

AUBURN SCHOOL BOARD MEETING and BOND HEARING
Tuesday, January 9, 2018 at 6:00 p.m.
LOCATION OF MEETING: Auburn Village School Media Center

- I. **CALL TO ORDER** – Keith Leclair, Board Chair
 - A. Pledge of Allegiance
- II. **PROOF OF POSTING** – Dr. Charles P. Littlefield, Superintendent of Schools
- III. **MODERATOR and SCHOOL DISTRICT CLERK**
- IV. **PINKERTON ACADEMY LIAISONS** – Lauren and Julia Sylvain
- V. **APPROVAL OF MINUTES**
 - A. Minutes of Auburn School Board Meeting on December 12, 2017* (**action required**)
 - B. Sealed, Non-Public Minutes of Auburn School Board Meeting on December 12, 2017* (**action required**)
- VI. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VII. **FINANCIAL**
 - A. Review of Expenditure Manifest and Action Relating Thereto* (**action required**)
 - B. Budget Adjustments (if necessary) – Karen Lessard (**action required**)
- VIII. **REPORTS**
 - A. Reports of Administrators*
 - B. Reports of Standing Committees - Budget, NHSBA, SERESC, Technology, School Improvement/Master Planning, PTA, Shared Maintenance, Transition Team
- IX. **PERSONNEL** (if necessary)
- X. **OLD BUSINESS**
 - A. Goals*
 - B. Warrant Articles/Adoption and Who Will Speak to Them*
 - C. Calendar Approval*
- XI. **NEW BUSINESS**
 - A. CIP*
 - B. Auburn/Pinkerton Agreement: Dual and Concurrent Enrollment*
 - C. Field Trip Approval*

D. Transportation Contract*

XII. POLICIES

A. Second Reading*

B. First Reading*

XIII. INFORMATIONAL ITEMS AND CORRESPONDENCE

A. Enrollment Reports*

XIV. NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k) (If necessary)

XV. ADJOURNMENT (action required)

There will be an SAU #15 Board Meeting on Wednesday, January 17, 2018 at 6:30 p.m. at the David R. Cawley Middle School Media Center.

Deliberative Session #1 will be Monday, February 5, 2018 at 7:00 p.m. at the Auburn Village School Gymnasium.

The next regularly scheduled meeting of the Auburn School Board will be on Tuesday, February 13, 2018 at 6:00 p.m. at the Auburn Village School Media Center.

There will be an SAU #15 Board Meeting on February 14, 2018 at 6:30 p.m. at the Henry W. Moore School in Candia.

**Materials provided in packet*

**AUBURN SCHOOL BOARD MEETING
DECEMBER 12, 2017 AT 5:30 P.M.
AUBURN VILLAGE BAND ROOM**

These minutes are unapproved.

Keith Leclair, Chair, called the meeting to order at 5:30 p.m. Those in attendance were Board members, Alan Villeneuve, Janice Baker, Maureen Murgo, and Samantha Belcourt (5:32 p.m.); Superintendent Dr. Charles P. (Phil) Littlefield, and Human Resources Director, Michele Garon.

PROOF OF POSTING

Dr. Littlefield provided proof of posting.

Motion by Alan Villeneuve, seconded by Maureen Murgo, to enter into a non-public session at 5:30 p.m. A roll call vote was taken. With all in favor, the motion carried in the affirmative.

The Board reconvened at 6:20 p.m. Those who joined the meeting at this time were Principal, Lori Collins; Assistant Principal, Michel O'Rourke; Director of Student Services, Deena Jensen; Instructional Coach, Cheryl Violette; Assistant Superintendent, Marge Polak, and Business Administrator, Karen Lessard. Michele Garon exited the meeting.

Motion by Maureen Murgo, seconded by Samantha Belcourt, to seal the minutes because the divulgence of the information would likely adversely affect the reputation of a person/people other than a member of the board itself, and the motion carried unanimously.

PLEDGE OF ALLEGIANCE

Julia and Lauren Sylvain, Pinkerton Liaisons to the Board, led the attendees in the Pledge of Allegiance.

PINKERTON LIAISONS

Julia and Lauren Sylvain updated the Board with current events from Pinkerton that included:

- Quiz Bowl
- ASVAB Testing
- Pinkerton's Got Talent
- Production of Peter and the Starcatcher
- Holiday Concerts

APPROVAL OF MINUTES

Motion by Alan Villeneuve, seconded by Samantha Belcourt, to accept the minutes of the Auburn School Board Meeting of November 14, 2017, with the following amendment: When referring to the school renovation/addition, note that it was the School Improvement Committee (SIC) who made the recommendations, and the motion carried unanimously.

Motion by Samantha Belcourt, seconded by Janice Baker, to accept the minutes of the Auburn School Board Budget Workshop of November 14, 2017, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

Because Keith McBay was in attendance from BPS, the School Improvement/Master Planning Committee report was moved up on the agenda.

Mr. McBay reviewed the cost study. Considerable discussion ensued relative to site, safety and logistics, timeline, roofing, field upgrades, general contractor vs. clerk of the works, contact information, and cost breakdowns. The Board will have a special meeting on January 3 at 5:00 p.m. at the AVS Media Center to ratify the warrant article when a final cost is determined. Alan Villeneuve stated that he is comfortable with a 14.2 million plan that is supported unanimously, with a couple hundred thousand for flexibility and field upgrades. He added that there will be movement, both up and down, with that figure, which will be firmed up in the next few weeks. Alan said it be a disservice to not

address fields' conditions at this time, as the equipment would already be there. Fields have been a problem for decades. Keith Leclair asked the approximate cost of a Clerk of the Works, to which Mr. McBay stated it would be between \$100,000 and \$115,000.

Motion by Janice Baker, seconded by Maureen Murgo, to approve moving forward with the bond warrant for the school renovation project not to exceed \$14,800.00, and the motion carried unanimously.

Mr. McBay will have a plan by January 9 Board meeting.

FINANCIAL

Manifest Review

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the manifest for December 12, 2017 in the amount of \$747,471.77, and the motion carried unanimously.

Budget Adjustments

The budget adjustments were reviewed.

Motion by Samantha Belcourt, seconded by Maureen Murgo, to accept the budget adjustments as presented, and the motion carried unanimously.

REPORTS

Reports of Administrators

Reports of the Administrators were reviewed.

Samantha Belcourt and Maureen Murgo stated that they are very happy with the report card format. Maureen would like more transparency with regard to the progression of student writing. Alan Villeneuve asked Deena Jensen how her budget was holding up, to which Deena stated it was fine so far. Maureen Murgo stated she would 'like the so-what' from teachers participating in professional development. She would also like expectations/themes of professional development.

Cheryl Violette presented the findings on the Success Measures, which was created from working with students, parents, Pinkerton Academy administration and Auburn town officials, and included academic performance, attendance, participation in extra-curricular activities, discipline, self-directed learners, and citizenship. AVS teachers also reviewed this.

Motion by Maureen Murgo, seconded by Janice Baker, to accept the Success Measures as presented, and the motion carried unanimously.

Budget

Keith Leclair said they met with the budget committee two weeks ago and everything was approved as presented. He said the budget committee is reducing some large line items in the town portion of the budget to offset the budget for the school bond. Alan Villeneuve stated that it is the first time, in his memory, that the town and school have worked together on such an effort.

NHSBA

Nothing to report.

SERESC

Janice Baker reported that SERESC has a number of issues to deal with including both property and line of credit debt, as well as deciding on future governance and services.

Technology

Nothing to report.

PTA

Samantha Belcourt reported that the November meeting was cancelled, and that the next meeting will be in January.

Shared Municipal Maintenance

Nothing to report.

School Master Plan

Alan Villeneuve reported that the only negative comment he has received was that parking was not addressed. All other comments have been positive.

Transition Team

Samantha Belcourt stated that there are seven candidates, of which three will be interviewed on Friday.

PERSONNEL

Nothing to report.

OLD BUSINESS

Goals

Maureen Murgo stated she would like writing goals. Discussion ensued. Keith Leclair stated that the Board should work through the current goals before adding others. Marge Polak stated that after the holidays, they could have a consultant back to formalize a writing plan. Although not a goal, the core expectations will be explicit.

Michel O'Rourke exited the meeting at 7:55 p.m.

NEW BUSINESS

Budget Discussion

Karen Lessard stated that because the Pinkerton tuition costs did not increase as high as budgeted, the budget can be reduced by \$71,369.50.

Transportation Contract

Karen Lessard stated that the bus contract is up. If the Board agrees to extend the contract for another five years, the budget can be reduced by another \$2,000. This would include five out of eight new busses. She also said that compensations are being made annually to the drivers' salaries, which have included a 9% increase last year and an 11% this year, as well as other new benefits. The Board requested that Karen get assurances that the drivers' salaries continue to increase throughout the years of the contract.

Motion by Alan Villeneuve, seconded by Maureen Murgo to approve the concept of the transportation contract, and the motion carried unanimously. The actual contract will be approved at the January meeting.

Karen Lessard stated that with the transportation contract intention and high school tuition reduction, the new proposed budget is \$13,447,308.92, an increase of \$151,081.11 from last year. She will update Keith Leclair to provide to the budget committee.

Warrant Articles Discussion

Alan Villeneuve stated that he and Keith Leclair, as citizens-not Board members, put together a petition warrant article to propose a change in zoning where the Auburn School District's Dollard Road property lies. This would make it potentially more valuable.

Set Deliberative Session Date

Deliberative Session #1 will be February 5, 2018 at 7:00 p.m., with a snow date of February 7, 2018 at 7:00 p.m.

Set Bond Hearing Date

The Bond Hearing date will be January 9, 2018m during the regularly scheduled Board meeting.

Calendar Review

The 18/19 calendar was reviewed. One suggested amendment was made. It will be before the Board for their approval at their January meeting.

Suggested Agenda Changes

Janice Baker suggested agenda changes. These will be discussed at the retreat.

POLICY UPDATES

Second Reading/Adoption

Motion by Janice Baker, seconded by Maureen Murgo, to adopt policies BBBC, BBBE, BDA, BDD, BEDA, BEDD, BEDH and DID, and the motion carried unanimously.

First Reading/Review

Motion by Alan Villeneuve, seconded by Maureen Murgo, to accept the first reading of policies GBCD, IJOC, ABA, IGE, IGE-R, BEDB, BEDG, BEDG-R, eliminating ABA, and the motion carried unanimously.

Motion by Alan Villeneuve, seconded by Maureen Murgo, to accept the first reading of policies IKE, EBCA, EH, IHAK, IHAM, IHAM-R and IHCD/LEB, eliminating EH and IHCD/LEB, and the motion carried unanimously.

NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-h) (if necessary)

INFORMATIONAL ITEMS AND CORRESPONDENCE

Enrollment Reports*

ADJOURNMENT

Motion by Maureen Murgo, seconded by Janice Baker, to adjourn the meeting at 8:55 p.m., and the motion carried unanimously.

There will be a brief Special Board Meeting on January 3, 2018 at 5:00 p.m. at the Auburn Village Media Center.

The next regularly scheduled Auburn School Board Meeting is Tuesday, January 9, 2018 at 6:00 p.m., in the Auburn Village School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary

