-2160-53300-00-00000 PT PROF SERVICES	$ 2,060	$ 2,529	$ (469)	$ 3,470	$ (3,939)				
289	1-03-2160-53300-00-00000 PT PROF SERVICES	$ 5,150	$ -	$ 5,150	$ -	$ 5,150				
290	TOTAL 2160 P/T SERVICES	$ 32,965	$ 18,254	$ 14,711	$ 8,824	$ 5,887	$	5,887		
291				$ -		$ -				
292	2163 OCCUPATIONAL THERAPY			$ -		$ -				
293	1-01-2163-53300-00-00000 OT PROF SERVICES	$ 153,016	$ 112,496	$ 40,520	$ 37,910	$ 2,610				
294	1-02-2163-53300-00-00000 OCCUPATIONAL THERAPY SERVICES	$ 10,200	$ 6,067	$ 4,133	$ 6,995	$ (2,862)				
295	1-03-2163-53300-00-00000 OCCUP THERAPY SERVICES	$ 6,800	$ 4,753	$ 2,047	$ 157	$ 1,890				
296		$ 170,016	$ 123,316	$ 46,700	$ 45,062	$ 1,638	$	1,638		
297				$ -		$ -				
298	2190 OTHER SUPPORT SERVICES-VISION			$ -		$ -				
299	1-01-2190-53300-00-00000 PROFESSIONAL SERVICES	$ 7,457	$ 4,989	$ 2,468	$ 2,467	$ 1				
300	1-02-2190-53300-00-00000 OTHER SUPPORT SERV CONSULTANT	$ 2,500	$ 462	$ 2,038	$ -	$ 2,038				
301	1-03-2190-53300-00-00000 OTHER SUPPORT SERVICES CONSULTANT	$ 2,500	$ 885	$ 1,615	$ 200	$ 1,415				
302		$ 12,457	$ 6,336	$ 6,121	$ 2,667	$ 3,454	$	3,454		
303				$ -		$ -				
304	2210 PROFESSIONAL DEVELOPMENT			$ -		$ -				
305	1-01-2210-51100-00-00000 IMPR OF INSTR SALARIES	$ 10,000	$ 700	$ 9,300	$ -	$ 9,300				
306	1-02-2210-51100-00-00000 IMPR OF INSTR SALARIES	$ 2,000	$ -	$ 2,000	$ -	$ 2,000				
307	1-03-2210-51100-00-00000 IMPR OF INSTR SALARIES	$ 9,000	$ 612	$ 8,388	$ -	$ 8,388				
308	1-01-2210-52200-00-00000 IMPROVE OF INSTR SOC SEC	$ 765		$ 765	$ -	$ 765				
309	1-02-2210-52200-00-00000 IMPROVE OF INSTR SOC SEC	$ 153		$ 153	$ -	$ 153				
310	1-03-2210-52200-00-00000 IMPROVE OF INSTR SOC SEC	$ 689		$ 689	$ -	$ 689				
311	1-01-2210-52300-00-00000 IMPROVE OF INSTR RETIRE	$ 1,353		$ 1,353	$ -	$ 1,353				
312	1-02-2210-52300-00-00000 IMPROVE OF INSTR RETIRE	$ 153		$ 153	$ -	$ 153				
313	1-03-2210-52300-00-00000 IMPROVE OF INSTR RETIRE	$ 689		$ 689	$ -	$ 689				
314	1-01-2210-52400-00-00000 IMPR OF INSTR TUITION REIMB	$ 7,000	$ 515	$ 6,485	$ -	$ 6,485				
315	1-02-2210-52400-00-00000 IMPR OF INSTR TUITION REIMB	$ 3,000	$ 1,484	$ 1,516	$ -	$ 1,516				
316	1-03-2210-52400-00-00000 IMPR OF INSTR TUITION REIMB	$ 10,000	$ 1,484	$ 8,516	$ -	$ 8,516				
317	1-01-2210-53220-00-00000 IMPR OF INSTR PROF SERV INSTR	$ 37,000	$ 54,277	$ (17,277)	$ (45,000)	$ 27,723				
318	1-02-2210-53220-00-00000 IMPR OF INSTR PROF SERV INSTR	$ 1,000		$ 1,000	$ -	$ 1,000				
319	1-03-2210-53220-00-00000 IMPR OF INSTR PROF SERV INSTR	$ 3,000		$ 3,000	$ -	$ 3,000				
320	1-01-2210-55800-00-00000 IMPR OF INSTR TRAVEL	$ 1,000		$ 1,000	$ -	$ 1,000				
321	1-02-2210-55800-00-00000 IMPR OF INSTR TRAVEL	$ 470		$ 470	$ -	$ 470				
322	1-03-2210-55800-00-00000 IMPR OF INSTR TRAVEL	$ 530		$ 530	$ -	$ 530				
323	1-01-2210-56410-00-00000 IMPR OF INSTR BOOKS	$ -		$ -		$ -				
324	2210 PROFESSIONAL DEVELOPMENT	$ 87,802	$ 59,072	$ 28,730	$ (45,000)	$ 73,730	$	73,730		
325				$ -		$ -				

326	2220 MEDIA					$ -		$ -			
327	1-01-2220-51100-00-00000	MEDIA TEACHERS SALARY	$ 36,475	$ 25,299	$ 11,176	$ 15,812	$ (4,636)				
328	1-02-2220-51100-00-00000	MEDIA SALARIES	$ 19,592	$ 12,318	$ 7,274	$ 4,353	$ 2,921				
329	1-03-2220-51100-00-00000	MEDIA SALARIES	$ 25,971	$ 16,278	$ 9,693	$ 5,770	$ 3,923				
330	1-01-2220-52110-00-00000	MEDIA HEALTH INSURANCE	$ 28,483	$ 23,504	$ 4,979	$ 3,970	$ 1,009				
331	1-02-2220-52110-00-00000	MEDIA HEALTH INSURANCE	$ 4,535	$ 3,517	$ 1,018	$ 129	$ 889				
332	1-03-2220-52110-00-00000	MEDIA HEALTH INSURANCE	$ 6,011	$ 4,166	$ 1,845	$ 666	$ 1,179				
333	1-01-2220-52120-00-00000	MEDIA DENTAL INSURANCE	$ 1,635	$ 276	$ 1,359	$ 157	$ 1,202				
334	1-02-2220-52120-00-00000	MEDIA DENTAL INSURANCE	$ 203	$ 101	$ 102	$ 68	$ 34				
335	1-03-2220-52120-00-00000	MEDIA DENTAL INSURANCE	$ 270	$ 134	$ 136	$ 90	$ 46				
336	1-01-2220-52130-00-00000	MEDIA LIFE INSURANCE	$ 109	$ 101	$ 8	$ -	$ 8				
337	1-02-2220-52130-00-00000	MEDIA LIFE INSURANCE	$ 59	$ -	$ 59	$ -	$ 59				
338	1-03-2220-52130-00-00000	MEDIA LIFE INSURANCE	$ 77	$ -	$ 77	$ -	$ 77				
339	1-01-2220-52200-00-00000	MEDIA SOCIAL SECURITY	$ 2,790	$ 1,653	$ 1,137	$ 1,020	$ 117				
340	1-02-2220-52200-00-00000	MEDIA SOCIAL SECURITY	$ 1,499	$ 648	$ 851	$ 522	$ 329				
341	1-03-2220-52200-00-00000	MEDIA SOCIAL SECURITY	$ 1,987	$ 1,174	$ 813	$ 418	$ 395				
342	1-01-2220-52300-00-00000	MEDIA NH RETIREMENT	$ 7,165	$ 4,968	$ 2,197	$ 3,105	$ (908)				
343	1-02-2220-52300-00-00000	MEDIA NH RETIREMENT	$ 3,848	$ 1,647	$ 2,201	$ 588	$ 1,613				
344	1-03-2220-52300-00-00000	MEDIA NH RETIREMENT	$ 5,101	$ 2,177	$ 2,924	$ 781	$ 2,143				
345	1-01-2220-52600-00-00000	MEDIA WORKERS COMP	$ 76	$ -	$ 76	$ -	$ 76				
346	1-02-2220-52600-00-00000	MEDIA WORKERS COMP	$ 41		$ 41	$ -	$ 41				
347	1-03-2220-52600-00-00000	MEDIA WORKERS COMP	$ 54		$ 54	$ -	$ 54				
348	1-01-2220-54300-00-00000	MEDIA REPAIRS/MAINT	$ 300		$ 300	$ -	$ 300				
349	1-01-2220-56110-00-00000	MEDIA GEN SUPPLIES	$ 1,500	$ 1,616	$ (116)	$ -	$ (116)				
350	1-02-2220-56110-00-00000	MEDIA GEN SUPPLIES	$ 373	$ 210	$ 163	$ -	$ 163				
351	1-03-2220-56110-00-00000	MEDIA GEN SUPPLIES	$ 757	$ 279	$ 478	$ 400	$ 78				
352	1-01-2220-56410-00-00000	MEDIA BOOKS	$ 3,100	$ 3,438	$ (338)	$ -	$ (338)				
353	1-02-2220-56410-00-00000	MEDIA BOOKS	$ 2,000	$ 2,453	$ (453)	$ -	$ (453)				
354	1-03-2220-56410-00-00000	MEDIA BOOKS	$ 4,000	$ 3,008	$ 992	$ -	$ 992				
355	1-02-2220-56420-00-00000	MEDIA ELECTRONIC INFO	$ 554	$ 101	$ 453	$ -	$ 453				
356	1-03-2220-56420-00-00000	MEDIA ELECTRONIC INFO	$ 1,056	$ 134	$ 922	$ -	$ 922				
357	1-01-2220-58100-00-00000	MEDIA DUES /FEES	$ 500	$ 109	$ 391	$ -	$ 391				
358	1-02-2220-58100-00-00000	MEDIA DUES/FEES	$ 125	$ 11	$ 114	$ -	$ 114				
359	1-03-2220-58100-00-00000	MEDIA DUES/FEES	$ 275	$ 11	$ 264	$ -	$ 264				
360	2220 MEDIA		$ 160,521	$ 109,331	$ 51,190	$ 37,849	$ 12,470	$ 12,470			
361					$ -		$ -				
362	2225 TECHNOLOGY				$ -		$ -				
363	1-01-2225-51100-00-00000	TECHNOLOGY SALARY	$ 30,385	$ 32,777	$ (2,392)	$ 8,259	$ (10,651)				
364	1-02-2225-51100-00-00000	TECHNOLOGY SALARY	$ 21,733	$ 14,940	$ 6,793	$ 3,634	$ 3,159				
365	1-03-2225-51100-00-00000	TECHNOLOGY SALARY	$ 19,467	$ 18,075	$ 1,392	$ 4,625	$ (3,233)				
366	1-01-2225-52110-00-00000	TECHNOLOGY HEALTH INSURANCE	$ 10,549	$ 11,482	$ (933)	$ 2,289	$ (3,222)				
367	1-02-2225-52110-00-00000	TECHNOLOGY HEALTH INSURANCE	$ 4,219	$ 4,572	$ (353)	$ 968	$ (1,321)				
368	1-03-2225-52110-00-00000	TECHNOLOGY HEALTH INSURANCE	$ 6,327	$ 6,914	$ (587)	$ 1,282	$ (1,869)				
369	1-03-2225-52120-00-00000	Technology Dental	$ 999	$ 276	$ 723	$ 160	$ 563				
370	1-01-2225-52130-00-00000	TECHNOLOGY LIFE INSURANCE	$ 91	$ 46	$ 45	$ -	$ 45				
371	1-02-2225-52130-00-00000	TECHNOLOGY LIFE INSURANCE	$ 65	$ 19	$ 46	$ -	$ 46				
372	1-03-2225-52130-00-00000	TECHNOLOGY LIFE INSURANCE	$ 58	$ 35	$ 23	$ -	$ 23				