Auburn School District
Expenditure Report - January 9, 2018

									VII.A.
Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1100	11110010100 5109	REG ED - CURRICULUM COORDINATORS	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00%
1100	11110010100 5112	REG ED - TEACHER SALARIES	2,257,776.62	2,252,446.41	255,986.34	911,352.25	1,312,776.62	28,317.54	1.26%
1100	11110010100 5114	REG ED - PARAPROFESSIONAL	41,068.30	41,068.30	5,817.61	16,659.18	24,417.44	-8.32	-0.02%
1100	11110010100 5120	REG ED - SUBSTITUTE SALARIES	32,500.00	40,000.00	2,827.50	6,987.50	0.00	33,012.50	82.53%
1100	11110010100 5122	REG ED - HEALTH INSURANCE BUYOUT	3,150.00	4,150.00	0.00	4,150.00	0.00	0.00	0.00%
1100	11110010100 5211	REG ED - HEALTH INSURANCE	696,053.28	674,061.21	50,442.92	287,411.67	281,567.73	105,081.81	15.59%
1100	11110010100 5212	REG ED - DENTAL INSURANCE	16,193.40	16,193.40	1,415.52	10,935.49	4,261.57	996.34	6.15%
1100	11110010100 5213	REG ED - LIFE INSURANCE	3,096.87	3,096.87	254.56	1,494.44	1,362.76	239.67	7.74%
1100	11110010100 5214	REG ED - DISABILITY INSURANCE	5,485.82	5,485.82	458.93	2,678.56	2,374.64	432.62	7.89%
1100	11110010100 5220	REG ED - FICA	179,044.93	179,044.93	19,247.50	68,845.85	102,281.23	7,917.85	4.42%
1100	11110010100 5232	REG ED - NHRS PROFESSIONAL	375,248.63	375,248.63	42,594.00	151,967.87	218,057.25	5,223.51	1.39%
1100	11110010100 5240	REG ED - TUITION REIMBURSEMENT	30,000.00	30,000.00	4,702.50	12,181.00	1,411.00	16,408.00	54.69%
1100	11110010100 5241	REG ED - WORKSHOP REIMB PROF	12,480.00	12,480.00	659.99	934.99	211.00	11,334.01	90.82%
1100	11110010100 5242	REG ED - WORKSHOP REIMB SUPPORT	200.00	200.00	0.00	0.00	0.00	200.00	100.00%
1100	11110010100 5250	REG ED - UNEMPLOYMENT INSURANCE	2,520.00	2,520.00	0.00	982.44	0.00	1,537.56	61.01%
1100	11110010100 5260	REG ED - WORKER'S COMPENSATION	7,531.61	8,689.31	0.00	8,689.31	0.00	0.00	0.00%
1100	11110010100 5339	REG ED - STUDENT TEAM BUILDING	3,432.00	5,932.00	0.00	2,600.00	2,500.00	832.00	14.03%
1100	11110010100 5431	REG ED - REPAIRS EQUIPMENT	1,500.00	1,500.00	184.50	339.75	0.00	1,160.25	77.35%
1100	11110010100 5610	REG ED - SUPPLIES	31,581.10	31,581.10	3,576.53	8,944.68	6,897.11	15,739.31	49.84%
1100	11110010106 5610	FOREIGN LANGUAGE - SUPPLIES	354.62	354.62	0.00	335.60	0.00	19.02	5.36%
1100	11110010108 5610	ART - SUPPLIES	4,068.28	4,088.94	19.26	3,864.24	394.68	-169.98	-4.16%
1100	11110010115 5610	LANGUAGE ARTS - SUPPLIES	2,791.77	2,621.82	47.98	2,223.74	0.00	398.08	15.18%
1100	11110010120 5610	TECH ED - SUPPLIES	1,722.50	1,460.47	0.00	1,460.47	0.00	0.00	0.00%
1100	11110010123 5610	MATH - SUPPLIES	1,843.32	1,284.02	0.00	991.97	0.00	292.05	22.74%
1100	11110010124 5610	MUSIC - SUPPLIES	3,247.52	2,983.65	18.21	749.84	1,353.26	880.55	29.51%
1100	11110010125 5610	PHYS ED - SUPPLIES	948.69	948.69	0.00	942.43	0.00	6.26	0.66%
1100	11110010127 5610	READING - SUPPLIES	427.29	427.29	0.00	376.49	0.00	50.80	11.89%
1100	11110010129 5610	SCIENCE - SUPPLIES	15,929.18	15,929.18	0.00	1,070.21	2,642.05	12,216.92	76.70%
1100	11110010133 5610	TECH INTEGRATION - SUPPLIES	818.99	818.99	0.00	578.69	0.00	240.30	29.34%
1100	11110010106 5641	FOREIGN LANGUAGE - TEXTBOOKS	408.32	408.32	0.00	370.55	0.00	37.77	9.25%
1100	11110010115 5641	LANGUAGE ARTS - TEXTBOOKS	140.14	140.14	0.00	0.00	0.00	140.14	100.00%
1100	11110010123 5641	MATH - TEXTBOOKS	0.00	1,494.90	0.00	1,494.90	0.00	0.00	0.00%
1100	11110010127 5641	READING - TEXTBOOKS	0.00	169.95	0.00	149.95	0.00	20.00	11.77%
1100	11110010129 5641	SCIENCE - TEXTBOOKS	50,938.14	50,938.14	0.00	0.00	0.00	50,938.14	100.00%
1100	11110010130 5641	SOCIAL STUDIES - TEXTBOOKS	275.60	275.60	0.00	0.00	0.00	275.60	100.00%
1100	11110010133 5641	TECH INTEGRATION - TEXTBOOKS	329.00	329.00	0.00	0.00	0.00	329.00	100.00%
1100	11110010100 5643	REG ED - INFORMATION ACCESS FEES	5,199.00	7,027.25	596.25	7,027.24	3,330.82	-3,330.81	-47.40%

Auburn School District
Expenditure Report - January 9, 2018

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1100	11110010133 5643	TECH INTEGRATION - INFORMATION ACCESS F	784.00	784.00	0.00	474.30	0.00	309.70	39.50%
1100	11110010115 5645	LANGUAGE ARTS - PRACTICE BOOKS	1,535.65	1,535.65	0.00	1,557.22	0.00	-21.57	-1.40%
1100	11110010123 5645	MATH - PRACTICE BOOKS	11,264.20	10,590.63	0.00	10,590.55	0.00	0.08	0.00%
1100	11110010127 5645	READING - PRACTICE BOOKS	12,648.62	12,648.62	199.75	12,063.65	211.77	373.20	2.95%
1100	11110010129 5735	SCIENCE - REPLACEMENT EQUIPMENT	734.94	216.54	0.00	0.00	0.00	216.54	100.00%
1100	11110010100 5737	REG ED - REPLACEMENT FURNITURE & F	11,924.94	11,924.94	0.00	11,965.59	0.00	-40.65	-0.34%
1100	11110010108 5739	ART - OTHER EQUIPMENT	1,644.05	1,623.39	0.00	1,006.06	0.00	617.33	38.03%
1100	11110010124 5739	MUSIC - OTHER EQUIPMENT	2,147.00	7,883.00	0.00	1,489.25	5,735.68	658.07	8.35%
1100	11110010100 5810	REG ED - DUES & FEES	0.00	263.87	0.00	262.00	0.00	1.87	0.71%
1100 Total			3,838,488.32	3,822,869.59	389,049.85	1,558,199.92	1,971,786.61	292,883.06	
1105	11110530100 5561	REG ED HIGH SCHOOL - TUITION OTHER LEA'S	35,810.22	47,162.00	0.00	21,874.50	14,037.50	11,250.00	23.85%
1105	11110530100 5563	REG ED HIGH SCHOOL - TUITION PUBLIC ACAD	3,072,295.78	3,060,944.00	0.00	1,467,560.05	1,474,486.27	118,897.68	3.88%
1105 Total			3,108,106.00	3,108,106.00	0.00	1,489,434.55	1,488,523.77	130,147.68	
1200	11120010100 5111	SPED - ADMIN/OTHER SALARIES	94,990.81	80,999.81	9,346.05	40,499.55	40,499.45	0.81	0.00%
1200	11120010100 5112	SPED - TEACHER SALARIES	268,500.00	251,662.00	29,480.24	97,100.80	154,561.20	0.00	0.00%
1200	11120010100 5114	SPED - PARAPROFESSIONAL	169,185.45	162,857.96	21,378.57	58,026.24	82,275.37	22,556.35	13.85%
1200	11120010100 5115	SPED - SECRETARIAL SALARIES	30,494.63	30,494.63	3,973.20	12,345.30	17,453.70	695.63	2.28%
1200	11120010100 5122	SPED - HEALTH INSURANCE BUYOUT	500.00	500.00	0.00	0.00	0.00	500.00	100.00%
1200	11120010100 5211	SPED - HEALTH INSURANCE	146,403.60	153,546.33	12,592.80	69,715.63	70,012.54	13,818.16	9.00%
1200	11120010100 5212	SPED - DENTAL INSURANCE	4,185.93	4,774.22	-229.97	2,905.47	1,184.25	684.50	14.34%
1200	11120010100 5213	SPED - LIFE INSURANCE	869.73	869.73	65.41	363.23	369.13	137.37	15.79%
1200	11120010100 5214	SPED - DISABILITY INSURANCE	1,009.71	1,009.71	69.21	375.62	419.38	214.71	21.26%
1200	11120010100 5220	SPED - FICA	43,243.54	42,759.69	4,726.51	15,339.09	22,530.83	4,889.77	11.44%
1200	11120010100 5231	SPED - NHRS SUPPORT	3,470.29	3,470.29	452.15	773.12	1,986.23	710.94	20.49%
1200	11120010100 5232	SPED - NHRS PROFESSIONAL	61,818.06	61,818.06	6,740.22	24,851.09	33,862.41	3,104.56	5.02%
1200	11120010100 5240	SPED - TUITION REIMBURSEMENT	4,400.00	2,682.52	0.00	50.00	0.00	2,632.52	98.14%
1200	11120010100 5241	SPED - WORKSHOP REIMB PROF	800.00	1,760.44	0.00	1,760.44	0.00	0.00	0.00%
1200	11120010100 5250	SPED - UNEMPLOYMENT INSURANCE	1,320.00	1,320.00	0.00	514.61	0.00	805.39	61.01%
1200	11120010100 5260	SPED - WORKER'S COMPENSATION	2,190.19	2,526.85	0.00	2,526.85	0.00	0.00	0.00%
1200	11120030100 5320	SPED HIGH SCHOOL - PROFESSIONAL EDUCATI	277,200.00	277,200.00	0.00	0.00	185,460.00	91,740.00	33.10%
1200	11120010100 5330	SPED - OTHER PROF SVCS	132,500.00	129,829.01	8,780.25	23,699.18	72,381.52	33,748.31	25.99%
1200	11120010100 5335	SPED - TUTORING	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
1200	11120010100 5336	SPED - MEDICAID SERVICE PROVIDER	12,962.93	12,962.93	1,295.57	3,217.44	9,745.49	0.00	0.00%
1200	11120010100 5531	SPED - TELEPHONE	360.00	360.00	90.00	120.00	240.00	0.00	0.00%
1200	11120010100 5534	SPED - POSTAGE	200.00	200.00	0.00	200.00	0.00	0.00	0.00%
1200	11120010100 5561	SPED - TUITION OTHER LEA'S	10,000.00	10,000.00	-766.94	1,390.52	1,542.54	7,066.94	70.67%
1200	11120030100 5563	SPED HIGH SCHOOL - TUITION PUBLIC ACADEM	955,264.00	932,764.00	0.00	409,363.79	410,900.21	112,500.00	12.06%
1200	11120010100 5564	SPED - TUITION TO PRIVATE SCHOOL	50,500.00	50,500.00	11,223.12	37,979.10	21,117.40	-8,596.50	-17.02%
1200	11120020100 5564	SPED MIDDLE - TUITION TO PRIVATE SCHOOL	50,000.00	50,000.00	0.00	24,585.10	25,414.90	0.00	0.00%

Auburn School District
Expenditure Report - January 9, 2018

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1200	11120030100 5564	SPED HIGH SCHOOL - TUITION TO PRIVATE SCH	544,000.00	544,000.00	67,004.74	268,624.60	308,231.21	-32,855.81	-6.04%
1200	11120010100 5580	SPED - MILEAGE REIMBURSEMENT	3,185.00	3,185.00	591.98	1,362.17	0.00	1,822.83	57.23%
1200	11120010100 5610	SPED - SUPPLIES	655.64	655.64	80.00	160.00	63.59	432.05	65.90%
1200	11120010100 5641	SPED - TEXTBOOKS	200.00	200.00	0.00	0.00	0.00	200.00	100.00%
1200	11120010100 5643	SPED - INFORMATION ACCESS FEES	0.00	1,500.00	0.00	1,500.00	0.00	0.00	0.00%
1200	11120010100 5645	SPED - PRACTICE BOOKS	471.50	471.50	0.00	440.78	0.00	30.72	6.52%
1200	11120010100 5650	SPED - SOFTWARE	150.00	500.00	0.00	0.00	500.00	0.00	0.00%
1200	11120010100 5733	SPED - NEW FURNITURE	0.00	731.48	0.00	731.48	0.00	0.00	0.00%
1200	11120010100 5739	SPED - OTHER EQUIPMENT	2,837.05	8,470.18	2,320.99	6,961.37	1,508.80	0.01	0.00%
1200	11120010100 5810	SPED - DUES & FEES	739.00	875.00	0.00	875.00	0.00	0.00	0.00%
1200 Total			2,889,607.06	2,842,456.98	179,214.10	1,108,357.57	1,462,260.15	271,839.26	
1230	11123010100 5112	ESY ELEMENTARY - TEACHER SALARIES	13,000.00	15,935.77	0.00	15,935.77	0.00	0.00	0.00%
1230	11123010100 5114	ESY ELEMENTARY - PARAPROFESSIONAL	6,658.11	6,119.23	0.00	5,212.40	0.00	906.83	14.82%
1230	11123010100 5115	ESY ELEMENTARY - SECRETARIAL SALARIES	1,296.00	1,296.00	0.00	973.88	0.00	322.12	24.85%
1230	11123010100 5220	ESY ELEMENTARY - FICA	1,603.00	1,691.53	0.00	1,691.53	0.00	0.00	0.00%
1230	11123010100 5231	ESY ELEMENTARY - NHRS SUPPORT	905.19	905.19	0.00	110.83	0.00	794.36	87.76%
1230	11123010100 5232	ESY ELEMENTARY - NHRS PROFESSIONAL	2,256.80	2,256.80	0.00	2,063.66	0.00	193.14	8.56%
1230	11123010100 5330	ESY ELEMENTARY - OTHER PROF SVCS	2,835.00	2,835.00	0.00	2,745.00	0.00	90.00	3.17%
1230	11123010100 5563	ESY ELEMENTARY - TUITION PUBLIC ACADEMI	7,408.00	0.00	0.00	0.00	0.00	0.00	0.00%
1230 Total			35,962.10	31,039.52	0.00	28,733.07	0.00	2,306.45	
1260	11126010100 5114	ELL - PARAPROFESSIONAL	11,298.74	40,224.74	4,895.16	14,730.05	16,696.58	8,798.11	21.87%
1260	11126010100 5220	ELL - FICA	864.35	3,079.35	374.49	1,126.86	1,277.29	675.20	21.93%
1260	11126010100 5250	ELL - UNEMPLOYMENT INSURANCE	60.00	60.00	0.00	23.39	0.00	36.61	61.02%
1260	11126010100 5260	ELL - WORKER'S COMPENSATION	38.59	44.52	0.00	44.52	0.00	0.00	0.00%
1260 Total			12,261.68	43,408.61	5,269.65	15,924.82	17,973.87	9,509.92	
1270	11127010100 5563	ADV LEARNER - TUITION PUBLIC ACADEMIES	23,873.52	23,873.52	0.00	10,284.30	10,278.45	3,310.77	13.87%
1270 Total			23,873.52	23,873.52	0.00	10,284.30	10,278.45	3,310.77	
1410	11141010100 5117	COCURRICULAR - CO-CURRICULAR SALARIES	16,100.00	16,100.00	5,353.00	6,835.00	3,765.00	5,500.00	34.16%
1410	11141010100 5220	COCURRICULAR - FICA	1,231.65	1,231.65	392.52	501.58	288.02	442.05	35.89%
1410	11141010100 5232	COCURRICULAR - NHRS PROFESSIONAL	2,794.96	2,794.96	929.29	1,186.56	653.71	954.69	34.16%
1410	11141010100 5610	COCURRICULAR - SUPPLIES	700.00	700.00	26.99	635.08	0.00	64.92	9.27%
1410	11141010100 5616	COCURRICULAR - DI SUPPLIES	1,495.00	1,495.00	40.00	940.00	495.00	60.00	4.01%
1410 Total			22,321.61	22,321.61	6,741.80	10,098.22	5,201.73	7,021.66	
1420	11142010100 5117	ATHLETICS - CO-CURRICULAR SALARIES	15,600.00	16,100.00	3,250.00	8,450.00	2,500.00	5,150.00	31.99%
1420	11142010100 5220	ATHLETICS - FICA	1,193.40	1,193.40	248.19	644.99	191.26	357.15	29.93%
1420	11142010100 5232	ATHLETICS - NHRS PROFESSIONAL	2,708.16	2,708.16	130.20	529.48	0.00	2,178.68	80.45%
1420	11142010100 5330	ATHLETICS - OTHER PROF SVCS	7,000.00	7,000.00	0.00	7,000.00	0.00	0.00	0.00%
1420	11142010100 5610	ATHLETICS - SUPPLIES	633.85	633.85	0.00	337.90	0.00	295.95	46.69%
1420	11142010100 5735	ATHLETICS - REPLACEMENT EQUIPMENT	1,873.65	1,873.65	0.00	409.00	0.00	1,464.65	78.17%

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1420	11142010100 5739	ATHLETICS - OTHER EQUIPMENT	2,278.00	2,278.00	0.00	417.43	1,104.90	755.67	33.17%
1420	11142010100 5810	ATHLETICS - DUES & FEES	1,410.00	1,410.00	0.00	700.00	710.00	0.00	0.00%
1420 Total			32,697.06	33,197.06	3,628.39	18,488.80	4,506.16	10,202.10	
1430	11143010100 5112	SUMMER SCHOOL - TEACHER SALARIES	7,500.00	7,500.00	0.00	7,225.00	0.00	275.00	3.67%
1430	11143010100 5220	SUMMER SCHOOL - FICA	573.75	573.75	0.00	552.71	0.00	21.04	3.67%
1430	11143010100 5232	SUMMER SCHOOL - NHRS PROFESSIONAL	1,302.00	1,302.00	0.00	993.86	0.00	308.14	23.67%
1430	11143010100 5610	SUMMER SCHOOL - SUPPLIES	200.00	200.00	0.00	0.00	0.00	200.00	100.00%
1430 Total			9,575.75	9,575.75	0.00	8,771.57	0.00	804.18	
1490	11149010100 5112	SUMMER ENRICHMENT - TEACHER SALARIES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
1490	11149010100 5220	SUMMER ENRICHMENT - FICA	382.50	382.50	0.00	0.00	0.00	382.50	100.00%
1490	11149010100 5232	SUMMER ENRICHMENT - NHRS PROFESSIONAL	868.00	868.00	0.00	0.00	0.00	868.00	100.00%
1490	11149010100 5610	SUMMER ENRICHMENT - SUPPLIES	500.00	500.00	0.00	393.89	0.00	106.11	21.22%
1490 Total			6,750.50	6,750.50	0.00	393.89	0.00	6,356.61	
2120	11212010100 5112	GUIDANCE - TEACHER SALARIES	89,234.00	89,234.00	10,959.69	34,782.30	54,451.70	0.00	0.00%
2120	11212010100 5122	GUIDANCE - HEALTH INSURANCE BUYOUT	500.00	500.00	0.00	500.00	0.00	0.00	0.00%
2120	11212010100 5211	GUIDANCE - HEALTH INSURANCE	11,413.87	11,401.11	880.84	6,638.32	2,334.02	2,428.77	21.30%
2120	11212010100 5213	GUIDANCE - LIFE INSURANCE	122.52	122.52	8.80	52.80	52.80	16.92	13.81%
2120	11212010100 5214	GUIDANCE - DISABILITY INSURANCE	216.96	220.92	18.41	110.46	110.46	0.00	0.00%
2120	11212010100 5220	GUIDANCE - FICA	6,864.65	6,864.65	741.70	2,376.72	4,165.55	322.38	4.70%
2120	11212010100 5232	GUIDANCE - NHRS PROFESSIONAL	9,289.51	9,289.51	1,056.84	3,522.80	5,636.50	130.21	1.40%
2120	11212010100 5250	GUIDANCE - UNEMPLOYMENT INSURANCE	120.00	120.00	0.00	46.78	0.00	73.22	61.02%
2120	11212010100 5260	GUIDANCE - WORKER'S COMPENSATION	296.08	341.59	0.00	341.59	0.00	0.00	0.00%
2120	11212010100 5330	GUIDANCE - OTHER PROF SVCS	4,660.00	4,660.00	0.00	0.00	1,024.00	3,636.00	78.03%
2120	11212010100 5610	GUIDANCE - SUPPLIES	390.92	390.92	0.00	196.26	0.00	194.66	49.80%
2120	11212010100 5617	GUIDANCE - ASSESSMENT SUPPLIES	9,924.68	9,412.68	0.00	8,756.78	150.00	505.90	5.37%
2120	11212010100 5810	GUIDANCE - DUES & FEES	170.20	179.00	0.00	179.00	0.00	0.00	0.00%
2120 Total			133,203.39	132,736.90	13,666.28	57,503.81	67,925.03	7,308.06	
2130	11213010100 5112	NURSE SVCS - TEACHER SALARIES	71,446.00	71,446.00	7,788.12	25,960.40	41,536.60	3,949.00	5.53%
2130	11213010100 5114	NURSE SVCS - PARAPROFESSIONAL	23,001.84	22,001.84	0.00	0.00	0.00	22,001.84	100.00%
2130	11213010100 5120	NURSE SVCS - SUBSTITUTE SALARIES	0.00	1,125.00	125.00	500.00	0.00	625.00	55.56%
2130	11213010100 5211	NURSE SVCS - HEALTH INSURANCE	43,438.56	43,427.48	1,584.76	9,102.04	9,021.26	25,304.18	58.27%
2130	11213010100 5212	NURSE SVCS - DENTAL INSURANCE	498.48	498.52	41.71	255.31	243.21	0.00	0.00%
2130	11213010100 5213	NURSE SVCS - LIFE INSURANCE	103.56	114.60	7.82	41.73	72.87	0.00	0.00%
2130	11213010100 5214	NURSE SVCS - DISABILITY INSURANCE	178.62	178.62	14.06	84.36	84.36	9.90	5.54%
2130	11213010100 5220	NURSE SVCS - FICA	7,225.26	7,225.26	578.93	1,951.14	3,177.55	2,096.57	29.02%
2130	11213010100 5232	NURSE SVCS - NHRS PROFESSIONAL	12,403.03	12,403.03	1,352.01	4,506.70	7,210.75	685.58	5.53%
2130	11213010100 5240	NURSE SVCS - TUITION REIMBURSEMENT	1,350.00	1,350.00	0.00	31.00	0.00	1,319.00	97.70%
2130	11213010100 5250	NURSE SVCS - UNEMPLOYMENT INSURANCE	120.00	120.00	0.00	46.78	0.00	73.22	61.02%
2130	11213010100 5260	NURSE SVCS - WORKER'S COMPENSATION	322.54	372.12	0.00	372.12	0.00	0.00	0.00%

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2130	11213010100 5330	NURSE SVCS - OTHER PROF SVCS	3,000.00	2,875.00	0.00	0.00	0.00	2,875.00	100.00%
2130	11213030100 5330	NURSE SVCS HIGH SCHOOL - OTHER PROF SVCS	67,924.31	67,924.31	0.00	0.00	67,924.31	0.00	0.00%
2130	11213010100 5610	NURSE SVCS - SUPPLIES	5,610.46	5,610.46	1,075.52	2,809.58	206.67	2,594.21	46.24%
2130	11213010100 5650	NURSE SVCS - SOFTWARE	350.00	350.00	0.00	302.25	0.00	47.75	13.64%
2130 Total			236,972.66	237,022.24	12,567.93	45,963.41	129,477.58	61,581.25	
2140	11214010100 5330	PSYCH SVCS - OTHER PROF SVCS	72,800.00	72,800.00	7,440.00	16,060.00	13,940.00	42,800.00	58.79%
2140	11214010100 5337	PSYCH SVCS - DIAGNOSTIC TESTING	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
2140	11214010100 5610	PSYCH SVCS - SUPPLIES	5,577.61	5,577.61	63.85	2,032.29	0.00	3,545.32	63.56%
2140 Total			83,377.61	83,377.61	7,503.85	18,092.29	13,940.00	51,345.32	
2150	11215010100 5112	SPEECH SVCS - TEACHER SALARIES	129,556.00	129,556.00	14,948.76	49,829.20	79,726.80	0.00	0.00%
2150	11215010100 5211	SPEECH SVCS - HEALTH INSURANCE	43,404.51	43,390.93	3,169.52	18,204.08	18,042.52	7,144.33	16.47%
2150	11215010100 5212	SPEECH SVCS - DENTAL INSURANCE	996.96	997.04	89.32	723.72	273.32	0.00	0.00%
2150	11215010100 5213	SPEECH SVCS - LIFE INSURANCE	178.07	180.84	15.07	90.42	90.42	0.00	0.00%
2150	11215010100 5214	SPEECH SVCS - DISABILITY INSURANCE	323.73	323.88	26.99	161.94	161.94	0.00	0.00%
2150	11215010100 5220	SPEECH SVCS - FICA	9,906.36	9,906.36	1,073.64	3,601.74	6,099.10	205.52	2.07%
2150	11215010100 5232	SPEECH SVCS - NHRS PROFESSIONAL	22,480.33	22,490.91	2,595.09	8,650.30	13,840.57	0.04	0.00%
2150	11215010100 5250	SPEECH SVCS - UNEMPLOYMENT INSURANCE	120.00	120.00	0.00	46.78	0.00	73.22	61.02%
2150	11215010100 5260	SPEECH SVCS - WORKER'S COMPENSATION	435.27	502.18	0.00	502.18	0.00	0.00	0.00%
2150	11215010100 5330	SPEECH SVCS - OTHER PROF SVCS	1,280.00	1,280.00	2,656.95	2,656.95	6,302.58	-7,679.53	-599.96%
2150	11215010100 5610	SPEECH SVCS - SUPPLIES	431.52	431.52	0.00	339.27	0.00	92.25	21.38%
2150 Total			209,112.75	209,179.66	24,575.34	84,806.58	124,537.25	-164.17	
2160	11216010100 5111	THERAPY SVCS - ADMIN/OTHER SALARIES	62,663.00	62,663.00	7,230.36	24,101.20	38,561.80	0.00	0.00%
2160	11216010100 5211	THERAPY SVCS - HEALTH INSURANCE	9,930.30	9,930.19	831.04	4,686.33	4,878.12	365.74	3.68%
2160	11216010100 5212	THERAPY SVCS - DENTAL INSURANCE	498.48	498.52	41.71	255.31	243.21	0.00	0.00%
2160	11216010100 5213	THERAPY SVCS - LIFE INSURANCE	87.10	87.10	7.25	43.50	43.50	0.10	0.11%
2160	11216010100 5214	THERAPY SVCS - DISABILITY INSURANCE	156.66	156.72	13.06	78.36	78.36	0.00	0.00%
2160	11216010100 5220	THERAPY SVCS - FICA	4,793.72	4,793.72	488.13	1,649.60	2,949.98	194.14	4.05%
2160	11216010100 5232	THERAPY SVCS - NHRS PROFESSIONAL	10,878.30	10,878.31	1,255.20	4,184.00	6,694.33	-0.02	0.00%
2160	11216010100 5250	THERAPY SVCS - UNEMPLOYMENT INSURANCE	120.00	120.00	0.00	46.78	0.00	73.22	61.02%
2160	11216010100 5260	THERAPY SVCS - WORKER'S COMPENSATION	271.00	312.66	0.00	312.66	0.00	0.00	0.00%
2160	11216010100 5331	THERAPY SVCS - OT CONTRACTED SVCS	7,840.00	7,840.00	3,991.60	4,441.60	18,151.36	-14,752.96	-188.18%
2160	11216010100 5333	THERAPY SVCS - VISION CONTRACTED SVCS	2,450.00	2,450.00	1,473.28	1,473.28	3,145.02	-2,168.30	-88.50%
2160	11216010100 5334	THERAPY SVCS - PT CONTRACTED SVCS	12,282.00	12,282.00	2,446.38	3,603.38	16,379.59	-7,700.97	-62.70%
2160	11216010100 5610	THERAPY SVCS - SUPPLIES	1,359.99	1,359.99	0.00	1,161.04	0.00	198.95	14.63%
2160 Total			113,330.55	113,372.21	17,778.01	46,037.04	91,125.27	-23,790.10	
2190	11219010100 5610	OTHER SUPPORT SERVICES - SUPPLIES	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	100.00%
2190	11219010100 5810	OTHER SUPPORT SERVICES - DUES & FEES	2,196.00	2,196.00	0.00	1,081.80	1,081.80	32.40	1.48%
2190 Total			3,796.00	3,796.00	0.00	1,081.80	1,081.80	1,632.40	
2210	11221010100 5111	STAFF DEVELOPMENT - ADMIN/OTHER SALARI	76,500.00	76,500.00	8,826.93	38,250.03	38,249.97	0.00	0.00%