373	1-01-2225-52200-00-00000	TECHNOLOGY SOCIAL SECURITY	$ 2,324	$ 2,101	$ 223	$ 575	$ (352)			
374	1-02-2225-52200-00-00000	TECHNOLOGY SOCIAL SECURITY	$ 1,663	$ 924	$ 739	$ 253	$ 486			
375	1-03-2225-52200-00-00000	TECHNOLOGY SOCIAL SECURITY	$ 1,489	$ 1,176	$ 313	$ 322	$ (9)			
376	1-01-2225-52300-00-00000	TECHNOLOGY NH RETIREMENT	$ 4,111	$ 4,196	$ (85)	$ 1,117	$ (1,202)			
377	1-02-2225-52300-00-00000	TECHNOLOGY NH RETIREMENT	$ 2,940	$ 1,846	$ 1,094	$ 491	$ 603			
378	1-03-2225-52300-00-00000	TECHNOLOGY NH RETIREMENT	$ 2,634	$ 2,350	$ 284	$ 322	$ (38)			
379	1-01-2225-52600-00-00000	TECHNOLOGY WC	$ 63		$ 63	$ -	$ 63			
380	1-02-2225-52600-00-00000	TECHNOLOGY WC	$ 45		$ 45	$ -	$ 45			
381	1-03-2225-52600-00-00000	TECHNOLOGY WC	$ 40		$ 40	$ -	$ 40			
382	1-01-2225-53300-00-00000	TECHNOLOGY PROFESSIONAL SERV	$ 18,000	$ 11,119	$ 6,881	$ -	$ 6,881			
383	1-02-2225-53300-00-00000	TECHNOLOGY PROFESSIONAL SERV	$ 8,000	$ 4,944	$ 3,056	$ -	$ 3,056			
384	1-03-2225-53300-00-00000	TECHNOLOGY PROFESSIONAL SERV	$ 10,000	$ 6,135	$ 3,865	$ -	$ 3,865			
385	1-01-2225-54300-00-00000	TECHNOLOGY REPAIRS/MAINT	$ 7,000	$ 8,804	$ (1,804)	$ 4,000	$ (5,804)			
386	1-02-2225-54300-00-00000	TECHNOLOGY REPAIRS/MAINT	$ 3,000	$ 4,060	$ (1,060)	$ 1,000	$ (2,060)			
387	1-03-2225-54300-00-00000	TECHNOLOGY REPAIRS/MAINT	$ 5,000	$ 4,953	$ 47	$ 1,000	$ (953)			
388	1-01-2225-55320-00-00000	TECHNOLOGY DATA COMMUNICATIONS	$ 8,000	$ 16,954	$ (8,954)	$ -	$ (8,954)			
389	1-02-2225-55320-00-00000	TECHNOLOGY DATA COMMUNICATIONS	$ 2,500	$ 6,931	$ (4,431)	$ -	$ (4,431)			
390	1-03-2225-55320-00-00000	TECHNOLOGY DATA COMMUNICATIONS	$ 4,700	$ 6,903	$ (2,203)	$ -	$ (2,203)			
391	1-01-2225-56100-00-00000	TECHNOLOGY SUPPLIES	$ 3,000	$ -	$ 3,000	$ 500	$ 2,500			
392	1-02-2225-56100-00-00000	TECHNOLOGY SUPPLIES	$ 1,400	$ 258	$ 1,142	$ 600	$ 542			
393	1-03-2225-56100-00-00000	TECHNOLOGY SUPPLIES	$ 1,400	$ 342	$ 1,058	$ 500	$ 558			
394	1-01-2225-56500-00-00000	TECHNOLOGY SOFTWARE	$ 34,000	$ 29,058	$ 4,942	$ 100	$ 4,842			
395	1-02-2225-56500-00-00000	TECHNOLOGY SOFTWARE	$ 15,000	$ 16,431	$ (1,431)	$ 44	$ (1,475)			
396	1-03-2225-56500-00-00000	TECHNOLOGY SOFTWARE	$ 15,000	$ 6,903	$ 8,097	$ 55	$ 8,042			
397	1-00-2225-55110-00-00000	Summer tech	$ 4,500	$ -	$ 4,500	$ -	$ 4,500			
398	1-01-2225-57340-00-00000	TECHNOLOGY NEW COMPUTER EQUIPMENT	$ 15,000	$ 22,975	$ (7,975)	$ -	$ (7,975)			
399	1-02-2225-57340-00-00000	TECHNOLOGY NEW COMPUTER EQUIPMENT	$ 15,000	$ 14,530	$ 470		$ 470			
400	1-03-2225-57340-00-00000	TECHNOLOGY NEW COMPUTER EQUIPMENT	$ -	$ 14,530	$ (14,530)		$ (14,530)			
401	1-01-2225-57380-00-00000	TECHNOLOGY REPL COMPUTER EQUIPMENT	$ 14,000	$ 1,695	$ 12,305	$ -	$ 12,305			
402	1-02-2225-57380-00-00000	TECHNOLOGY REPL COMPUTER EQUIPMENT	$ 3,300	$ -	$ 3,300	$ -	$ 3,300			
403	1-03-2225-57380-00-00000	TECHNOLOGY REPL COMPUTER EQUIPMENT	$ 14,000	$ -	$ 14,000	$ -	$ 14,000			
404	1-01-2225-58100-00-00000	TECHNOLOGY DUES/FEES	$ 188	$ -	$ 188	$ -	$ 188			
405	1-02-2225-58100-00-00000	TECHNOLOGY DUES/FEES	$ 83	$ -	$ 83	$ -	$ 83			
406	1-03-2225-58100-00-00000	TECHNOLOGY DUES/FEES	$ 105	$ -	$ 105	$ -	$ 105			
407	2225 TECHNOLOGY		$ 311,378	$ 279,254	$ 32,124	$ 32,096	$ 28	$ 28		
408					$ -		$ -			
409	2310 SCHOOL BOARD SALARIES				$ -		$ -			
410	1-00-2310-51100-00-00000	SCHOOL BOARD SALARIES	$ 5,400	$ 3,000	$ 2,400	$ -	$ 2,400			
411	1-00-2310-52200-00-00000	SCHOOL BOARD SOCIAL SECURITY	$ 413	$ 238	$ 175	$ 15	$ 160			
412	1-00-2310-53300-00-00000	SCHOOL BOARD LEGAL/AUDIT	$ 22,000	$ 11,978	$ 10,022	$ 18,000	$ (7,978)			
413	1-00-2310-55500-00-00000	SCHOOL BOARD PRINTING	$ 900	$ -	$ 900	$ -	$ 900			
414	1-00-2310-56110-00-00000	SCHOOL BOARD GENERAL SUPPLIES	$ 500	$ 16	$ 484	$ -	$ 484			
415	1-00-2310-58100-00-00000	SCHOOL BOARD DUES/FEES	$ 4,000	$ 122	$ 3,878	$ -	$ 3,878			
416			$ 33,213	$ 15,354	$ 17,859	$ 18,015	$ (156)	$ (156)		
417					$ -		$ -			
418	2320 SAU ADMIN SERVICES				$ -		$ -			
419	1-00-2320-51100-00-00000	SAU SALARIES	$ 267,288	$ 174,552	$ 92,736	$ 26,537	$ 66,199			