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2210	11221010100 5112	STAFF DEVELOPMENT - TEACHER SALARIES	1,200.00	1,200.00	600.00	600.00	0.00	600.00	50.00%
2210	11221010100 5211	STAFF DEVELOPMENT - HEALTH INSURANCE	20,094.00	23,650.12	2,076.88	11,690.02	11,960.10	0.00	0.00%
2210	11221010100 5212	STAFF DEVELOPMENT - DENTAL INSURANCE	498.48	498.52	48.86	381.20	117.32	0.00	0.00%
2210	11221010100 5213	STAFF DEVELOPMENT - LIFE INSURANCE	103.44	106.32	8.86	53.16	53.16	0.00	0.00%
2210	11221010100 5214	STAFF DEVELOPMENT - DISABILITY INSURANCE	187.50	191.28	15.94	95.64	95.64	0.00	0.00%
2210	11221010100 5220	STAFF DEVELOPMENT - FICA	5,944.05	5,937.35	680.40	2,803.90	0.00	3,133.45	52.78%
2210	11221010100 5232	STAFF DEVELOPMENT - NHRS PROFESSIONAL	13,488.72	13,488.72	1,636.53	6,744.43	6,640.19	104.10	0.77%
2210	11221010100 5241	STAFF DEVELOPMENT - WORKSHOP REIMB PRO	2,000.00	2,000.00	0.00	781.00	455.00	764.00	38.20%
2210	11221010100 5250	STAFF DEVELOPMENT - UNEMPLOYMENT INSU	60.00	60.00	0.00	23.39	0.00	36.61	61.02%
2210	11221010100 5260	STAFF DEVELOPMENT - WORKER'S COMPENSAT	256.13	295.50	0.00	295.50	0.00	0.00	0.00%
2210	11221010100 5322	STAFF DEVELOPMENT - ORIENTATION	500.00	500.00	0.00	500.00	0.00	0.00	0.00%
2210	11221010100 5641	STAFF DEVELOPMENT - TEXTBOOKS	0.00	518.40	0.00	518.40	0.00	0.00	0.00%
2210 Total			120,832.32	124,946.21	13,894.40	62,736.67	57,571.38	4,638.16	
2220	11222010100 5111	MEDIA - ADMIN/OTHER SALARIES	48,611.40	48,611.40	5,609.01	18,696.70	29,914.70	0.00	0.00%
2220	11222010100 5114	MEDIA - PARAPROFESSIONAL	14,658.93	20,986.42	3,069.02	8,825.65	12,249.47	-88.70	-0.42%
2220	11222010100 5211	MEDIA - HEALTH INSURANCE	25,652.04	25,652.04	1,584.76	8,834.78	14,815.34	2,001.92	7.80%
2220	11222010100 5212	MEDIA - DENTAL INSURANCE	498.48	498.52	44.66	361.86	136.66	0.00	0.00%
2220	11222010100 5213	MEDIA - LIFE INSURANCE	87.89	88.44	5.64	37.30	51.14	0.00	0.00%
2220	11222010100 5214	MEDIA - DISABILITY INSURANCE	121.53	121.56	10.13	60.78	60.78	0.00	0.00%
2220	11222010100 5220	MEDIA - FICA	4,840.09	5,323.14	643.58	2,037.84	3,225.56	59.74	1.12%
2220	11222010100 5232	MEDIA - NHRS PROFESSIONAL	8,438.74	8,438.92	973.71	3,245.70	5,193.19	0.03	0.00%
2220	11222010100 5250	MEDIA - UNEMPLOYMENT INSURANCE	120.00	120.00	0.00	46.78	0.00	73.22	61.02%
2220	11222010100 5260	MEDIA - WORKER'S COMPENSATION	210.45	242.80	0.00	242.80	0.00	0.00	0.00%
2220	11222010100 5430	MEDIA - REPAIRS & MAINT SERVICES	1,149.00	1,149.00	0.00	1,034.00	0.00	115.00	10.01%
2220	11222010100 5610	MEDIA - SUPPLIES	810.00	810.00	0.00	810.30	0.00	-0.30	-0.04%
2220	11222010100 5641	MEDIA - TEXTBOOKS	5,000.00	5,000.00	0.00	3,200.20	320.13	1,479.67	29.59%
2220	11222010100 5642	MEDIA - ELECTRONIC INFORMATION	1,500.00	1,500.00	0.00	720.36	0.00	779.64	51.98%
2220	11222010100 5643	MEDIA - INFORMATION ACCESS FEES	5,535.00	4,218.75	0.00	959.95	1,945.00	1,313.80	31.14%
2220	11222010100 5644	MEDIA - PERIODICALS	700.00	700.00	0.00	625.43	0.00	74.57	10.65%
2220	11222010100 5810	MEDIA - DUES & FEES	70.00	70.00	0.00	0.00	85.00	-15.00	-21.43%
2220 Total			118,003.55	123,530.99	11,940.51	49,740.43	67,996.97	5,793.59	
2310	11231010100 5111	SCH BD SVCS - ADMIN/OTHER SALARIES	6,100.00	6,100.00	0.00	3,050.00	3,050.00	0.00	0.00%
2310	11231010100 5113	SCH BD SVCS - TREASURER SALARY	2,300.00	2,300.00	1,150.00	1,150.00	1,150.00	0.00	0.00%
2310	11231010100 5115	SCH BD SVCS - SECRETARIAL SALARIES	1,750.00	1,750.00	250.00	875.00	0.00	875.00	50.00%
2310	11231010100 5220	SCH BD SVCS - FICA	776.48	776.48	107.10	388.23	321.31	66.94	8.62%
2310	11231010100 5231	SCH BD SVCS - NHRS SUPPORT	199.15	199.15	28.46	99.61	0.00	99.54	49.98%
2310	11231010100 5332	SCH BD SVCS - AUDIT EXPENSES	10,685.00	10,685.00	0.00	5,144.00	1,966.00	3,575.00	33.46%
2310	11231010100 5338	SCH BD SVCS - CRIMINAL RECORD CHECK	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00%
2310	11231010100 5341	SCH BD SVCS - LEGAL & CONSULTING	5,000.00	5,000.00	2,902.50	3,833.85	0.00	1,166.15	23.32%

Auburn School District
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Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2310	11231010100 5342	SCH BD SVCS - DISTRICT MEETING SERVICES	350.00	350.00	0.00	0.00	0.00	350.00	100.00%
2310	11231010100 5613	SCH BD SVCS - SCHOOL BOARD SUPPLIES	250.00	250.00	0.00	0.00	0.00	250.00	100.00%
2310	11231010100 5614	SCH BD SVCS - DISTRICT MEETING SUPPLIES	2,250.00	2,250.00	0.00	0.00	0.00	2,250.00	100.00%
2310	11231010100 5618	SCH BD SVCS - TREASURER SUPPLIES	500.00	500.00	0.00	367.06	0.00	132.94	26.59%
2310	11231010100 5810	SCH BD SVCS - DUES & FEES	4,500.00	4,500.00	0.01	3,879.36	0.00	620.64	13.79%
2310 Total			36,160.63	36,160.63	4,438.07	18,787.11	7,987.31	9,386.21	
2320	11232000100 5590	ADMIN SVCS - SAU SERVICES	287,029.00	287,029.00	20,000.00	210,000.00	77,029.00	0.00	0.00%
2320 Total			287,029.00	287,029.00	20,000.00	210,000.00	77,029.00	0.00	
2410	11241010100 5111	PRINCIPAL SVCS - ADMIN/OTHER SALARIES	98,414.38	98,414.38	11,355.51	49,207.21	49,207.17	0.00	0.00%
2410	11241010100 5115	PRINCIPAL SVCS - SECRETARIAL SALARIES	63,554.58	63,554.58	7,493.42	29,406.75	33,459.12	688.71	1.08%
2410	11241010100 5118	PRINCIPAL SVCS - ASSISTANT PRINCIPAL SALAR	79,303.06	79,303.06	9,150.36	39,651.56	39,651.50	0.00	0.00%
2410	11241010100 5122	PRINCIPAL SVCS - HEALTH INSURANCE BUYOUT	750.00	750.00	0.00	750.00	0.00	0.00	0.00%
2410	11241010100 5211	PRINCIPAL SVCS - HEALTH INSURANCE	56,324.40	54,102.53	3,107.60	17,476.76	17,965.36	18,660.41	34.49%
2410	11241010100 5212	PRINCIPAL SVCS - DENTAL INSURANCE	1,780.32	1,780.32	146.66	902.98	834.04	43.30	2.43%
2410	11241010100 5213	PRINCIPAL SVCS - LIFE INSURANCE	310.56	320.28	26.35	158.10	162.18	0.00	0.00%
2410	11241010100 5214	PRINCIPAL SVCS - DISABILITY INSURANCE	519.76	537.12	44.30	265.80	271.32	0.00	0.00%
2410	11241010100 5220	PRINCIPAL SVCS - FICA	18,514.69	18,514.69	2,089.99	8,894.59	6,315.15	3,304.95	17.85%
2410	11241010100 5231	PRINCIPAL SVCS - NHRS SUPPORT	6,777.31	7,136.10	852.76	3,346.51	3,807.65	-18.06	-0.25%
2410	11241010100 5232	PRINCIPAL SVCS - NHRS PROFESSIONAL	31,306.95	31,306.95	3,559.83	15,425.93	15,425.86	455.16	1.45%
2410	11241010100 5240	PRINCIPAL SVCS - TUITION REIMBURSEMENT	7,800.00	7,800.00	0.00	0.00	0.00	7,800.00	100.00%
2410	11241010100 5241	PRINCIPAL SVCS - WORKSHOP REIMB PROF	1,350.00	1,350.00	0.00	0.00	0.00	1,350.00	100.00%
2410	11241010100 5244	PRINCIPAL SVCS - SECRETARIAL WORKSHOP	600.00	600.00	0.00	0.00	0.00	600.00	100.00%
2410	11241010100 5250	PRINCIPAL SVCS - UNEMPLOYMENT INSURANCE	240.00	240.00	0.00	93.57	0.00	146.43	61.01%
2410	11241010100 5260	PRINCIPAL SVCS - WORKER'S COMPENSATION	796.33	918.74	0.00	918.74	0.00	0.00	0.00%
2410	11241010100 5430	PRINCIPAL SVCS - REPAIRS & MAINT SERVICES	46,622.50	46,622.50	2,656.92	21,047.29	20,981.71	4,593.50	9.85%
2410	11241010100 5531	PRINCIPAL SVCS - TELEPHONE	10,080.00	11,916.00	424.47	4,351.31	7,189.61	375.08	3.15%
2410	11241010100 5534	PRINCIPAL SVCS - POSTAGE	3,500.00	3,500.00	0.00	3,500.00	0.00	0.00	0.00%
2410	11241010100 5540	PRINCIPAL SVCS - ADVERTISING	1,500.00	1,500.00	0.00	0.00	49.46	1,450.54	96.70%
2410	11241010100 5550	PRINCIPAL SVCS - PRINTING	2,100.00	2,100.00	0.00	95.00	0.00	2,005.00	95.48%
2410	11241010100 5580	PRINCIPAL SVCS - MILEAGE REIMBURSEMENT	1,800.00	1,800.00	0.00	157.83	0.00	1,642.17	91.23%
2410	11241010100 5610	PRINCIPAL SVCS - SUPPLIES	1,200.00	1,200.00	0.00	265.90	934.10	0.00	0.00%
2410	11241010100 5735	PRINCIPAL SVCS - REPLACEMENT EQUIPMENT	1,923.99	1,923.99	0.00	0.00	1,862.99	61.00	3.17%
2410	11241010100 5810	PRINCIPAL SVCS - DUES & FEES	1,490.00	1,490.00	0.00	1,266.50	0.00	223.50	15.00%
2410 Total			438,558.83	438,681.24	40,908.17	197,182.33	198,117.22	43,381.69	
2600	11260010100 5111	MAINTENANCE - ADMIN/OTHER SALARIES	74,537.20	74,537.20	8,600.46	37,268.66	37,268.54	0.00	0.00%
2600	11260010100 5116	MAINTENANCE - CUSTODIAL SALARIES	121,284.80	121,284.80	14,035.59	58,314.17	62,184.39	786.24	0.65%
2600	11260010100 5211	MAINTENANCE - HEALTH INSURANCE	60,733.82	57,993.82	4,862.56	28,147.94	28,556.80	1,289.08	2.22%
2600	11260010100 5212	MAINTENANCE - DENTAL INSURANCE	3,114.96	3,114.96	236.14	1,481.14	1,331.64	302.18	9.70%
2600	11260010100 5213	MAINTENANCE - LIFE INSURANCE	214.02	352.20	22.67	111.07	241.13	0.00	0.00%

Auburn School District
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Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2600	11260010100 5214	MAINTENANCE - DISABILITY INSURANCE	460.19	683.16	40.48	205.33	477.83	0.00	0.00%
2600	11260010100 5220	MAINTENANCE - FICA	14,980.39	14,619.24	1,694.01	7,148.98	4,749.12	2,721.14	18.61%
2600	11260010100 5231	MAINTENANCE - NHRS SUPPORT	22,284.57	22,284.57	2,575.98	10,877.29	11,317.75	89.53	0.40%
2600	11260010100 5241	MAINTENANCE - WORKSHOP REIMB PROF	200.00	480.00	0.00	478.00	0.00	2.00	0.42%
2600	11260010100 5250	MAINTENANCE - UNEMPLOYMENT INSURANCE	300.00	300.00	0.00	116.96	0.00	183.04	61.01%
2600	11260010100 5260	MAINTENANCE - WORKER'S COMPENSATION	3,919.91	4,522.45	0.00	4,522.45	0.00	0.00	0.00%
2600	11260010100 5360	MAINTENANCE - CONTRACTED SERVICES	2,900.00	3,467.50	0.00	3,467.50	0.00	0.00	0.00%
2600	11260010100 5430	MAINTENANCE - REPAIRS & MAINT SERVICES	13,100.00	14,215.00	60.00	8,463.84	3,959.12	1,792.04	12.61%
2600	11260010100 5431	MAINTENANCE - REPAIRS EQUIPMENT	400.00	400.00	0.00	0.00	0.00	400.00	100.00%
2600	11260010100 5432	MAINTENANCE - REPAIRS BUILDINGS	12,500.00	13,557.50	1,725.00	9,260.59	2,250.00	2,046.91	15.10%
2600	11260010100 5433	MAINTENANCE - REPAIRS GROUNDS	13,700.00	13,700.00	425.00	9,842.00	1,573.00	2,285.00	16.68%
2600	11260010100 5434	MAINTENANCE - BUILDING IMPROVEMENTS	110,390.00	110,390.00	6,871.00	87,307.60	10,893.00	12,189.40	11.04%
2600	11260010100 5435	MAINTENANCE - SEC & SAFETY EQUIP REPAIR	11,000.00	10,720.00	84.00	9,321.81	925.00	473.19	4.41%
2600	11260010100 5437	MAINTENANCE - GARBAGE REMOVAL	7,980.00	7,980.00	0.00	2,635.89	5,344.11	0.00	0.00%
2600	11260010100 5438	MAINTENANCE - GROUNDS MAINTENANCE CO	3,920.00	3,920.00	0.00	2,500.00	500.00	920.00	23.47%
2600	11260010100 5439	MAINTENANCE - LIFE SAFETY REPAIRS	2,850.00	2,850.00	195.00	2,294.71	170.29	385.00	13.51%
2600	11260010100 5521	MAINTENANCE - PROPERTY/LIABILITY INS	22,252.35	22,252.35	0.00	22,127.00	0.00	125.35	0.56%
2600	11260010100 5580	MAINTENANCE - MILEAGE REIMBURSEMENT	750.00	750.00	17.12	413.56	0.00	336.44	44.86%
2600	11260010100 5610	MAINTENANCE - SUPPLIES	18,650.00	18,650.00	921.38	6,819.78	11,830.22	0.00	0.00%
2600	11260010100 5612	MAINTENANCE - MAINTENANCE SUPPLIES	8,500.00	8,500.00	152.00	3,350.82	1,990.95	3,158.23	37.16%
2600	11260010100 5621	MAINTENANCE - PROPANE	54,000.00	54,000.00	2,370.80	4,576.99	49,423.01	0.00	0.00%
2600	11260010100 5622	MAINTENANCE - ELECTRICITY	55,000.00	55,000.00	0.00	15,875.60	38,589.28	535.12	0.97%
2600	11260010100 5735	MAINTENANCE - REPLACEMENT EQUIPMENT	1,500.00	2,099.99	0.00	1,571.63	528.36	0.00	0.00%
2600 Total			641,422.21	642,624.74	44,889.19	338,501.31	274,103.54	30,019.89	
2700	11270000100 5517	REG ED - ATHLETIC TRANS	9,700.00	9,700.00	0.00	4,966.30	4,733.70	0.00	0.00%
2700	11270000100 5518	REG ED - FIELD TRIP TRANS	7,500.00	8,600.00	0.00	1,207.20	6,292.80	1,100.00	12.79%
2700	11270000100 5519	REG ED - TRANSPORTATION	424,417.60	427,979.60	41,699.62	128,381.69	299,597.69	0.22	0.00%
2700	11270000161 5519	SPED - TRANSPORTATION	250,501.00	273,001.00	27,952.91	117,279.66	194,598.56	-38,877.22	-14.24%
2700 Total			692,118.60	719,280.60	69,652.53	251,834.85	505,222.75	-37,777.00	
2814	11281400000 5330	EVALUATION SERVICES - OTHER PROF SVCS	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
2814 Total			1.00	1.00	0.00	0.00	0.00	1.00	
2835	11283510100 5330	PRE-EMP PHYSICALS - OTHER PROF SVCS	250.00	250.00	0.00	0.00	0.00	250.00	100.00%
2835 Total			250.00	250.00	0.00	0.00	0.00	250.00	
2840	11284010100 5111	IT - ADMIN/OTHER SALARIES	82,058.55	85,976.77	10,554.30	45,359.92	40,616.85	0.00	0.00%
2840	11284010100 5122	IT - HEALTH INSURANCE BUYOUT	500.00	500.00	0.00	500.00	0.00	0.00	0.00%
2840	11284010100 5212	IT - DENTAL INSURANCE	498.48	498.52	44.66	305.52	193.00	0.00	0.00%
2840	11284010100 5213	IT - LIFE INSURANCE	100.74	103.56	8.63	51.78	51.78	0.00	0.00%
2840	11284010100 5214	IT - DISABILITY INSURANCE	181.72	185.40	15.45	92.70	92.70	0.00	0.00%
2840	11284010100 5220	IT - FICA	6,315.73	6,309.18	782.76	3,416.52	271.32	2,621.34	41.55%

Auburn School District
Expenditure Report - January 9, 2018

Function	Account Number	Description	Original Budget	Revised Budget	Current Expenses	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2840	11284010100 5231	IT - NHRS SUPPORT	8,437.18	8,437.19	973.53	4,218.63	4,218.59	-0.03	0.00%
2840	11284010100 5241	IT - WORKSHOP REIMB PROF	2,800.00	2,800.00	0.00	2,690.00	0.00	110.00	3.93%
2840	11284010100 5250	IT - UNEMPLOYMENT INSURANCE	120.00	120.00	0.00	46.78	0.00	73.22	61.02%
2840	11284010100 5260	IT - WORKER'S COMPENSATION	275.26	317.57	0.00	317.57	0.00	0.00	0.00%
2840	11284010100 5330	IT - OTHER PROF SVCS	21,900.00	23,034.19	1,500.00	13,691.24	8,330.00	1,012.95	4.40%
2840	11284010100 5431	IT - REPAIRS EQUIPMENT	500.00	500.00	0.00	0.00	500.00	0.00	0.00%
2840	11284010100 5610	IT - SUPPLIES	6,650.00	6,650.00	0.00	4,062.01	2,795.54	-207.55	-3.12%
2840	11284010100 5641	IT - TEXTBOOKS	100.00	100.00	0.00	0.00	0.00	100.00	100.00%
2840	11284010100 5650	IT - SOFTWARE	10,950.00	10,950.00	359.38	6,550.14	2,422.36	1,977.50	18.06%
2840	11284010100 5733	IT - NEW FURNITURE	0.00	909.00	0.00	909.00	0.00	0.00	0.00%
2840	11284010100 5734	IT - NEW COMPUTER EQUIP	30,000.00	28,865.81	0.00	28,731.99	0.00	133.82	0.46%
2840	11284010100 5738	IT - REPLACE COMPUTERS	22,305.00	15,660.00	1,777.29	15,197.37	0.00	462.63	2.95%
2840	11284010100 5810	IT - DUES & FEES	510.00	510.00	0.00	0.00	25.00	485.00	95.10%
2840 Total			194,202.66	192,427.19	16,016.00	126,141.17	59,517.14	6,768.88	
2900	11290010100 5114	WAGE POOL - PARAPROFESSIONAL	8,206.45	8,206.45	0.00	0.00	0.00	8,206.45	100.00%
2900 Total			8,206.45	8,206.45	0.00	0.00	0.00	8,206.45	
3300	11330010100 5330	USE OF FACILITY - OTHER PROF SVCS	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
3300 Total			1.00	1.00	0.00	0.00	0.00	1.00	
4100	11410010100 5720	SITE ACQUISITION - BUILDINGS	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
4100 Total			1.00	1.00	0.00	0.00	0.00	1.00	
4300	11430010100 5330	ARCHITECTURE & ENGINEERIN - OTHER PROF	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
4300 Total			1.00	1.00	0.00	0.00	0.00	1.00	
5221	11522100100 5930	FOOD SERVICE TRANSFER - FUND TRANSFERS	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
5221 Total			1.00	1.00	0.00	0.00	0.00	1.00	
5230	11523000000 5930	CAPITAL PROJECTS - FUND TRANSFERS	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
5230 Total			1.00	1.00	0.00	0.00	0.00	1.00	
5252	11525200000 5930	TRANSFER FROM EXPENDABLE - FUND TRANSF	1.00	1.00	0.00	0.00	0.00	1.00	100.00%
5252 Total			1.00	1.00	0.00	0.00	0.00	1.00	
Grand Total			13,296,227.81	13,296,227.81	881,734.07	5,757,095.51	6,636,162.98	902,969.32	

VII.B.

Auburn School District
Proposed Budget Adjustments
January 9, 2018

<u>Account Number</u>	<u>Account Description</u>	<u>Reason</u>	<u>Increase</u>	<u>Decrease</u>
11110010100 5643	Reg Ed Information Access Fee	Purchase site license for IXL for 185 students	3,330.82	-
11222010100 5642	Media Electronic Information		-	719.00
11222010100 5643	Media Information Access Fee		-	1,313.80
11222010100 5644	Media Periodicals		-	74.57
11110010133 5643	Tech Integration Info Access Fee		-	309.70
11110010133 5641	Tech Integration Textbooks		-	329.00
11110010123 5610	Math Supplies		-	404.75
11110010133 5610	Tech Integration Supplies		-	180.00
11110010108 5610	Art Supplies	Additional supplies needed for Art program	269.98	-
11110010108 5739	Art Other Equipment		-	269.98
11120010100 5564	SPED Elem Tuition Private School	Additional cost for student attending a private school	9,300.00	-
11120030100 5564	SPED HS Tuition Private School		33,000.00	-
11120030100 5320	SPED HS Professional Education		-	42,300.00
11215010100 5330	Speech Contracted Svcs	Services for out of district students originally budgeted in tuition account	7,679.53	-
11216010100 5331	Occupational Therapy Contracted Svcs	services should be charged to appropriate contracted service line	14,752.96	-
11216010100 5333	Vision Contracted Svcs		2,168.30	-
11216010100 5334	Physical Therapy Contracted Svcs		7,700.97	-
11120030100 5563	SPED HS Tuition Public Academies		-	32,301.76
	Total		78,202.56	78,202.56

Auburn School Board Meeting Assistant Superintendent Report 1/9/18

NHASCD Conference

On January 12th I will attend a conference, *Transforming and Personalizing Student Grading and Reporting*, with Thomas Guskey. This presentation describes the development of grading and reporting systems that consider not only report cards but also other means of communication between schools and homes. It will be used as a spring board and foundation for updating the reporting system in grades six through eight.

Science Program Pilot

- The middle school grades across the SAU will begin piloting their second program (IQWST) this month. Some teachers have expressed interest in piloting a third option and Chris Harper, science consultant, will investigate programs and assist teachers in selecting this additional choice. A final decision should be made by mid-April.