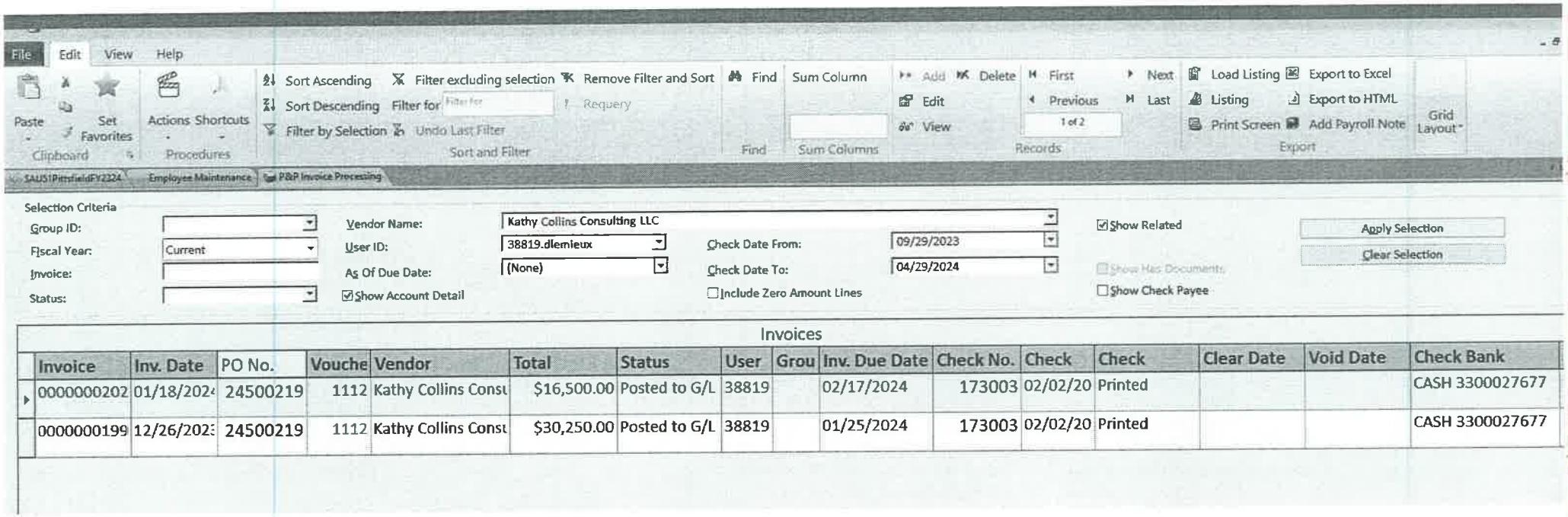
420	1-00-2320-51150-00-00000	SAU HEALTH INS BUYBACK	$ 2,000		$ 2,000		$ 2,000			
421	1-00-2320-52110-00-00000	SAU HEALTH INSURANCE	$ 39,029	$ 44,594	$ (5,565)	$ 9,158	$ (14,723)			
422	1-00-2320-52150-00-00000	SAU DENTAL	$ 2,123	$ 388	$ 1,735	$ 78	$ 1,657			
423	1-00-2320-52200-00-00000	SAU SOCIAL SECURITY	$ -	$ 13,353	$ (13,353)	$ 2,030	$ (15,383)			
424	1-00-2320-52130-00-00000	SAU LIFE INSURANCE	$ -	$ 202	$ (202)	$ -	$ (202)			
425	1-00-2320-52200-00-00000	SAU MEDICARE	$ 35,447	$ 11,724	$ 23,723	$ 1,813	$ 21,910			
426	1-00-2320-52300-00-00000	SAU NH RETIREMENT	$ 25,340	$ 11,968	$ 13,372	$ 3,590	$ 9,782			
427	1-00-2320-52600-00-00000	SAU WORKERS COMP	$ 556	$ -	$ 556	$ -	$ 556			
428	1-00-2320-53100-00-00000	SAU ADMIN SERVICES	$ -		$ -		$ -			
429	1-00-2320-53300-00-00000	SAU OTHER PROF SERVICES	$ 1,300	$ 1,344	$ (44)	$ -	$ (44)			
430	1-00-2320-54300-00-00000	SAU REPAIRS/MAINT	$ 18,000	$ 24,723	$ (6,723)	$ 231	$ (6,954)			
431	1-00-2320-55310-00-00000	SAU TELEPHONE	$ 2,500	$ 1,706	$ 794	$ 794	$ -			
432	1-00-2320-55340-00-00000	SAU POSTAGE	$ 1,500	$ 100	$ 1,400	$ -	$ 1,400			
433	1-00-2320-55500-00-00000	SAU PRINTING	$ 250	$ -	$ 250	$ -	$ 250			
434	1-00-2320-55800-00-00000	SAU TRAVEL	$ 1,000	$ 250	$ 750	$ -	$ 750			
435	1-00-2320-56110-00-00000	SAU SUPPLIES	$ 3,605	$ 3,378	$ 227	$ 500	$ (273)			
436	1-00-2320-56410-00-00000	SAU BOOKS	$ 200	$ -	$ 200	$ -	$ 200			
437	1-00-2320-58100-00-00000	SAU DUES AND FEES	$ 2,600	$ -	$ 2,600	$ -	$ 2,600			
438	2320 SAU ADMIN SERVICES		$ 402,738	$ 288,282	$ 114,456	$ 44,731	$ 69,725	$	69,725	
439					$ -		$ -			
440	2410 PRINC OFFICE				$ -		$ -			
441	1-01-2410-51100-00-00000	PRINC OFFICE SALARIES	$ 202,917	$ 179,733	$ 23,184	$ 54,191	$ (31,007)			
442	1-02-2410-51100-00-00000	PRINC OFFICE SALARIES	$ 97,422	$ 72,719	$ 24,703	$ 21,815	$ 2,888			
443	1-03-2410-51100-00-00000	PRINC OFFICE SALARIES	$ 129,139	$ 101,394	$ 27,745	$ 30,714	$ (2,969)			
444	1-01-2410-51120-00-00000	PRINC OFFICE SUPPORT STAFF	$ 84,086	$ 91,890	$ 57,344	$ 47,783	$ 9,561			
445	1-02-2410-51120-00-00000	PRINC OFFICE SUPPORT STAFF	$ 30,484	$ 36,363	$ (5,879)	$ 13,604	$ (19,483)			
446	1-03-2410-51120-00-00000	PRINC OFFICE SUPPORT STAFF	$ 33,184	$ 52,021	$ (18,837)	$ 17,899	$ (36,736)			
447	1-02-2410-51130-00-00000	OTHER PERSONNEL W/O RETIREMENT	$ 6,419	$ -	$ 6,419	$ -	$ 6,419			
448	1-03-2410-51130-00-00000	OTHER PERSONNEL W/O RETIREMENT	$ 8,465	$ -	$ 8,465	$ -	$ 8,465			
449	1-02-2410-51150-00-00000	BUY BACK	$ 2,000	$ 2,000	$ -	$ -	$ -			
450	1-01-2410-52110-00-00000	PRINC OFFICE HEALTH INS	$ 88,610	$ 89,591	$ (981)	$ 7,902	$ (8,883)			
451	1-02-2410-52110-00-00000	PRINC OFFICE HEALTH INS	$ 16,983	$ 27,673	$ (10,690)	$ 5,537	$ (16,227)			
452	1-03-2410-52110-00-00000	PRINC OFFICE HEALTH INS	$ 22,230	$ 3,855	$ 18,375	$ 5,267	$ 13,108			
453	1-03-2410-52120-00-00000	PRINC OFFICE DENTAL INS	$ 5,408	$ 2,410	$ 2,998	$ -	$ 2,998			
454	1-03-2410-52120-00-00000	PRINC OFFICE DENTAL INS	$ 1,586	$ 527	$ 1,059	$ 301	$ 758			
455	1-03-2410-52120-00-00000	PRINC OFFICE DENTAL INS	$ 1,423	$ 693	$ 730	$ 396	$ 334			
456	1-01-2410-52130-00-00000	PRINC OFFICE LIFE INS	$ 609	$ 260	$ 349	$ -	$ 349			
457	1-02-2410-52130-00-00000	PRINC OFFICE LIFE INS	$ 292	$ 92	$ 200	$ -	$ 200			
458	1-03-2410-52130-00-00000	PRINC OFFICE LIFE INS	$ 387	$ 160	$ 227	$ -	$ 227			
459	1-01-2410-52200-00-00000	PRINC OFFICE SOCIAL SEC	$ 21,956	$ 19,803	$ 2,153	$ 6,026	$ (3,873)			
460	1-02-2410-52200-00-00000	PRINC OFFICE SOCIAL SEC	$ 9,785	$ 7,803	$ 1,982	$ 2,472	$ (490)			
461	1-03-2410-52200-00-00000	PRINC OFFICE SOCIAL SEC	$ 12,418	$ 10,974	$ 1,444	$ 3,425	$ (1,981)			
462	1-01-2410-52300-00-00000	PRINC OFFICE NH RETIRE	$ 51,144	$ 48,125	$ 3,019	$ 14,601	$ (11,582)			
463	1-02-2410-52300-00-00000	PRINC OFFICE NH RETIRE	$ 23,258	$ 18,432	$ 4,826	$ 5,682	$ (856)			
464	1-03-2410-52300-00-00000	PRINC OFFICE NH RETIRE	$ 29,853	$ 25,932	$ 3,921	$ 7,902	$ (3,981)			
465	1-01-2410-52400-00-00000	PRINC OFFICE TUITION REIMB	$ 1,500	$ 50	$ 1,450	$ -	$ 1,450			
466	1-01-2410-52600-00-00000	PRINC OFFICE WORKERS COMP	$ 597		$ 597	$ -	$ 597			

467	1-02-2410-52600-00-00000	PRINC OFFICE WORKERS COMP	$ 266		$ 266	$ -	$ 266			
468	1-03-2410-52600-00-00000	PRINC OFFICE WORKERS COMP	$ 338		$ 338	$ -	$ 338			
469	1-01-2410-54300-00-00000	PRINC OFFICE REPAIRS/MAINT	$ 7,500	$ 6,000	$ 1,500	$ 1,000	$ 500			
470	1-02-2410-54300-00-00000	PRINC OFFICE REPAIRS/MAINT	$ 4,000	$ 2,674	$ 1,326	$ 1,000	$ 326			
471	1-03-2410-54300-00-00000	PRINC OFFICE REPAIRS/MAINT	$ 7,000	$ 4,013	$ 2,987	$ 1,000	$ 1,987			
472	1-01-2410-55310-00-00000	PRINC OFFICE TELEPHONE	$ 2,400	$ 1,192	$ 1,208	$ 1,208	$ -			
473	1-02-2410-55310-00-00000	PRINC OFFICE TELEPHONE	$ 1,300	$ 896	$ 404	$ 404	$ -			
474	1-03-2410-55310-00-00000	PRINC OFFICE TELEPHONE	$ 2,100	$ 1,168	$ 932	$ 932	$ -			
475	1-01-2410-55340-00-00000	PRINC OFFICE POSTAGE	$ 2,000	$ 1,506	$ 494	$ 100	$ 394			
476	1-02-2410-55340-00-00000	PRINC OFFICE POSTAGE	$ 1,800	$ 677	$ 1,123	$ 100	$ 1,023			
477	1-03-2410-55340-00-00000	PRINC OFFICE POSTAGE	$ 2,500	$ 898	$ 1,602	$ 100	$ 1,502			
478	1-01-2410-55400-00-00000	PRINC OFFICE ADVERTISING	$ 100	$ 86	$ 14	$ -	$ 14			
479	1-02-2410-55400-00-00000	PRINC OFFICE ADVERTISING	$ 462	$ 73	$ 389	$ -	$ 389			
480	1-03-2410-55400-00-00000	PRINC OFFICE ADVERTISING	$ 500	$ 12	$ 488	$ -	$ 488			
481	1-01-2410-55500-00-00000	PRINC OFFICE PRINTING	$ 500	$ -	$ 500	$ -	$ 500			
482	1-02-2410-55500-00-00000	PRINC OFFICE PRINTING	$ 500	$ -	$ 500	$ -	$ 500			
483	1-03-2410-55500-00-00000	PRINC OFFICE PRINTING	$ 1,000	$ -	$ 1,000	$ -	$ 1,000			
484	1-01-2410-55800-00-00000	PRINC OFFICE TRAVEL	$ 200	$ -	$ 200	$ -	$ 200			
485	1-02-2410-55800-00-00000	PRINC OFFICE TRAVEL	$ 200	$ -	$ 200	$ -	$ 200			
486	1-03-2410-55800-00-00000	PRINC OFFICE TRAVEL	$ 200	$ -	$ 200	$ -	$ 200			
487	1-01-2410-56110-00-00000	PRINC OFFICE SUPPLIES	$ 6,000	$ 4,833	$ 1,167	$ 1,000	$ 167			
488	1-02-2410-56110-00-00000	PRINC OFFICE SUPPLIES	$ 2,520	$ 1,705	$ 815	$ 815	$ -			
489	1-03-2410-56110-00-00000	PRINC OFFICE SUPPLIES	$ 5,514	$ 2,253	$ 3,261	$ 3,000	$ 261			
490	1-01-2410-56410-00-00000	PRINC OFFICE BOOKS	$ 25	$ -	$ 25		$ 25			
491	1-02-2410-56410-00-00000	PRINC OFFICE BOOKS	$ 100	$ 158	$ (58)	$ -	$ (58)			
492	1-03-2410-56410-00-00000	PRINC OFFICE BOOKS	$ 250	$ 209	$ 41	$ -	$ 41			
493	1-01-2410-58100-00-00000	PRINC OFFICE DUES/FEES	$ 1,500	$ 601	$ 899	$ -	$ 899			
494	1-02-2410-58100-00-00000	PRINC OFFICE DUES/FEES	$ 1,000	$ 1,608	$ (608)	$ -	$ (608)			
495	1-03-2410-58100-00-00000	PRINC OFFICE DUES/FEES	$ 2,500	$ 2,611	$ (111)	$ -	$ (111)			
496	2410 PRINC OFFICE		$ 936,430	$ 825,673	$ 175,905	$ 256,176	$ (80,271)	$	(80,271)	
497					$ -		$ -			
498	2600 BUILDING MAINTENANCE				$ -		$ -			
499	1-01-2600-51120-00-00000	BUILDING MAINT-SALARIES	$ 121,721	$ 105,844	$ 15,877	$ 38,962	$ (23,085)			
500	1-02-2600-51120-00-00000	BUILDING MAINT-SALARIES	$ 54,909	$ 45,927	$ 8,982	$ 15,670	$ (6,688)			
501	1-03-2600-51120-00-00000	BUILDING MAINT-SALARIES	$ 96,109	$ 61,044	$ 35,065	$ 20,722	$ 14,343			
502	1-01-2600-52110-00-00000	BUILDING MAINT-HEALTH INS	$ 52,742	$ 32,918	$ 19,824	$ 6,935	$ 12,889			
503	1-02-2600-52110-00-00000	BUILDING MAINT-HEALTH INS	$ 38,103	$ 30,628	$ 7,475	$ 6,125	$ 1,350			
504	1-03-2600-52110-00-00000	BUILDING MAINT-HEALTH INS	$ 50,507	$ 39,600	$ 10,907	$ 9,120	$ 1,787			
505	1-01-2600-52120-00-00000	BUILDING DENTAL	$ 3,783	$ 236	$ 3,783	$ 118	$ 3,665			
506	1=-2-2600-52120-00-00000	BUILDING DENTAL	$ 2,338	$ -	$ 2,338	$ -	$ 2,338			
507	1-03-2600-51120-00-00000	BUILDING DENTAL	$ 3,098	$ -	$ 3,098	$ -	$ 3,098			
508	1-01-2600-52200-00-00000	BUILDING MAINT-FICA	$ 9,312	$ 7,694	$ 1,618	$ 2,457	$ (839)			
509	1-02-2600-52200-00-00000	BUILDING MAINT-FICA	$ 4,201	$ 3,148	$ 1,053	$ 705	$ 348			
510	1-03-2600-52200-00-00000	BUILDING MAINT-FICA	$ 7,352	$ 4,150	$ 3,202	$ 935	$ 2,267			
511	1-01-2600-52300-00-00000	BUILDING MAINT-RETIREMENT	$ 16,469	$ 14,320	$ 2,149	$ 4,595	$ (2,446)			
512	1-02-2600-52300-00-00000	BUILDING MAINT-RETIREMENT	$ 7,429	$ 6,214	$ 1,215	$ 2,463	$ (1,248)			
513	1-03-2600-52300-00-00000	BUILDING MAINT-RETIREMENT	$ 13,004	$ 8,185	$ 4,819	$ 1,940	$ 2,879			

514	1-01-2600-52600-00-00000	BUILDING MAINT-WORKERS COMP		$ 2,789	$ 10,491	$ (7,702)	$ -	$ (7,702)					
515	1-02-2600-52600-00-00000	BUILDING MAINT-WORKERS COMP		$ 1,258	$ 4,814	$ (3,556)	$ -	$ (3,556)					
516	1-03-2600-52600-00-00000	BUILDING MAINT-WORKERS COMP		$ 2,202	$ 6,127	$ (3,925)	$ -	$ (3,925)					
517	1-01-2600-54110-00-00000	BUILDING MAINT-WATER/SEWAGE		$ 13,000	$ 6,860	$ 6,140	$ 7,913	$ (1,773)					
518	1-02-2600-54110-00-00000	BUILDING MAINT-WATER/SEWAGE		$ 3,600	$ 3,285	$ 315	$ 2,380	$ (2,065)					
519	1-03-2600-54110-00-00000	BUILDING MAINT-WATER/SEWAGE		$ 6,000	$ 4,179	$ 1,821	$ 4,552	$ (2,731)					
520	1-00-2600-54220-00-00000	BUILDING MAINT-SNOW PLOWING		$ 15,000	$ 15,000		$ -	$ -					
521	1-01-2600-54300-00-00000	BUILDING MAINT-REPAIRS/MAINT		$ 60,000	$ 18,845	$ 41,155	$ 20,000	$ 21,155					
522	1-02-2600-54300-00-00000	BUILDING MAINT-REPAIRS/MAINT		$ 44,200	$ 29,926	$ 14,274	$ 10,000	$ 4,274					
523	1-03-2600-54300-00-00000	BUILDING MAINT-REPAIRS/MAINT		$ 81,800	$ 38,179	$ 43,621	$ 15,000	$ 28,621					
524	1-00-2600-55200-00-00000	BUILDING MAINT-INSURANCE		$ 24,000	$ 28,741	$ (4,741)	$ -	$ (4,741)					
525	1-01-2600-56110-00-00000	BUILDING MAINT-SUPPLIES		$ 16,121	$ 18,511	$ (2,390)	$ 1,000	$ (3,390)					
526	1-02-2600-56110-00-00000	BUILDING MAINT-SUPPLIES		$ 8,007	$ 6,427	$ 1,580	$ 1,000	$ 580					
527	1-03-2600-56110-00-00000	BUILDING MAINT-SUPPLIES		$ 15,484	$ 8,520	$ 6,964	$ 1,000	$ 5,964					
528	1-01-2600-56220-00-00000	BUILDING MAINT-ELECTRICITY		$ 37,822	$ 64,293	$ (26,471)	$ 10,000	$ (36,471)					
529	1-02-2600-56220-00-00000	BUILDING MAINT-ELECTRICITY		$ 24,473	$ 8,499	$ 15,974	$ 6,000	$ 9,974					
530	1-03-2600-56220-00-00000	BUILDING MAINT-ELECTRICITY		$ 45,052	$ 11,045	$ 34,007	$ 20,000	$ 14,007					
531	1-00-2600-56240-00-00000	BUILDING MAINT-OIL		$ 100,116	$ 68,896	$ 31,220	$ 10,000	$ 21,220					
532	1-00-2600-56290-00-00000	BUILDING MAINT-OTHER ENERGY		$ 9,455	$ 11,266	$ (1,811)	$ 2,000	$ (3,811)					
533	1-01-2600-57350-00-00000	BUILDING MAINT-REPLACE MACH		$ 2,500	$ -	$ 2,500	$ -	$ 2,500					
534	1-02-2600-57350-00-00000	BUILDING MAINT-REPLACE MACH		$ 5,000	$ 95	$ 4,905	$ 1,000	$ 3,905					
535	1-03-2600-57350-00-00000	BUILDING MAINT-REPLACE MACH		$ 15,000	$ 125	$ 14,875	$ 1,000	$ 13,875					
536	1-01-2600-57390-00-00000	BUILDING MAINT-OTHER EQUIP		$ 17,000	$ 23,862	$ (6,862)	$ 7,935	$ (14,797)					
537	1-02-2600-57390-00-00000	BUILDING MAINT-OTHER EQUIP		$ 900		$ 900		$ 900					
538	2600 BUILDING MAINTENANCE			$ 1,031,856	$ 747,894	$ 284,198	$ 231,527	$ 52,671	$ 52,671				
539						$ -		$ -					
540	2630 GROUNDS-CONTR SERVICES					$ -		$ -					
541	1-02-2630-53400-00-00000	DRAKE FIELD GROUNDS-CONTR SERV		$ 5,000	$ 4,885	$ 115	$ 2,000	$ (1,885)					
542	1-03-2630-53400-00-00000	DRAKE FIELD GROUNDS-CONTR SERV		$ 10,000	$ 8,571	$ 1,429	$ 3,000	$ (1,571)					
543	2630 GROUNDS-CONTR SERVICES			$ 15,000	$ 13,456	$ 1,544	$ 5,000	$ (3,456)	$ (3,456)				
544						$ -		$ -					
545	2721 TRANSPORTATION-REGULAR					$ -		$ -					
546	1-01-2721-55110-00-00000	TRANSPORTATION INDIV/SCHOOLS REGULAR		$ -		$ -		$ -					
547	1-02-2721-55110-00-00000	TRANSP INDIVIDUALS SCHOOLS REGULAR		$ -		$ -		$ -					
548	1-03-2721-55110-00-00000	TRANSPORTATION INDIV/SCHOOLS REGULAR		$ -		$ -		$ -					
549	1-00-2721-55190-00-00000	TRANSPORTATION-REGULAR		$ 300,580	$ 175,040	$ 125,540	$ 100,000	$ 25,540					
550	1-01-2721-55190-00-00000	TRANSPORTATION REGULAR ELEMENTARY		$ -		$ -		$ -					
551	2721 TRANSPORTATION-REGULAR		#	$ 300,580	$ 175,040	$ 125,540	$ 100,000	$ 25,540	$ 25,540				
552						$ -		$ -					
553	2722 TRANSPORTATION-SPEC ED					$ -		$ -					
554	1-01-2722-55190-00-00000	TRANSPORTATION-SPEC ED		$ 71,567	$ 31,110	$ 40,457	$ 10,000	$ 30,457					
555	1-02-2722-55190-00-00000	TRANSPORTATION-SPEC ED		$ 191,457	$ 57,125	$ 134,332	$ 20,000	$ 114,332					
556	1-03-2722-55190-00-00000	TRANSPORTATION-SPEC ED		$ 13,458	$ 141,575	$ (128,117)	$ 20,000	$ (148,117)					
557	2722 TRANSPORTATION-SPEC ED			$ 276,482	$ 171,348	$ 46,672	$ 50,000	$ (3,328)	$ (3,328)				
558						$ -		$ -					
559	2723 TRANSPORTATION-VOC ED					$ -		$ -					
560	1-03-2723-55190-00-00000	TRANSPORTATION-VOC ED		$ 36,289	$ 36,289	$ -	$ 4,000	$ (4,000)					