SAU 15 Administrators Meeting

- SAU 15 district and building administrators met on 12/18 to continue reviewing the following priority commitments:
 - *We will have a growth mindset and ensure teachers and administrators accept ownership for each and every student in their classrooms and building.*
 - *We will hold ourselves and our colleagues accountable by having reflective and honest conversations pertaining to instructional outcomes, student performance, and needed improvements.*
 - *We will communicate with parents on issues affecting the education of their children.*

Evidence indicators were developed for these areas that will be shared with faculty and staff in each school. Upcoming monthly meetings will focus on progress in implementing these priorities as well as the status of Professional Learning Teams/Communities.

Upcoming and On-going Projects

- **Writing Plan:** This month, we will begin working on the writing plan for grades 6-8. Consultants from *Keys To Literacy* who have been working with our staff for the past few years will lead the work with grade level teachers.
- **Winter Assessment Schedule**
 - DIBELS (K-5) – 1/16/18-1/26/18
 - NWEA MAP (K-8) – 1/29/18-2/9/18



Auburn School District

Principal's Report

January 2018

VIII.A.

Great Kindness Challenge

We will be participating in the Great Kindness Challenge during the week of January 22-26. Please check the website for more information <http://www.greatkindnesschallenge.org/>

We will be encouraging students to complete the 50 kindness acts on the checklist during the week. Some of the items are: smile at 25 people, compliment 5 people, hold the door for someone, etc. Our 5th grade team will focus on kindness at our brave rally for the month.

Martin Luther King Day

We will be hosting two assemblies featuring Rob Surette, a speed-painter and public speaker known for inspiring audience members with his 6-foot paintings and motivational messages. Surette is known for utilizing amplified music, dramatic theatrical lights, accompanying video screens, body-encompassing paint-splattering techniques. Since 1995, Surette has performed over 2,500 performances and his repertoire consists of over 500 different historical figures, musicians, movie stars, TV stars and athletes. He is best known for speed-painting 6-foot portraits of Martin Luther King and others.

NWEA Testing

We will begin our winter NWEA testing on January 29th for grades K-8. We will be testing by grade level on the Chromebooks in the students' classrooms.

Personnel Workshop

I will be attending an all day workshop on January 5th presented by the NH Division of Personnel Bureau of Education & Training to increase my knowledge of effectively dealing with supervision of employees. The workshop will support the development of an action plan with strategies to support the many different personalities in the workplace.

NH Statewide Assessment

Grades 3-8 students will take the new NH Statewide Assessment System for ELA/writing and mathematics. Grades 5 and 8 students will take the new NH Statewide Assessment System for science (no longer NECAP). Science is now administered in grade 5, not grade 4. The statewide assessment window has been set for Tues. 3/13/18 - Fri. 6/8/18.

Pinkerton Planning

Pinkerton has set the following dates for incoming freshmen. 8th Grade Preview Nights will be held on Jan. 8th and 9th in the Stockbridge Theatre, Electives Day is set for January 22nd with sending school students being bused to Pinkerton, and Course Night will be held on Feb. 1st.

Music Department News

The chorus and band winter festival concerts were held in the gymnasium on Thursday, December 7th and December 14th. The concert was well attended, with standing room only on December 7th. We have strong numbers participating in our fifth grade band. The band also played at the Griffin Library's Santa Breakfast on December 9th. Our band members total 73 and represent 25% of our grades 5-8 students.

Athletics

The AVS Basketball season is at the halfway mark with promising results. The girls' team is in 1st place with 5 wins and 0 losses in the Tri County Athletic League standings. The boys' team is currently tied for 2nd place with Epping with 5 wins and 1 loss. Quarter final and Semi-Final games for ALL divisions will be played @ the home higher seed. Home team will pay for the referees. Host school will provide adult clock, book and admission help. Visitor pays for their bus. Division 4: Top 6 Quarter Finals 3vs.6, 4 vs.5, Jan. 29, Semis Jan. 31, Finals Feb. 3rd. Admission will be charged for all Preliminary, Semi Final and Final games. Students/Children/Seniors \$2.00 Adults \$3:00 Family \$8.00

The cheer team continues to work on their routines and is looking forward to participating in some upcoming competitions in February.

2017-2018 Auburn Village School Reflections Art Contest Results -

PHOTOGRAPHY

Oliver Monroe: First Place (Primary)
 Connor Welch: Second Place (Primary)
 Rylen Petri: Third Place (Primary)
 Hayden Newell: First Place (Intermediate)
 Connor Cote: Second Place (Intermediate)
 Hayden Newell: Third Place (Intermediate)
 Mary Lachance: First Place (Middle)
 Danielle Goodall: Second Place (Middle)
 Danielle Goodall: Third Place (Middle)

VISUAL ARTS

Harper Cote: First Place (Primary)
 Jonah Koestner: Second Place (Primary)
 Olivia Kittle: Third Place (Primary)
 Ella Bronson: First Place (Intermediate)
 Delaney Petri: Second Place (Intermediate)
 Anna Stanton: Third Place (Intermediate)
 Isabella Falcone: First Place (Middle)
 Danielle Goodall: Second Place (Middle)

Jillian Lynch: Third Place (Middle)

MUSIC COMPOSITION

Tommy Lacroix: First Place (Middle)

DANCE CHOREOGRAPHY

Anna Martin: First Place (Intermediate)

FILM PRODUCTION

Siddharth Krishna: First Place (Primary)
 Danielle Goodall: First Place (Middle)
 Samantha Brackesy: Second Place (Middle)

LITERATURE

Jonah Koestner: First Place (Primary)
 Jonah Koestner: Second Place (Primary)
 Oliver Monroe: Third Place (Primary)
 Angelina Newton: First Place (Intermediate)
 Sage Konick: Second Place (Intermediate)
 Shea Carpenter: Third Place (Intermediate)
 Jillian Lynch: First Place (Middle)
 Carleigh Lacroix: Second Place (Middle)
 Carleigh Lacroix: Third Place (Middle)

Enrollment –

	9/12/17	10/10/17	11/14/17	12/12/17	1/2/17
Kindergarten	48	49	49	49	50
Grade 1	69	69	69	70	70
Grade 2	60	60	60	61	61
Grade 3	74	74	75	74	74
Grade 4	60	59	59	59	59
Grade 5	71	71	71	71	71
Grade 6	83	82	82	81	81
Grade 7	64	63	63	64	64
Grade 8	79	79	78	81	81
Total	608	606	606	610	611

Upcoming Events:

- JAN 2 MCINTYRE SKI PROGRAM BEGINS
- JAN 3 PAT’S PEAK SKI PROGRAM BEGINS
- JAN 6 MISS AUBURN SCHOLARSHIP EVENT/GYM/5PM
- JAN 8 SCHOOL IMPROVEMENT MTG/M.C./6PM
- JAN 9 SCHOOL BOARD MEETING/M.C./6PM
- JAN 10 SCHOOL RENOVATION OPEN HOUSE/CAFÉ/6:30PM
- JAN 15 CIVIL RIGHTS ASSEMBLIES FEATURING ROB SURRETTE, “AMAZING HERO ART”
- JAN 16 PTA MEEETING/M.C./6:30PM
- JAN 19 PACK MEETING/GYM/6-8:30PM
- JAN 22 PINKERTON ELECTIVES DAY (FOR 8TH GRADERS)
- JAN 24 SCHOOL IMPROVMENT MEETING/M.C./6PM

Auburn Village School

Director of Student Services Report-January 2018

On-Going 2017-2018 Strategic Planning Goals:

- **School Board Goal #4: Identify Baseline Student Intervention Services K-8**
 - AVS students have the following intervention services available to them prior to receiving special education services:
 - Response Team (RT): This team meets with teachers to brainstorm ways to support the students within the classroom. Different approaches to instruction and grouping can be suggested along with ways to accommodate the student needs. Intervention strategies, which can be things like working with a small group of student for 15 minutes per day, can be implemented for 6-8 weeks and then revisited for progress.
 - Approximate number of students discussed yearly: 40
 - Approximate number of RT students referred to special education: 30%
 - Title I Math: Services are available for students who qualify to receive services in grades 1-6. Qualification is based on the students with the most need (those with the lowest scores who are not receiving special education services). Also, the Title I Math specialist is going into classrooms to support math instruction in small groups.
 - Number of students receiving services: 38
 - Number of classrooms that receive support: 10 (all three 1st and 2nd grade classrooms, one 3rd grade classroom and three 6th grade classrooms)
 - Reading Specialists are available to assist students K-8 with reading support. Small groups are offered before school to provide OG services at various times throughout the school year.
 - Number of students receiving services K-4: 64
 - Number of students receiving services 5-8: 33

On-Going 2017-2018 Department Goals:

- Our December faculty meeting included discussion of expectations for special education meetings for all staff, including what types of data should be brought to meetings. This also opened up conversation surrounding when meetings are held to maximize efficiency and minimize impact on classroom instruction.

Special Education Student Population and Budget Status:

- The budget remains on-track.

On-Going Procedural Priorities:

- Google Classrooms have been created for both special education teachers/specialists and paraprofessionals. These classrooms create a way to share information, such as upcoming training opportunities. When information is posted it also offers the opportunity for discussion regarding the posts. This is still a work in progress as not everyone has the same level of comfort with the platform at this time.
- With the support of the IDEA grant, Chromebooks will be purchased for all paraprofessionals to ensure that they are able to complete essential tasks such as tracking student data for behavior plans and completing service charts for Medicaid.

Respectfully submitted,

Deena Jensen

January 9, 2018

Goal #4 Enhance and support delivery of core instruction to serve students of all abilities (SAU)

Description: Develop a model for how instruction is delivered and how students are engaged in learning.

Core Instruction expectations are identified K-8 Math.

Students at Auburn Village School receive instruction through the implementation of the Math-In-Focus program. Exceptions to this include students who receive instruction through our distance learning programs with Pinkerton Academy and the one class of algebra offered by our 8th grade instructor. Instruction using Math-In-Focus is to include the intended lesson format, following the lesson, pacing of chapters, and the use of the concrete, pictorial and abstract progression.

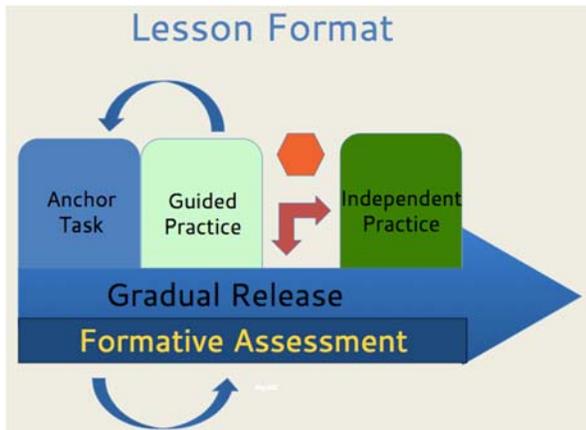
In our fifth year of using Math in Focus as our core mathematics program, appropriate pacing through intentional planning of mathematics instruction is a focus in K-8 mathematics classrooms. Teachers have had numerous professional development sessions focused on the instructional expectations including the underlying concrete, pictorial, abstract (SPA) pedagogy.

All concepts begin in the concrete stage. It is imperative that we ask students to build, create, draw and/or explain for all new situations. This helps with developing understanding of how and why the algorithms and procedures of the abstract stage work.



The CPA method is found throughout the lesson structure used in mathematics classrooms.

Most lessons are multiple days so that students have time to assimilate new learning into their schema through the concrete to pictorial to abstract approach. Lessons begin with a task that helps develop understanding of the



concept. Students work in groups to discover various methods for approaching the task. Methods are then shared with the whole class and students have the opportunity to practice the target methods in pairs with teacher support as needed. As students are ready, they progress to independent practice time while other students may have additional instruction time with the teacher. This is an ongoing cycle with multiple opportunities for formative assessment along the way.

Math K-8 UPDATE

1. Continued: Grade level meetings with K-5 teachers this month continued with work with teachers around pacing and instruction in the elementary grades.
2. CONTINUED: Working with the three middle school math teachers with some consulting from the math consultant. Working to understand the program planning and pacing.

Reading/Language Arts K-8

1. This month's elementary Grade level meetings with K-5 teachers included our reading specialist working with teachers to review progress monitoring of students. This practice helps teachers to plan for instruction for individual student needs.
2. Reading meetings with Marge and SAU 15 districts: December 18th and January 8th

Auburn Village School

Monthly Report – December, 2017

General Maintenance Activities & Open Item's

General Item

Work-Order Request – Teachers continue to use the School Dude work order request system.

Window Replacement – Administration office windows have been replaced, vendor will be back to complete exterior trim.

Continue to add additional information to the PM Direct system.

PM's completed = 17

Custodial Staff continue to support building scheduled events & activities as needed.
Thank You, all

Fire/Life Safety

Replacement security camera was installed at the portables entrance door.

Sprinkler repairs – Air Pressure switch was replaced on the Dry System,

Weekly Fire Pump & Generator testing completed.

The following monthly task were completed, Emergency Lighting, Swing Inspection, and extinguishers.