561		$	36,289	$	36,289	$	0	$	4,000	$	(4,000)	$	(4,000)
562	2724 TRANSPORTATION-ATHLETIC					$	-			$	-		
563	1-02-2724-55190-00-00000 TRANSPORTATION-ATHLETIC	$	2,035	$	431	$	1,604	$	1,800	$	(196)		
564	1-03-2724-55190-00-00000 TRANSPORTATION-ATHLETIC	$	9,665	$	1,844	$	7,821	$	4,000	$	3,821		
565	2724 TRANSPORTATION-ATHLETIC	$	11,700	$	2,275	$	9,425	$	5,800	$	3,625	$	3,625
566						$	-			$	-		
567	2725 TRANSPORTAION- FIELD TRIPS					$	-			$	-		
568	1-01-2725-55190-00-00000 TRANSPORTATION-FIELD TRIPS	$	1,323	$	78	$	1,245	$	1,323	$	(78)		
569	1-02-2725-55190-00-00000 TRANSPORTATION-FIELD TRIPS	$	530	$	306	$	224	$	530	$	(306)		
570	1-03-2725-55190-00-00000 TRANSPORTATION-FIELD TRIPS	$	795	$	1,175	$	(380)	$	1,000	$	(1,380)		
571	2725 TRANSPORTAION- FIELD TRIPS	$	2,648			$	2,648	$	(2,648)	$	(1,764)	$	(1,764)
572						$	-			$	-		
573	4000 ACQUISITION & CONSTRUCTION					$	-			$	-		
574	1-00-4000-54500-00-00000 CONSTRUCTION SERVICES	$	1			$	1			$	1		
575	4000 ACQUISITION & CONSTRUCTION	$	1			$	1			$	1		
576						$	-			$	-		
577													
578													
579	GRAND TOTAL	$	10,379,918							$	10,274,973	$	104,945
580													
		ESSER III GRANT											
581	2-01-1100-640-00-00000 HMH Curriculum	$	76,045					$	76,045	$	-		
582	2-00-1100-738-00-00000 Chromebooks	$	33,100	$	33,100	$	-	$	-	$	-		
583	2-00-2000-600-00-00000 Walkie Talkie	$	9,050	$	9,050	$	-	$	-	$	-		
584	2-01-1100-650-00-00000 Fontas and Pinell Sofware	$	2,970	$	2,970	$	-	$	-				
585	2-00-2290-110-00-00000- New teacher orientatoin	$	21,639	$	9,368	$	12,271			$	12,271		
586	2-01-2213-582-00-00000 Professional Development	$	75,600					$	75,000				
587	2-00-2113-110-00-00000 Family Svc Coord	$	55,986	$	9,525	$	46,461	$	46,621				
588	2-03-1100-610-00-00000 Business classroom computers	$	26,821	$	26,821	$	-	$	-	$	-		
589	2-00-1100-610-00-00000 Smart TV's	$	22,401	$	22,401	$	-	$	-				
590	2-00-2212-332-00-00000 Readers/Writers Workshop PD	$	134,400	$	134,400	$	-	$	-	$	-		
591	2-00-1100-100-00-00000 2022-23 five para educators	$	110,780	$	110,780					$	-		
592	2-00-1100-100-00-00000 Reading tutor at PES	$	32,708	$	22,098	$	10,610	$	10,610	$	-		
593	2-02-1100-100-00-00000 MS Interventionist	$	54,407	$	22,628	$	31,779	$	31,779				
594	2-00-4600-735-00-00000 Replacement Machinery	$	1,575,000	$	1,575,000	$	-	$	-	$	-		
595													
596		IDEA GRANT											
597	2-03-1200-610-00-00000 SPED SUPPLIES	$	502	$	502	$	-						
598	2-03-1200-320-00-00000 Orton-Gillingham services	$	7,800	$	7,800	$	-						
599	2-01-1200-110-00-00000 Pre School Paras	$	47,947	$	34,250	$	13,697	$	13,697				
600	2-01-1200-582-00-00000 BCBA Training	$	2,000	$	1,098	$	-	$	1,098				
601	2-01-1200-320-00-00000 Pre school services	$	2,200	$	2,200	$	-	$	-				
602	2-01-1200-359-00-00000 Speech Services	$	9,800	$	9,800	$	-	$	-				
603	2-01-1200-610-00-00000 PT supplies	$	79	$	79	$	-	$	-				
604	2-01-1200-110-00-00000 School psychologist	$	112,175	$	72,265	$	39,910	$	39,910	$	-		
605													

606		TITLE I GRANT					
607	2-01-1100-110-00-00000 TITLE I SUMMER PROGRAM PES	$ 10,343	$ -	$ 10,343	$ 10,343	$	-
608	2-02-1100-110-00-00000 TITLE I SUMMER PROGRAM MS	$ 10,606	$ -	$ 10,606	$ 10,606	$	-
609	2-01-1100-643-00-00000 ZEARN Math Program	$ 2,500	$ 2,500	$ -	$ -	$	-
610	2-01-1100-610-00-00000 Title I supplies	$ 1,500	$ 1,500	$ -	$ -	$	-
611	2-01-1100-110-00-00000 MS Title I teacher	$ 50,580				$	55,580
612	2-01-1100-110-00-00000 PES Elementary Title I teacherse	$ 201,463	$ 105,285	$ 96,178	$ 96,178	$	-
613	2-01-1100-110-00-00000 Title I Coordinator	$ 6,365	$ 3,183	$ 3,183	$ 3,183	$	-
614	2-01-1100-110-00-00000 Title I literacy nights	$ 4,706	$ 1,050	$ 3,656	$ 3,656	$	-
615	2-01-1100-110-00-0000 Homeless set aside	$ 25,255	$ 20,152	$ 5,103	$ 5,103	$	-
616							
617		TITLE II					
618	2-00-2331-110-00-00000 Technology Integration PD	$ 6,364			$ 6,364		
619	2-00-2741-110-00-00000 PD Committee	$ 4,580	$ 1,362	$ 3,218	$ 3,218		
620	2-00-2213-110-00-00000 Teacher Mentors	$ 19,094	$ 19,094	$ -	$ -	$	-
621	2-01-2213-110-00-00000 PES PD Prior to 2023-24	$ 12,729	$ 12,250	$ 479	$ -	$	479
622							
623		TITLE IV					
624	2-01-1100-110-00-00000 Coding Classron	$ 27,310	$ 23,683	$ 3,627	$ 3,627		
625							
626		TITLE V					
627	2-03-2100-321-00-00000 Orton-Gilliingham Services	$ 9,360	$ 1,640	$ 7,720	$ 7,720	$	-
628							
629							
630		CSI GRANT					
631	2-03-1100-110-00-00000 HS Summer Academy	$ 22,794		$ 22,794	$ 22,794	$	-
632	2-03-2331-640-00-00000 Book study books	$ 987	$ 987	$ -	$ -	$	-
633	2-03-1100-110-00-00000 HS After School Program	$ 18,606	$ 14,397	$ 4,209	$ 42,009	$	-
634	2-03-1100-110-00-00000 HS Summer program 2022-23	$ 10,692	$ 10,692	$ -	$ -	$	-
635							
636		STRONGER CONNECTIONS GRANT					
637	2-00-2660-500-00-00000 Security equipment and installation	$ 92,726	$ 92,726	$ -	$ -	$	-



Invoices

Invoice	Inv. Date	PO No.	Vouche	Vendor	Total	Status	User	Grou	Inv. Due Date	Check No.	Check	Check	Clear Date	Void Date	Check Bank
0000000202	01/18/202	24500219	1112	Kathy Collins Const	$16,500.00	Posted to G/L	38819		02/17/2024	173003	02/02/20	Printed			CASH 3300027677
0000000199	12/26/202	24500219	1112	Kathy Collins Const	$30,250.00	Posted to G/L	38819		01/25/2024	173003	02/02/20	Printed			CASH 3300027677

Kathy Collins

Pittsfield School District

SCHOOL DISTRICT INTERNET ACCESS FOR STAFF

The School Board recognizes that technological resources can enhance teacher performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents and guardians, teachers, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all staff to learn to use available technological resources that will assist them in the performance of their roles. As needed, staff shall receive training, lessons, and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their education. Staff are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The dean of operations shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that operation of such measures is enforced. The dean of operations may disable the technology protection measure during use by an adult to enable access for bona fide research, educational, or other lawful purpose.

The superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff obligations and responsibilities related to the use of district technology. He/she may also establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the staff member's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The dean of operations shall provide copies of related policies, regulations, and guidelines to all staff. Staff shall be required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.

Adopted: June 20, 2019

Pittsfield School District

SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, teachers, and the community; supporting district and school operations; and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational, or other lawful purpose.

The superintendent shall establish administrative regulations and an *Acceptable Use Agreement* that outlines student obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Adopted: December 20, 2018

Pittsfield School District

WEBSITE ACCESSIBLITY AND GRIEVANCE

The district is committed to ensuring accessibility of its website for students, parents/guardians, and members of the community with disabilities. All pages on the district website will conform to the W3C Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 2.1, Level AA conformance, or updated equivalents of these guidelines.

The superintendent is directed to establish procedures whereby students, parent(s) / guardian(s), and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504, and Title II related to the accessibility of any official district web presence which is developed by, maintained by, or offered through the district or third party vendors and open sources.

A. Website Accessibility. With regard to the district website and any official district web presence which is developed by, maintained by, or offered through third party vendors and open sources, the district is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504, and Title II so that students, parents, and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any district programs, services, and activities delivered online.

   All existing web content produced by the district, and new, updated existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.1, level AA conformance, or updated equivalents, by September 30, 2019. This regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the district or provided by third party developers.

B. Complaints and Grievances Concerning Accessibility of District Websites. A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violations of the Americans with Disabilities Act (ADA), Section 504, or Title II related to the accessibility of any official district web presence that is developed by, maintained by, or offered through the district, third party vendors, and/or open sources may complain directly to a school administrator. To best assure timely processing and resolution of any complaint / grievance under this policy, the initial complaint or grievance should be made in writing.

The written complaint may be submitted in hard copy or via email to the dean of operations. The Board designates the dean of operations as the Website Accessibility Compliance Coordinator. Notwithstanding the above, however, a verbal complaint or grievance may be made. Any district employee who receives such a verbal complaint or grievance is directed to immediately refer the matter to the Website Accessibility Compliance Coordinator – dean of operations – who shall take steps as are necessary to reduce the complaint / grievance to writing.

C. Investigation and Resolution of Complaints and Grievances. Whether or not a formal complaint or grievance is made, once the district has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information. The complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing.

The formal ADA non-compliance complaint should include the following:

- Name;
- Address;
- Date of complaint;
- Description of the problem encountered;
- Web address of location of problem page;
- Solution desired;
- Contact information in case more details are needed (email and phone number).

The complaint or grievance will be investigated by the Website Accessibility Compliance Coordinator or another person designated by the superintendent. The student, parent(s) / guardian(s), or member of the public shall be contacted no later than five working days following the date the Website Accessibility Compliance Coordinator receives the information.

The procedures to be followed are:

1. An investigation of the complaint shall be completed within fifteen working days. Extension of the timeline may only be approved by the superintendent.

2. The investigator shall prepare a written report of findings and conclusions within five working days of the completion of the investigation.

3. The investigator shall contact the complainant upon conclusion of the investigation to discuss the findings, conclusions, and actions to be taken as a result of the investigation.

4. A record of each complaint and grievance made pursuant to this policy shall be maintained in the district office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

Adopted: June 20, 2019

Pittsfield School District
Strong Community • Strong Schools

SCHOOL ADMINISTRATIVE UNIT #51
23 Oneida Street, Unit 1
Pittsfield, New Hampshire 03263
Phone: (603) 435-5526 • Fax (603) 435-5331
Bryan Lane – Superintendent of Schools

TO: The Pittsfield School Board
FROM: Bryan Lane
DATE: 5/9/24
RE: Nomination for Kindergarten Teacher

Please accept this as the nomination for Hailey King to fill the open positon for teaching Kindergarten PES. Ms. King is completing her undergraduate work at the University of New Hampshire this semester and will have a Bachelor of Arts in Human Development and Family Studies. This will make her eligible for a New Hampshire license for teaching at the Kindergarten level. She has served as a substitute teacher in Gilmanton since 2022 and is currently a long term substitute in Gilmanton for the third grade.

Ms. King will be a first year teacher but will be surrounded by an experienced team of educators. The interview team was impressed with her eagerness to learn, growth mindset and her understanding of a play based learning model that is so important to this age group. Her references are strong and feel that she will be a person who works collaboratively but will also develop her own identity. She comes from a background of growing up and working the dairy farm at UNH so hard work is something she is used to. When I asked her why this age group, she said that the rewards of seeing young children learn and grow was the best experience possible.

The interview team of Kristen White, Jerrica Smith, Monique Medeiros and Jamie Severance were all impressed and supportive of this nomination. The budgeted salary and benefit for this position is $91,283. The maximum anticipated costs for this hire would be $59,692 including health insurance. I am recommending a motion to hire Hailey King as a Kindergarten teacher at Bachelor's step 1, a salary of $36,840.

Hailey King
229 Cheshire Turnpike, Langdon, NH, 03602
hkingofcamo@gmail.com
(603)762-3713

Experience

Farm Hand *August 2020 - May 2022*
Fairchild Dairy Teaching and Research Center
Durham, NH

- Clean and maintain animal areas
- Feed multiple diets accurately using mathematical skills while operating equipment
- Understand and respect importance of caution during research projects
- Move cattle throughout facility safely
- On feet and performing manual labor for hours at a time
- Maintain a clean and orderly environment
- Sweep, scrap, and bed down stalls
- Work within a small crew and individually
- Observe animals for unusual behavior and identifying problems
- Arrive early to prepare for the shift to begin
- Understand how animals behave
- Notice hazards, large and small, and resolve and report in a timely fashion
- Teach/train new employees
- Adhere to a strict schedule
- Take charge in emergency situations
- Teach other workers with difficult situations calmly and effectively
- Milk 125 cow herd in a 5 to-a-side herringbone parlor with efficiency to minimize length of milking times
- Explain procedures and animal safety to visitors
- Assist young visitors with understanding the cows and safely guiding them through a hands-on visitation experience

Teaching Assistant — *October 2021 - April 2022*
Growing Places — *Lee, NH*

- Watch over children and keep them out of unsafe situations
- Follow cleaning procedures as per Health and Safety codes
- Diffuse conflicts between children
- Administer basic first aid when needed
- Direct educational, play-based activities

Substitute Teacher — *August 2022 - Current*
Gilmanton Elementary School — *Gilmanton, NH*

- Facilitate a classroom independently, safely, and competently
- Manage escalating behavioral situations
- Execute lesson plans in an appropriate and professional manner
- Communicate directions in a manner that are respectful of children's ability
- Understand and implement Evidence Based Practices appropriately
- Implement behavior management strategies provided and use them properly
- Build relationships or connections with students rapidly

Long Term Substitute — *March 2024 - Current*
Gilmanton Elementary School — *Gilmanton, NH*

- Plan rigorous curriculum in conjunction with other third grade teacher
- Foster a positive learning environment
- Differentiate instruction for a range of students
- Implement lessons in an accessible manner
- Manage daily behaviors appropriately
- Encourage students to have a growth mindset
- Intentionally plan intensive intervention when appropriate in small group settings
- Lead whole group, small groups, and individual lessons
- Appropriately interpret IEPs and 504s and make accommodations
- Proctor state testing
- Identify and assist students in navigating challenging emotions
- Communicate with administrators to resolve behavioral challenges with parental involvement
- Communicate openly and frequently with parents

- (~60 total) 4 hours a week - Assisting in classroom management at Horne Street School
- (~60 total) 4 hours a week - Implementing lesson plans and observing behavior at CSDC
- (~140 total) 9 hours a week - Implementing lesson plans weekly at CSDC
- (~80 total) ~7 hours a week - Co-Teaching lessons in half days of school in Grade 2
- (~350 total) ~25 hours a week - Teaching full days and creating lesson plans independently. Independently planned and led 2 full weeks.

Volunteer Work

Farm Hand — *June 2016 to Present*
Adams' Dairy Farm — *Charlestown, NH*

- Feed and water all calves that ranged from 10 -20 head at a time and ranging in age from newborn to 1 year of age
- Assist in the delivery of calves
- Prepare cows for milking
- Clean milking equipment(dumper, vacuum system and bulk tank included)
- Prepare sanitizing solutions for milking equipment
- Assist in the loading and delivery of square bales
- Maintain animal health and appearance with proper
- Mark cattle with ear tags to identify individuals
- Apply disinfectants and insecticides to minimize pests and illnesses.
- Shift animals between grazing areas to obtain maximum benefit for the land and offer a consistent food supply
- Examine animals to identify issues such as injuries, illnesses and diseases
- Recognize opportunities to increase business revenue, including gathering information on boarding a different breed of cattle for another farm which increased the farm's income drastically as the milk market declined rapidly
- Meet target animal body score consistently from birth to death
- Teach new employees important procedures such as routinely checking animals for injuries and identifying infections
- Manage daily tasks consistently and sought out opportunities to go beyond requirements and support business goals
- Carry out high-quality work with little to no oversight
- Water, weed, propagate and control pests in a large, diverse outdoor garden

Farm Hand *February 2023 - Current*
UNH Organic Dairy Farm *Lee, NH*

- Feed, Bed and Water Calves
- Identify and document signs of illness, injury, or abnormal behavior
- Milk 60 cow herd in a 4 stanchion step up parlor
- Clean and sanitize all equipment and facilities used prior to and after chores
- Handle hazardous chemicals for cleaning appropriately
- Operate multiple farm implements with competence
- Treat cows after calving with controlled substances
- Administer correct medications to calves upon birth
- Respect and comply with research studies being done on the herd
- Interact with public while executing chores
- Facilitate tours monthly for groups of 20-60 students ranging from grades 1 to 6
- Arrive and complete chores in a timely manner

Education

High School Diploma *June 2020*
Fall Mountain Regional High School *Langdon, NH*

- GPA 3.75
- Graduated with High Honors
- New Hampshire Scholar
- New Hampshire Scholar Athlete
- Volunteer/Member/Student Leader, 4-H
- Vice President, FFA
- Member/Leader, Executive Council
- Middle School Peer Mentor
- Freshmen Peer Mentor

University of New Hampshire *August 2020 - Current*
Currently Enrolled (Graduating Class of 2024) *Durham,NH*
Human Development and Family Studies Major

- GPA 3.38
- 128 credits completed and in progress
- Member of the Collegiate 4-H Club
- Member of UNH Dairy Club
- Captain of an Intramural Volleyball team

4-H *2018 - Current*

Fun 4-H Club Leader *Charlestown, NH*

- Create activities for a multi-aged group of 12 children independently
- Facilitate activities created by a more senior volunteer
- Present new skills in a calm and age appropriate manner
- Prepare materials for activities in advance
- Instruct sewing lessons at varying levels of difficulty
    - Beginning at age 6 and up to age 13
- Coordinate field trips to various places relevant to project goals
- Coach children learn to identify and work through emotions
- Teach how to create and use self confidence skills
- Present new ideas to upper management professionally

Babysitting *2018 - Current*

- Care for children ranging from 5 months to 12 years
- Create opportunities for play based learning
- Facilitate nature walks
- Administer basic First Aid when necessary
- Direct a small multi-aged group in a calm manner
- Change diapers / Assist with toileting (Age dependent)
- Cleaning of the facility - Sweeping, washing dishes, vacuuming, etc.
- Communicate clearly relevant information to parents
- Prepare appropriate meals and snacks to provide to children with competence

Pittsfield School District

STAFF RIGHTS AND RESPONSIBILITIES

In an effort to maintain successful school district and educational operations, all staff members are expected to fulfill their legal and moral responsibilities. Such responsibilities include, but are not necessarily limited to:

- Faithfulness and promptness in attendance at work;
- Adherence to and support and enforcement of all School Board policies and administrative regulations;
- Adherence to and support and enforcement of all education related statutes and Department of Education regulations;
- Care and protection of school property;
- Fulfill other responsibilities as may, from time to time, be implemented or established by the School Board or administration.

The School board will respect all employee rights established by law, School Board policy, and collective bargaining agreements, if applicable.

Adopted: April 11, 1984
Amended: January 25, 1990
Amended: October 15, 1992
Amended: June 26, 2014
Reviewed: June 28, 2018

Pittsfield School District

STAFF ETHICS

All employees of the district are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will adhere to the standards enunciated in this Policy in the decision-making process involving interactions with students, the school community, colleagues, parents, and the public.

A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the district, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators, as the same may be amended by the state from time to time.

B. Additional Ethical Standards

In addition to the ethical standards set forth in the New Hampshire Code of Ethics and without limiting the application thereof to district employment, employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions;
- Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities;
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others;
- Fulfill their job responsibilities with honesty and integrity;
- Direct any criticism of other staff members toward improving the district; such constructive criticism is to be made directly to the appropriate district administrator;
- Obey all local, state, and national laws;
- Implement the School Board's policies, administrative rules, and regulations;

- Avoid using position for personal gain through political, social, religious, economic, or other influence;
- Refrain from making false statements or knowingly submitting false information during any investigation of discrimination, bullying, or sexual harassment;
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development;
- Honor all contracts until fulfillment or release;
- Maintain all privacy and confidentiality standards as required by law;
- Exhibit professional conduct both on and off duty.

Employees are put on notice that this list is not intended to be exhaustive or complete. Employees who fail to abide by the terms of this policy may be non-renewed and/or face discipline up to and including termination. Any action taken regarding an employee's employment with the district will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

C. Dissemination

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

Adopted: March 1, 1980 (as Policy GBCA)
Amended: January 25, 1990
Reviewed: October 15, 1992
Reading: June 24, 2010
Adopted: July 22, 2010
Amended: June 26, 2014
Reviewed: September 6, 2018
Amended: August 20, 2020

Pittsfield School District

MANDATORY CODE OF CONDUCT REPORTING

A. **General.**

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

1. reporting any "suspected violation of the code of conduct" (see NH Code of Conduct at Ed 510.05 (a)); and

2. self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V ("Section V Offenses") (see NH Code of Conduct, at Ed 510.01 (b)(2)).

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

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

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

Any covered individual having reason to suspect that any other district or SAU employee, designated volunteer, or third party consultant/contractor has violated any provision of the New Hampshire Code of Conduct, and/or Policy GEBE, whether on or off duty, shall report the same to such covered individual's building principal, or to the superintendent.