(On-Going)

Walk-thru was completed with members from the team. Building walk-thru was completed on the 1st floor with members of the EMC team, to begin documenting safety concerns, tours will be on-going to complete the entire facility. No additional walkthroughs have been completed. Walkthroughs will be scheduled with several members of the Emergency Management Team.

WORK ORDERS BY STATUS

Last 10 Work Requests

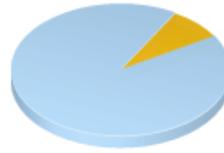
Period 

Request Totals

5 Work In Progress

57 Complete

Work In Process 



 Work In Progress

 Complete

Auburn School District Strategic Plan Dashboard (July 2017 - June 2018)

1/9/2018

Short-Term Goals:

1. Develop and implement new student success measures (SAU)
2. Develop school renovation plan (School Board)
3. Develop plan for ongoing capital improvements at AVS (SAU)
4. Enhance and support delivery of core instruction to serve students of all abilities (SAU)



Goals and Success Metrics	Status	Notes
Goal #1: Develop and implement new student success measures (SAU)		
<i>Description: Develop framework to measure student success which can guide future initiatives and investments</i>		
Process to define new student success measures is identified	by October 2017	
Student success measures are defined	by November 2017, December 2017	
Student success measures are approved by the School Board	by December 2017	
Process for reporting on measures is developed	by February 2018	
Report to board on 2017-2018 AVS Success Measures	by June 2018	
Goal #2: Develop school renovation plan (School Board)		
<i>Description: Develop plan to meet the goals for the school set by the Master Planning Committee</i>		
Feedback from residents and town officials to inform next steps on plan is collected	by June 2017	
Form School Improvement Committee	by September 2017	
Decide on renovation option and funding approach	by November 2017	
Approve plan for warrant article	by December 2017	
Communicate plan to community	by March 2018	
		January 2018 Board Mtg
Goal #3: Develop plan for ongoing capital improvements at AVS (SAU)		
<i>Description: Develop plan for continuous maintenance and improvement of AVS building, with or without passage of renovation.</i>		
CIP has been reviewed and assessment was made that Auburn School District CIP should be included in Town CIP	by September 2017	
Identify CIP Projects (January) Using existing documents from Turner Group with Board approval (February)	by January 2018	
Board Approves Projects	by February 2018	
CIP is developed and approved by board	by March 2018	
Meet with Planning Board. School CIP incorporated into town CIP	by April 2018	
Goal #4: Enhance and support delivery of core instruction to serve students of all abilities (SAU)		
<i>Description: Develop a model for how instruction is delivered and how students are engaged in learning.</i>		
Core instruction expectations are identified K-3 Reading	by November 2017	
Core instruction expectations are identified K-8 Math	by December 2017	
Identify baseline student intervention services K-8	by November 2017	
Create model/framework for core instruction delivery including intervention services	by March 2018	
Review Student Services delivery and operations (PreK-HS)	by May 2018	
Determine if independent review of Student Services is required	by June 2018	

Legend	
	Initiative or metric has been achieved.
	Initiative or metric is on track/to be achieved.
	Initiative or metric is slightly behind schedule
	Initiative or metric is significantly behind schedule

Auburn School District
State of New Hampshire

X.B.

Draft Warrant

2018

To the inhabitants of the town of Auburn in the County of Rockingham in the state of New Hampshire qualified to vote in school district affairs are hereby notified and warned that the two phases of the Annual School District Meeting will be held as follows:

First Session of Annual Meeting (Deliberative Session):

Date: February 5, 2018
Time: 7:00 pm
Location: Auburn Village School
Details: 11 Eaton Hill Road Auburn, NH

Second Session of Annual Meeting (Official Ballot Voting)

Date: March 13, 2018
Time: 7:00 am – 7:00 pm
Location: Auburn Village School
Details: 11 Eaton Hill Road Auburn, NH

Article 1: Election of Officers

To choose the following school district officers:

- a) Two School Board Members 3-year term

Article 2: Renovation

Shall the Auburn School District vote to raise and appropriate the sum of \$14,800,000 for the purpose of financing the addition/renovation to the Auburn Village School, and authorize the issuance of not more than \$14,800,000 of bonds or notes under and in compliance with the provisions of the Municipal Finance Act, (RSA 33:1, et. seq., as amended;) to authorize the Auburn School Board to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Auburn School Board to issue, negotiate, sell and deliver such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Auburn School Board to take any other action or to pass any other vote relative thereto; and further to raise and appropriate an additional sum of \$265,000 for the first year's interest payment on the bond? (3/5 ballot vote required)

Article 3: Operating Budget

Shall the Auburn School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$13,915,116? Should this article be defeated, the default budget shall be \$13,842,587, which is the same as last year, with certain adjustments required by previous action of the Auburn School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(This article currently reflects the school board budget and will be updated once the budget committee finalizes their budget)

AUGUST -3-				
M	T	W	T	F
PD	PD	29	30	31

SEPTEMBER -18-				
M	T	W	T	F
H	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	PD

OCTOBER -22-				
M	T	W	T	F
1	2	3	4	5
H	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER -18-				
M	T	W	T	F
			1	2
5	PTC	7	8	9
H	13	14	15	16
19	20	21*	H	H
26	27	28	29	30

DECEMBER -15-				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
V	V	V	V	V
V				

August 27 - 28
August 29
September 3
September 28
October 8
November 6
November 12
November 21
November 22- 23
December 24- January 1
February 25 - March 1
March 12
April 22 - 26
May 27
June 12
June 13 - 30

Professional Development
First Day of School
Labor Day
Professional Development
Columbus Day Observed
Parent/Teacher Conferences
Veteran's Day Observed
Early Release
Thanksgiving Break
Winter Vacation
February Vacation
Professional Development
April Vacation
Memorial Day Observed
181st Day* (* Early Release)
Possible Make-Up Days
(if more than 5 cancellations)

JANUARY -22-				
M	T	W	T	F
	V	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY -16-				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
V	V	V	V	

MARCH -19-				
M	T	W	T	F
				V
4	5	6	7	8
11	PD	13	14	15
18	19	20	21	22
25	26	27	28	29

186 Days (181 Teaching)

H: Holiday

V: Vacation

PD: Professional Development (No School for Students)

PTC: Parent/Teacher Conferences (No School for Students)

*Early Release Times:

Middle School: 12:00 p.m.

Elementary School: 1:00 p.m.

APRIL -17-				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
V	V	V	V	V
29	30			

MAY -22-				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
H	28	29	30	31

JUNE -10-				
M	T	W	T	F
3	4	5	6	7
10	11	12*	13	14
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X

Hourly calendar start/stop times:

Middle School 7:50 a.m. - 2:30 pm.

Elementary School 8:50 a.m. - 3:25 p.m.

AM Kindergarten 8:50 a.m. - 11:40 a.m.

PM Kindergarten 12:45 p.m. - 3:25 p.m.

If school cancellations exceed five days, the AEA and Auburn School Board will meet to discuss the implications and the need to make up any lost instructional time.

Auburn School District

**Capital Improvement Projects
2018-2023**

One of the 17-18 goals for the Auburn School Board is to develop a plan for ongoing capital improvements at Auburn Village School. In order to accomplish this the Turner Assessment completed in May 2013 was reviewed to determine projects that are still outstanding. This plan reflects those projects with the exception of the projects listed in the civil & Site section as well as the Kitchen Mechanicals. The majority of the pricing for the 18-19 projects are estimates received from vendors. Pricing for the projects for 19-20 and beyond are best estimates at this time or if they were in the Turner Assessment that pricing was increased by 10%. Costs for these projects will be quoted by vendors as we approach those fiscal years. The list includes projects that were not in the Turner Assessment but that do need to be addressed at some point.

Projects that were listed in the Turner Assessment that have been completed include; boiler replacement, HW pumps, Fire Alarm panel, Electrical upgrades, Lighting improvements, Gym HV Unit automation upgrades, Security & Life/safety improvements, roof repairs, carpet & flooring upgrades.

2018-2019 – Proposed Capital Improvements \$68,525.00

- 1) General Building - \$30,600.00
 - a) Asbestos Abatement, Gym Pipe Insulation, Café Storage, Hallway, Bathroom - \$30,600.00
- 2) Roof Replacements – \$37,925.00
 - a) Original School – Shingled Area - \$18,725.00
 - b) Original School – Flat Area - \$19,200.00

2019-2020 – Proposed Capital Improvements \$243,485.00

- 1) HVAC - \$39,200.00
 - a) Ductwork replacement – Three Rooftop Energy Recovery Units- \$39,200.00
- 2) Electrical - \$63,085.00
 - b) Replace Main Electrical Service - \$20,500.00
 - c) Replace several electrical panels in main electrical room- \$7,500.00
 - d) Continue electrical outlets in classrooms 4th grade wing- \$5,000.00
 - d) Lighting retro-fit upgrade to LED entire facility – \$30,085.00
- 3) Roof Replacements – \$39,200.00
 - a) Cafeteria - \$15,200.00
 - b) Lower Roof #112,120, Entrance – Flat Area - \$24,000.00
- 4) General Building – \$102,000.00
 - a) Window Replacements Room #124,122,201,203,2nd flr west stairway - \$62,000.00

b) Asbestos Abatement – Room #203, Original boiler room ceiling panels, fire control room - \$40,000.00

2020-2021 – Proposed Capital Improvements \$ 232,200.00

- 1) HVAC-\$15,000.00
 - a) Replace Baseboard Heat, Hallways & Vestibules - \$15,000.00
- 2) Roof Replacements – \$182,200.00
 - a) 2nd level classrooms - \$182,000.00
- 3) General Building – \$35,000.00
 - a) Window Replacements, Room # 120,112,108- \$35,000.

2021-2022 – Proposed Capital Improvements \$ 214,850.00

- 1) HVAC – 14,850.00
 - a) Building automation system improvements/Upgrades – \$14,850.00
- 2) Roof Replacements – \$63,000.00
 - a) Elementary Wing - \$63,000.00
- 3) Plumbing - \$80,000.00
 - a) 1st floor – Original School Bathroom Renovation - \$80,000.00
- 4) General Building – \$57,000.00
 - a) Window Replacements – Rear of Original school - \$35,000.00 -
 - b) Interior Fire door replacements, vision panels, door closures - \$22,000.00

2022-2023 – Proposed Capital Improvements \$ 219,000.00

- 1) Plumbing - \$80,000.00
 - a) Back Lobby Bathroom Renovation - \$80,000.00
- 2) Electrical – \$14,000.00
 - a) Upgrade Emergency Lighting in classrooms EBU's to LED - \$3,500.00
 - b) Continue electrical outlets in classrooms 2nd floor - \$5,000.00
 - c) Additional Horns/strobes hallways, locker room, restrooms -\$5,500.00
- 3) Grounds - \$125,000.00
 - a) Playground Upgrades/replacements-\$50,000.00
 - b) Parking Lot Replacement, Curb Replacements – \$75,000.00

Additional Projects

Replace HVAC units in Gym & Cafeteria - \$120,000.00

Elevator Upgrades/Replacement - \$100,000.00

1st flr Back Lobby rubber tile, café & storage, locker rooms floor replacement - \$52,340.00

Additional baseboard heat zoning/automation original school - \$22,000.00

Locker Room improvements, partitions, exhaust fans - \$ 7,500.00

Potable well upgrades/replacement, improve efficiencies & controls - \$15,000.00

4th Grade classrooms baseboard heat replacement - \$18,000.00

Skylight Cal-Wall replacement - \$60,000.00

Septic system Leach field replacement - Installed 87/88

Soccer Field irrigation - \$20,000.00

Classroom ERU's add duct re-heat - \$ 50,000.00

Air conditioning Library - \$27,220.00

Motor Replacement energy initiative roof equipment -\$12,500.00

DUAL AND CONCURRENT ENROLLMENT AGREEMENT BETWEEN COMMUNITY
COLLEGE SYSTEM OF NEW HAMPSHIRE, THE SCHOOL DISTRICT AND
PINKERTON ACADEMY

Pursuant to RSA 188-E:25 et seq., COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE (CCSNH), the AUBURN SCHOOL DISTRICT (School District) and Pinkerton Academy (Pinkerton), hereby enter into this Dual and Concurrent Enrollment Agreement (Agreement) to establish standards and development, implementation, and administration of Community College (College) dual and concurrent enrollment for participation in the program established under RSA 188-E:26 (Program) in the New Hampshire Department of Education (Department).