If the person who is the subject of the alleged misconduct/violation is the superintendent, then the covered individual shall report the suspected violation to the individual's building principal, who is hereby granted authority to consult with the district's attorney on the matter.

Additionally, if the covered individual is also a credential holder, s/he shall report the superintendent's suspected violation/misconduct directly to the New Hampshire Department of Education. Likewise, if a credential holder has made a report to the principal and/or the superintendent, and believes that the district's reporting

procedures as expressed in this Policy have not been followed, the credential holder shall so notify the New Hampshire Department of Education directly.

Covered individuals are encouraged to make their reports in writing. Doing so will provide the covered individual with evidence that they have complied with the requirements of this Policy and the New Hampshire Code of Conduct (if applicable).

C. **Self-Reporting of Certain Crimes.**

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

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

D. **Provisions Applicable to Principals.**

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

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

The superintendent shall report misconduct by credential holders to the New Hampshire Department of Education in accordance with section 510.05 (c) of the New Hampshire Code of Conduct.

F. **Procedures.**

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

G. **Dissemination.**

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

Adopted: August 20, 2020

Pittsfield School District

ACCESS TO SCHOOL-PROVIDED MEALS

The district shall ensure that all students have access to school-provided meals. The dean of operations is responsible for developing meal-payment procedures for school-provided meals. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures, regardless of ability to pay for such meal.

Adopted: December 15, 2016

Pittsfield School District

PUBLIC USE OF SCHOOL RECORDS

The superintendent is hereby designated the custodian of all district governmental records, including but not limited to minutes, documents, writings, letters, memoranda, e-mails, and other written, typed, copied, electronic, or developed materials possessed, assembled, or maintained by the district.

1. All requests for government records are to be forwarded to the superintendent immediately upon receipt. If the requested governmental records exist, are properly disclosed to the public, and are readily available, the requested records shall be promptly made available for inspection or, if requested, copies provided. No fee shall be charged to inspect governmental records. A fee will be charged for copies which reflects the actual cost of making a paper copy or the actual cost of the electronic media onto which a copy is placed for delivery.

2. If the existence or location of the requested governmental records is uncertain, if a determination needs to be made as to whether some or all of the requested records are confidential or exempt from disclosure, if legal advice is needed regarding the request, or if redacted copies must be prepared to provide the properly disclosed records while preserving the confidentiality of information which is not properly disclosed, the superintendent will, within five business days of the request, respond to the requestor in writing acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied.

3. The superintendent or designee may contact the person making the request, if the request is unclear or will be time consuming and onerous to fulfill, to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy provided to the person making the request.

4. In accordance with RSA 91-A:4, if the superintendent finds the requested governmental records exist and to be public in nature, he or she shall notify the person making the request and make the records or a copy of the records available for inspection. If requested, copies will be provided at cost. If the requested governmental records do not exist, the party requesting the information will be informed in writing that the requested governmental records do not exist.

5. If the superintendent finds the information not to be public in nature, he or she shall so inform the requesting party that the information is not a public record and cannot legally be disclosed.

6. If the superintendent is unable to ascertain whether or not the information requested is public in nature, or whether the Right-to-Know law requires preparation of a copy of the governmental record that discloses public information while redacting confidential information / information exempt from disclosure, he or she is hereby authorized to request, on behalf of the Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made promptly following the request for the information. The superintendent shall notify the person making the request in writing that additional time will be needed to determine if the request will be granted or denied. Upon receipt of an opinion from legal counsel, the superintendent will promptly notify the person making the request of the outcome of the determination and make legally appropriate records available for inspection and copying.

Reading: April 22, 2010
Adopted: June 24, 2010
Reviewed: May 22, 2014
Amended: May 3, 2018

Pittsfield School District

RECORDS RETENTION AND DISPOSTION SCHEDULE

The superintendent shall develop procedures for a records retention system that is in compliance with RSA 198:29-a and Department of Education regulations, and also addresses retention / destruction of all other records which are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safety and are stored for such durations as are required by law. Additionally, the superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

Litigation Hold. Upon 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.

Right-to-Know Request Hold. On receipt of a Right-to-Know 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 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 ninety 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 the records has been received.

Special Education Records.

1. Upon a student's graduation from high school, his / 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 parent(s) / guardian(s) 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 will be maintained without time limitation.

5. The district shall provide parent(s) / guardian(s), 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.

Reading: May 14, 1998
Adopted: May 29, 1998
Reading: April 22, 2010
Adopted: June 24, 2010
Amended: May 22, 2014 (combining former EHB and EHB-R)
Amended: June 14, 2018
Amended: June 20, 2019

Pittsfield School District

DISTRICT 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. Litigation Hold. Upon 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.

B. Right-to-Know Request Hold. Upon receipt of a Right-to-Know 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 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 ninety 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 the records has been received.

C. Special Education Records.

1. Upon a student's graduation from high school, his / 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 parent(s) / guardian(s) 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 will be maintained without time limitation.

5. The district shall provide parent(s) / guardian(s), 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.

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 disposal schedule under RSA 33-A:3-a to be retained for more than ten 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 ten years may be retained solely electronically if so approved by the [superintendent]... The [superintendent] is responsible for assuring the accessibility of the records for the maintained period."

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 is responsible for assuring retention / destruction in accordance with this schedule.

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 the 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 one year, if the purchase is in part of 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	Retention
Business Records	
o Accident Reports:	
o Employee	Term of employment plus 6 years
o Student	6 years after age of majority
o Accounts Receivable	Until audited, plus 1 year
o Annual Audit	Permanent
o Annual District Report	Permanent
o Application for Federal Grants	5 years
o Architectural Plans	Permanent
o Asbestos Removal	Permanent
o Bank Deposit Slips	6 years
o Bond Issue Materials	Permanent
o Budget Worksheets	End of budget year, plus 1 year
o Cash Receipts, Disbursement Records, Checks	Until audit, plus 6 years after last entry
o Child Labor Permits	1 year
o Child Labor Permit for Work Study	3 years from date of enrollment
o Contracts, Unsuccessful Bids	Life of contract, plus 3 years
o Contracts for Construction, Capital Projects, Fixed Assets that require accountability after acquired	Life of contract, building, asset, plus 20 years
o Contracts, Engineering Surveys	Permanent
o Contracts, Unsuccessful Bids	Life of contract, plus 3 years
o Certified Educator Contracts	Permanent
o COBRA Notices	6 years from date of issue
o Collective Bargaining Agreements	Permanent
o Correspondence for Business	Life of subject matter, plus 4 years
o Correspondence, General	3 years, or longer when historic / useful
o Correspondence, Transitory	As needed for reference
o Deeds	Permanent
o District Meeting Minutes and Warrant	Permanent

o Enrollment Reports	
o Fall Reports, A-12-A	Permanent
o Resident Pupil Membership Forms	14 years
o School Opening Reports	3 years
o Statistical Reports, A-3	Permanent
o Student Registers	Permanent
o Federal Projects Documents	5 years after submission of final audit report and documentation for expenditures, unless there is an on-going audit
o FICA Reports, Monthly	7 years
o Fixed Trip Requests Confirmation	1 year
o Fixed Assets Schedule	Permanent, as updated
o Form C-2, Unemployment	6 years
o Wage Reports (DES 100)	6 years
o Insurance Policies	Permanent
o Invoices	3 years
o MS-22 Budget Form	6 years
o MS-23 Budget Form	6 years
o MS-25 Budget Form	Permanent
o Minutes of Board Meetings and Board Committees	Permanent
o Notes (loan documents)	Until paid, audited, plus 3 years
o Purchase Orders	Until audited, plus 1 year
o Requests for Payment Vouchers	Until audited, plus 1 year
o Requisitions	Until audited, plus 1 year
o Retirement Reports, Monthly	1 year
o Student Activities Records Accounts	Until audited, plus 6 years
o Time Cards	5 years
o Travel Reimbursements	3 years
o Treasurer's Receipts	6 years
o Cancelled Checks	6 years
o Treasurer's Report	6 years
o Vocational Education	
o AVI Forms	1 year
o Federal Vocational Forms	6 years
o Vocational Center Regional Contracts	20 years

o Vouchers / Manifests	Until audited, plus 1 year
o W-2s, Yearly	7 years
o W-4s	7 years
o W-9s	7 years
o Wage Report (DES 100)	6 years
o 941-E Quarterly Tax Reports	7 years

Personnel Records

o Application for Employment, successful	Term of Employment, plus 50 years
o Application for Employment, unsuccessful	Current year, plus 3 years
o Attendance	
o Leaves	3 year
o Request for Leaves	1 year
o Certified Educator	Permanent
o Class Observation Forms	1 year
o Criminal Record Check, No Criminal Record	Destroy immediately after review
o Criminal Record Check, Criminal Record	Destroy within 30 days after receipt
o Civil Rights Forms, Claims, Accommodations	6 years
o Deferred Compensation Plan	7 years
o Dues Authorization	Term of Employment, plus 50 years
o Employment Test Papers with Results	1 year from date of personnel action
o Evaluations	Term of Employment, plus 50 years
o HIPPA Documentation	Team of employment, plus 50 years
o Labor Negotiations	Permanent
o Labor (PELRB Actions)	Permanent
o Legal Actions, Lawsuits	Permanent
o Medical Benefits Application	Term of Employment, plus 50 years
o Medical Examinations, Physical Examinations used for personnel action	Term of Employment, plus 50 years
o Oaths of Office	Permanent
o Personnel Records	Term of Employment, plus 50 years
o Promotion, demotion, transfer, selection for training, recall, or discharge	Term of Employment, plus 50 years
o Recruitment Documents	One year from date of personnel action

o Re-Employment Letter of Assurance	Term of Employment, plus 50 years
o Retirement Application	Term of Employment, plus 50 years
o School Bus Driver Drug Tests – positive results and records of administration of test	5 years
o School Bus Driver Drug Tests – negative and cancelled	1 year
o Separation from Employment Form Letter	Term of Employment, plus 50 years
o Settlement Agreements	Permanent
o Staff Development Plan	Term of Employment, plus 50 years
o Substitute Teacher Lists	7 years

Student Records

o Application for Free / Reduced Meals	6 years
o Disciplinary Records	Term of Enrollment, plus 3 years
o Early Dismissal	1 year
o Emergency Information Form	1 year/ as updated
o Health and Physical Records including Immunization Record	Term of Enrollment, plus 3 years
o Log of Requests for Access to Educational Records	As long as the educational record is Retained
o Medical Reports	Term of Enrollment, plus 3 years
o Registration Form	Term of Enrollment, plus 3 years
o Student Handbook	1 copy of each edition, permanent
o Transcripts	Permanent
o Attendance	Permanent
o Grades	Permanent
o Assessment Results	Permanent

Internal Records

o Child Abuse Reports / Allegations	Permanent
o Criminal Investigations	Permanent
o Personnel Investigations	Permanent
o Records Management, transfer to storage or disposal	Permanent
o Sexual Harassment	Permanent

o Vehicle Maintenance	Life of vehicle, plus 3 years

Adopted: June 20, 2019

NHSBA Policy Management Console

Board Policy Manual

Policy EHB: Data/Records Retention

Status: ADOPTED

Original Adopted Date: 10/01/2005 | **Last Revised Date:** 08/01/2022 | **Last Reviewed Date:** 08/01/2022

Category: Priority/Required by Law

ADOPTION/REVISION NOTES –
Text between the highlighted lines "~ ~ ~ ~", and highlights in this sample should be removed prior to adoption.

a. *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.*

b. *Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*

c. *{**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*

d. *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

NHSBA history: Revised: Aug. 2022; Sept. 2018; May 2018; May 2017; May 2008; Oct. 2005.
NHSBA revision note: Aug. 2022, revised to include more specific provisions relating to destruction of records, and clarify relation to District Record Retention Schedule. **Sept. 2018,** revised to (1) reflect the 2018 passage of HB 1551 which added new section RSA 186-C:10-a regarding destruction of special education records and (2) include information pertaining to digital or electronic records. **May 2018,** minor style and grammatical changes. **May 2017,** revised to (1) comply with 2017 N.H. DOE rule requiring a policy on the retention and destruction of special education records and (2) add information regarding litigation holds or receipt of a Right-to-Know law request.

The Superintendent shall develop and maintain (a) a schedule for the minimum retention of various district records ("Record Retention Schedule") as required under RSA 189:29-a, and (2) procedures for records retention and/or destruction. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by state or federal law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

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

A. Record Retention Schedule. Records of the District shall be retained no less than the time prescribed in District's Record Retention Schedule {**}EHB-R. The Superintendent shall update the Record Retention Schedule from time-to-time in accordance with legislative or regulatory changes, directives of the Board, as recommended by the New Hampshire School Boards Association, or upon advice of counsel. The Superintendent shall inform the Board of any revisions to EHB-R no later than the second School Board meeting after the changes were made.

B. Special Holding or Destruction Provisions. Notwithstanding the District's Record Retention Schedule, (a) special destruction rules may apply to student special education records, and, (b) for other records, the normal retention periods may be suspended when the records are implicated by either a litigation hold or a request for records under the New Hampshire Right to Know law, RSA 91-A.

1. **Special Education Records.**

    a. 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.

    b. The District shall provide public notice of its document destruction policy at least annually.

c. 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.

d. 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.

e. 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.

f. 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.

2. **Litigation Hold.** On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital 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 legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

3. **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 under this chapter, the requested material shall be preserved for no less than ninety (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 legal counsel representing the District authorizing destruction of the records has been received.

C. Disposal of Sensitive Information & Media Sanitization . District records which include "Sensitive Information" shall be destroyed as provided in this paragraph. All electronic devices with storage capacity shall be deemed to contain sensitive information. For purposes of this section, **"Sensitive Information"** shall mean and include:

- Records containing student or employee personally identifiable information (PII) as defined in RSA 189:65, VII and VII-a;
- Criminal History Records Information (see Board policy {**}GBCD);
- Drug test records;
- Child labor permits;
- Cobra notices;
- Accident reports;
- Special education student records;
- Records pertaining to civil rights investigations;
- Bonds and continuation certificates;
- Accident reports;
- Banking records;
- Business correspondence including confidential information such as account numbers, banking or digital transaction information;
- Tax forms, unemployment records, etc. with confidential data; and
- Any other information that would be exempt from disclosure under RSA 91-A:5 or deemed sensitive information by the Board, the Superintendent, Building Principal or their designees.

1. Physical media (i.e., "hard copies", print-outs, etc.) including sensitive information shall be destroyed by one of the following:

    - shredding using District issued cross-cut shredders;
    - placed in locked shredding bins approved by the Superintendent to come on-site and shred, witnessed by District personnel throughout the entire process; or
    - incineration using District incinerators or if conducted by non-authorized personnel offsite, witnessed by the Superintendent or Superintendent's designee.

2. Electronic media. *All electronic media should be assumed to contain sensitive information.* When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, and other similar items used to process, store and/or transmit district records with sensitive data shall be disposed of as follows:

    - Overwriting (at least three times)
    - Degaussing (removal of magnetism)
    - Physical destruction (i.e., dismantling by methods of crushing, disassembling, etc., ensuring that the platter or other storage device has have been physically destroyed so that no data can be extracted).

    Computers and other digital or electronic devices or systems that have been used to process, store, or transmit sensitive information shall not be released from the District's direct control until the equipment has been sanitized and all stored sensitive information has been destroyed using one of the above methods.

D. Destruction of District Records with No Sensitive Information. All records which do not include sensitive information should be destroyed as soon as practicable upon the expiration of the applicable retention period and in a manner deemed most efficient and practical.

District Policy History:
First reading: _____
Second reading/adopted: _____

District revision history:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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NH Statutes References	**Description**
RSA 189:29-a	Records Retention and Disposition

RSA 91-A	New Hampshire Right To Know Law ("Access to Governmental Records and Meetings)

NH Dept of Ed Regulation References	**Description**
NH Code of Admin. Rules, Sect. Ed 306.04(a)(4)	Records Retention
NH Code of Admin. Rules, Sect. Ed 306.04(h)	Records Retention
NH Code of Admin. Rules, Sect. Ed. 1119.01	Confidentiality Requirements

Federal Statutes References	**Description**
20 U.S.C. §1232g	Family Educational Rights and Privacy Act (FERPA)

Cross References	**Description**
BHE	School Board Use of Email and Other Electronic Communications
DAF	Administration of Federal Grant Funds
EBCB	Fire and All Hazard Drills
EBCB-R(1)	Fire and All Hazard Drills - Fire Exit Drills in Educational Occupancies
EEAA	Video and Audio Surveillance on School Property
EH	Public Access to School District Records
EH-R(1)	Public Access to School District Records - Administrative Procedures for Public Access to District Records "Right to Know Requests"
EHAB	Data Governance and Security
EHAC	Electronic/Digital Records and Signatures
GBCD	Background Investigation and Criminal History Records Check
GBCD-R(1)	Background Investigation and Criminal History Records Check
JKAA	Use of Restraints and Seclusion
JLCD	Administering Medication to Students
JLCD-R(1)	Administering Medication to Students - Procedures
JLCD-F(1)	Administering Medication to Students - Medication Administration Authorization Form
JLCD-F(2)	Administering Medication to Students - Epi-Pen Medication Administration Form (Self-Administered)
JLCD-F(3)	Administering Medication to Students - Inhaled Medication Administration Form (Self-Administered)
JRA	Student Records and Access (FERPA)
JRA-R(1)	Student Records and Access (FERPA)

Appendix - "-R" Documents EHB-R(1): Data/Records Retention - Local Records Retention Schedule **Status:** ADOPTED

Original Adopted Date: 05/01/2017 | **Last Revised Date:** 09/01/2018 | **Last Reviewed Date:** 09/01/2018

This sample – as with virtually all NHSBA samples designated with "-R", "-F", or "-E" - is intended as an aid toward administrative implementation of the corresponding sample policy. Because this sample is not intended as a board policy, neither the original adoption, nor revisions / amendments to the same, require approval by the board any more than other administrative regulations or procedures promulgated under the superintendent's direction.

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 300.62

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.

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 *[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, *et. seq.(3 years)* ERISA 29 U.S.C. §1027 (6 years)	6 years from date of issue
Collective Bargaining		Permanent

Agreements		
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

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	7 years

	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	
• 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	Term of Employment, plus 50 years

	employment plus 30 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 Policy Development, (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 Policy Development, (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 Policy Development, (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

Medical Reports		retained 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 Policy Development, (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

NHSBA history: Revised: September 2018; May 2017

NHSBA revision note, September 2018: Administrative procedures/appendix EHB-R has been generally reorganized, and also amended to reflect new RSA 186-C:10-a. See September 2018 revision notes to Policy EHB for further information.

NHSBA Note, September 2017: The recommended retention periods in the NHSBA sample regulation, except where another statute or rule are cited, are based on the New Hampshire requirements for municipalities as set forth in RSA 33-a:3-a where a category of records is listed in that statute which is not addressed in school law, consideration of the civil statutes of limitation in New Hampshire, and the guidance last issued several years ago by the New Hampshire Department of Education.
Where different retention periods are required or recommended by different sources of legal authority, the longest retention period is recommended, but the shorter period is cited with the source of legal authority.
Prior to destroying any class of records for which no definitive legal authority regarding retention is identified, we recommend that each District consult with local legal counsel and your insurance carrier for any recommendations they may have on retention periods. The recommended retention period is a minimum. Unless destruction is required by law, where governmental records have historical value or other considerations warrant retention, the records may be retained for a longer period or permanently.

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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NH Statutes References	Description
RSA 189:29-a	Records Retention and Disposition
RSA 91-A	New Hampshire Right To Know Law ("Access to Governmental Records and Meetings)

NH Dept of Ed Regulation References	Description
NH Code of Admin. Rules, Sect. Ed 306.04(a)(4)	Records Retention
NH Code of Admin. Rules, Sect. Ed 306.04(h)	Records Retention
NH Code of Admin. Rules, Sect. Ed. 1119.01	Confidentiality Requirements

Federal Statutes References	Description
20 U.S.C. §1232g	Family Educational Rights and Privacy Act (FERPA)

Cross References	Description
BHE	School Board Use of Email and Other Electronic Communications
DAF	Administration of Federal Grant Funds
EBCB	Fire and All Hazard Drills
EBCB-R(1)	Fire and All Hazard Drills - Fire Exit Drills in Educational Occupancies
EEAA	Video and Audio Surveillance on School Property
EH	Public Access to School District Records
EH-R(1)	Public Access to School District Records - Administrative Procedures for Public Access to District Records "Right to Know Requests"
EHAB	Data Governance and Security
EHAC	Electronic/Digital Records and Signatures
GBCD	Background Investigation and Criminal History Records Check
GBCD-R(1)	Background Investigation and Criminal History Records Check
JKAA	Use of Restraints and Seclusion
JLCD	Administering Medication to Students
JLCD-R(1)	Administering Medication to Students - Procedures
JLCD-F(1)	Administering Medication to Students - Medication Administration Authorization Form
JLCD-F(2)	Administering Medication to Students - Epi-Pen Medication Administration Form (Self-Administered)
JLCD-F(3)	Administering Medication to Students - Inhaled Medication Administration Form (Self-Administered)
JRA	Student Records and Access (FERPA)
JRA-R(1)	Student Records and Access (FERPA)

Pittsfield School District

FIRE DRILLS

Fire drills will be scheduled by the dean of operations. Fire drills should be conducted at least once per month while school is in session. Exceptions to the frequency of such drills may be granted pursuant to state law.

The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. The dean of instruction is responsible for creating fire drill routes and procedures, and for maintaining all documentation relative to fire drills.

Reading: October 15, 2009
Adopted: November 5, 2009
Amended: February 13, 2014
Reviewed: March 15, 2018