CCSNH STANDARDS FOR CONCURRENT ENROLLMENT COURSES

1. Concurrent enrollment means courses taught at Pinkerton Academy by secondary school teachers approved by CCSNH in which secondary school students earn both high school and college or credit while students are still attending secondary school or a career technical education center.
2. The curriculum in the concurrent enrollment course at Pinkerton shall be the same as that offered by the College, including College department approved texts, course outlines, exams and the CCSNH grading system (i.e. A-F). The grades earned are awarded dual credit – high school and college. College transcripts reflect course credit the same as that of comparable College courses. CCSNH reserves the right to determine and periodically revise the conditions under which College courses may be offered for college credit and assumes responsibility for supervision of course development, implementation and administration of concurrent enrollment courses.
3. Concurrent enrollment courses will be taught over a time period that is comparable to that offered by the College or a time period that is otherwise approved by the College.
4. Concurrent enrollment instructors must provide the College a resume and transcripts demonstrating that they meet the same educational and experiential standards specified for College faculty. College will assess credentials based upon the College departmental credentialing standards as well as standards established by the College's accrediting body, the Commission for Institutions of Higher Education. College Vice President of Academic Affairs has final authority to determine whether a proposed instructor meets specified standards.
5. The Pinkerton instructor will be provided a College faculty partner. Through the College faculty partner, the Pinkerton instructor will be provided an orientation, which

will include a review of applicable college policies, course design, teaching materials, methodology and other dimensions for facilitating adaptation of the college-designed courses to the high school setting. The College faculty partner will also provide classroom visitation, assistance in review of student performance when requested, and coordination with College staff as needed including College Running Start Coordinator and Disabilities Coordinator.

6. Applicable academic policies and regulations as set forth in the College catalogue will apply to all concurrent enrollment courses, including prerequisite skills and course requirements, class attendance and accommodations provided to students with disabilities. Pinkerton, by virtue of its long-term tuition contract with the School District, will be responsible for informing students, parents and its employees that concurrent enrollment courses are college level courses and students enrolling should expect a level of academic rigor higher than that usually associated with a high school course.

7. Requests for accommodation by students with disabilities must be processed through the

College Disabilities Coordinator and approved by the College department head. The School District, through Pinkerton will make students aware that accommodations that are available under an IEP for high school may not meet the standards applicable to college courses. Concurrent enrollment for both high school and college credit is not permitted where a student utilizes modifications or accommodations that are not appropriate for college courses.

8. Students must register and pay for a concurrent enrollment course by the designated deadline. Retroactive registration will not be permitted.

CCSNH STANDARDS FOR DUAL ENROLLMENT COURSES

9. Dual enrollment means college courses taught by CCSNH college faculty in which high-school students earn college credit while students are still enrolled in high school or a career technical education center.

10. The curriculum in the course shall be the same as that offered by the College, including College department approved texts, course outlines, exams and the CCSNH grading system (i.e. A-F). The grades earned are awarded dual credit – high school and college. High school transcripts will reflect course credit the same as that of comparable high school courses. CCSNH assumes full responsibility for development, implementation and administration of dual enrollment courses. CCSNH college faculty will report grades earned to the individual designated by the high school to serve as the point of contact on matters related to the Program.

11. Dual enrollment courses will be taught at the College over a time period that is determined by the College.

12. Applicable academic policies and regulations as set forth in the College catalogue will apply to all dual enrollment courses, including prerequisite skills and course requirements, class attendance and accommodations provided to students with disabilities. The School District, through Pinkerton, will be responsible for informing students, parents and School District employees that dual enrollment courses are college level courses and students enrolling should expect a level of academic rigor higher than that usually associated with a high school course.

13. Requests for accommodation by students with disabilities must be processed through the

College Disabilities Coordinator and approved by the College department head. The School District, through Pinkerton, will make students aware that accommodations that may be available under an IEP for high school may not meet the standards applicable to college courses. Dual enrollment for high school and college credit is not permitted where a student utilizes modifications or accommodations that are not appropriate for college courses.

14. Students must register and pay for a dual enrollment course by the designated deadline. Retroactive registration will not be permitted.

GENERAL PROGRAM PROVISIONS

15. Participation in the Program established under RSA 188-E:26 is limited to Pinkerton Academy students in grade 11 or 12 in courses designated by CCSNH as part of the Program.

16. CCSNH will provide Pinkerton and the Department with a list of designated STEM and STEM related courses annually prior to the start of the fall semester. Pinkerton shall annually notify students and their parents of dual and concurrent enrollment opportunities and those courses that have been specifically designated as eligible for reimbursement under the Program.

17. Pinkerton shall provide a designated individual or individuals to serve as the point of contact on matters related to the Program including, but not limited to, student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses.

18. Eligible students completing a Program course with a grade of C or better (Successfully Completed) shall be fully reimbursed by CCSNH for the course tuition paid

for up to two (2) Program courses in grade 11 and up to two (2) Program courses in grade 12 (Funding Limits).

19. Each semester, Pinkerton shall provide CCSNH with grades for all students enrolled in a concurrent enrollment course and CCSNH shall provide Pinkerton with grades for all Pinkerton students enrolled in a dual enrollment course.

20. CCSNH will be responsible for providing the Department with a list of eligible students who successfully completed a program course and have not exceeded the Program Funding Limits.

21. This Agreement shall become effective the date that it is signed, and shall continue for a period of one year. The Agreement may be terminated at any time by mutual consent of both parties. Either party may terminate this Agreement by giving six (6) months written notice.

For CCSNH:

For SCHOOL DISTRICT:

Chancellor

Chair School Board

Date: _____

Date: _____

For Pinkerton Academy

Chair, Board of Trustees

Date: _____

XI.C.

**AUBURN VILLAGE SCHOOL
FIELD TRIP REQUEST**

GRADE: 7

DATE OF TRIP: 4/13/18

LOCATION OF TRIP: Museum of Science, Boston, MA

Transportation Agreement
Between
Student Transportation of New Hampshire, Inc.
And The
Auburn School District

ARTICLES OF AGREEMENT made this _____, between the AUBURN SCHOOL DISTRICT, of Auburn, New Hampshire, acting through its School Board, hereinafter called the District and Student Transportation of New Hampshire, Inc., with a principal place of business in Goffstown, New Hampshire, hereinafter called the Contractor.

WITNESSETH:

I.

RECITALS

- A. The District is interested in entering into a contract for the purposes of providing dependable transportation services for the school children of the Auburn School District.

- B. The Contractor wishes to provide said services.

II.

TERM

- A. The base contract shall be effective on July 1, 2017, and shall end on June 30, 2023, unless sooner terminated in accordance with the Agreement.

III.

TRANSPORTATION OF STUDENTS

- A. The District hereby hires the Contractor and the Contractor accepts a contract to transport all regular education students of the Town of Auburn, County of Rockingham, and State of New Hampshire according to the transportation specifications following:

IV.

TRANSPORTATION SPECIFICATIONS

A. GENERAL CONDITIONS

1. Term: This Agreement between the District and the Contractor shall be for Five (5) school years.

Contract Years:	2018-2019
	2019-2020
	2020-2021
	2021-2022
	2022-2023

2. School Year: The school year is defined as the period of time extending from July 1 of one calendar year through June 30 of the next calendar year, and consists of one hundred eighty (180) calendar days when school is in session. In the event that the school year of one hundred eighty (180) days is lengthened, the contract price as set in Section V(A) shall be added to on a per diem basis, that is, by one one-hundred eightieth (1/180) for each day the school year is extended. The District may find it necessary to adjust the school's schedule due to weather emergencies, heating outages or other emergencies which may from time to time occur. Adjustments for such emergencies typically consist of cancelling school, delaying the starting time, or closing school early.

The Contractor is responsible for changing the service on such days to meet school needs. No additional payment will be made due to adjusted daily schedules or for days cancelled and added at the end of the school year except as provided in this paragraph.

3. Insurance:
 - a. The Contractor agrees that it will, at its own expense, purchase and provide any and all insurance required by this contract with a company or companies satisfactory to the District. The insurance will protect the Contractor, the Auburn School District, the Auburn School Board, New Hampshire School Administrative Unit #15, and their officers, agents and employees, from any and all claims and demands, actions and causes of action, damages, costs, loss of service, expenses and compensation,

including, but not limited to any and all claims for personal injury and/or death and property damage which may, in any way, arise from or out of the operations of the Contractor pursuant to the terms of this Agreement. Insurance shall be in the amount of at least ten million dollars (\$10,000,000) for combined property and liability insurance on account of any one accident or incident. The Contractor agrees that the Auburn School District, Auburn School Board, New Hampshire SAU #15, and their officers, agents and employees shall be named as additional insured parties in any and all insurance policies required by virtue of this Agreement. The Auburn School District and the Superintendent of Schools or his/her designee shall be entitled to written notice of not less than twenty (20) days prior to the cancellation of any insurance policy. A Certificate of Insurance shall be filed, in a form satisfactory to the District, with the District prior to the effective date of this Agreement, and prior to the opening day of each school year covered under this Agreement. The Contractor will, at the Contractor's sole expense, defend, indemnify and hold harmless the School District, the Auburn School Board, SAU #15, and their officers, employees, agents and representatives from any and all claims, demands, actions and causes of action, damages, costs, loss of service, expenses and compensation, including, but not limited to, any and all claims for personal injury, death and property damage which may, in any way, arise from or out of the operations of the Contractor pursuant to the terms of this Agreement irrespective of whether the instrumentality causing such personal injury, death or property damage is owned in whole or in part by the Contractor.

- b. Vandalism Clause: The District will not be responsible for damage done to buses through vandalism in an amount greater than two hundred (\$200.00) dollars per occurrence. Furthermore, the District will be responsible for only that vandalism committed by students while they are being transported. The Contractor must submit satisfactory proof to the District that any vandalism so occurred. Bills for repairs as a result of vandalism shall be submitted by the Contractor to the District. The District shall use its best efforts to assist the Contractor in obtaining restitution for damages done to Contractor's equipment which are not reimbursable by the District.
- c. Performance Bond: Annually a performance bond in the amount of 100% of the annual contract price shall be provided by the Contractor at the Contractor's sole

expense. The first year's bond must be submitted within ten (10) days after the parties have signed this Agreement. For each year thereafter, the Contractor must submit the bond prior to August 10 of each year and be in a form that is approved by the School District. This performance bond will, at the option of the District, be used as and constitute liquidated damages in the event the Contractor cannot furnish the services specified or does not comply with the conditions specified and will enable the District to provide services while securing another Contractor. The assessment of daily damages for failure to perform, as set forth in this Agreement, shall not in any way limit the District's ability to use the performance bond as stated above. This performance bond shall continue in force over the life of the contract. This performance bond shall be issued by an insurance company licensed to do business in the State of New Hampshire. The cost of the bonding will be borne by the Contractor. The District shall also be entitled to any and all other remedies provided by law. All rights and remedies are to be cumulative and not exclusive.

4. Responsibility: The Contractor agrees that for the term of this Agreement, that it will render services as the pupil transportation provider under, and pursuant to the directions of the District, and that it will be responsible as set out in this Agreement for the safety, conduct, and control of all students being transported, and that it will, in conjunction with the District, enforce all policies and/or procedures relating to the transportation and/or care of the students as reasonably determined by the District, and that it will report any infraction to the District's designee.
5. Assignments of Interest: The Contractor shall not assign or in any way transfer all or a portion of its interest in this Agreement without obtaining the written consent of the District prior to any such assignment or transfer.
6. Reports: The Contractor agrees to prepare, file, and furnish to the District copies of all required reports to the State, including, but not limited to, evacuation drill reports, rosters, and any other reports related to the safe and proper operation of the transportation system within ten (10) days of filing the reports with the State or upon submission of the reports to the State.
7. Drills: The Contractor agrees to conduct bus safety and evacuation drills when requested to do so by the District and/or in accordance with State law.

8. Licenses and Fees: The Contractor shall procure and maintain all applicable permits, licenses, and approvals necessary for the performance of services under this Agreement at the Contractor's expense.
9. Monitors: The Contractor shall allow bus monitors to ride the school buses when the District deems it necessary. The District reserves the right for its officers or duly authorized agents to inspect any and all of the buses and their operations, by riding as passengers in buses provided by the Contractor, or by other reasonable means.

B. OPERATIONS

1. Routes: The Contractor shall transport all pupils assigned by the District on the routes and pick-up points as determined by the Contractor, subject to the approval of the District. Any changes in routes will not be made without the District's approval. Transportation routes may be amended, added, or discontinued at the option of the District or its authorized representatives with changes to be implemented within two (2) days of the Contractor's receipt of written notification.

The school bus transportation schedule including routes, scheduling, and student pickup lists is to be presented to the Superintendent of Schools no later than August 1 of each school year assuming the District submits enrollment data on a timely basis, prior thereto. The School Board reserves the right to make changes in the bus routes as the School Board determines to be in the best interest of the School District. Final determination of schedules and routes shall be vested in the School Board and/or Superintendent of Schools.

2. Walking Distance: Except where prohibited by the District (for safety reasons), the walking distance by a pupil to a designated bus stop may be up to, but not greater than 6/10 of a mile.
3. Rider Time: No student should be picked up earlier than one (1) hour and fifteen (15)

minutes before the start of school, nor dropped off more than one (1) hour and fifteen (15) minutes after the close of school.

4. Order: The Contractor agrees that whenever reasonably possible, students picked up first in the morning will be the first students delivered to their respective bus stops in the afternoon.
5. Accidents: The Contractor shall make an initial accident report to the Superintendent of Schools or his/her designee immediately, but no later than twenty-four (24) hours from the time of each accident involving student transportation. The Contractor shall submit a detailed written report to the Superintendent or his/her designee as soon thereafter as possible and not later than three (3) days after the date of such accident. An "accident" shall include, but not be limited to, incidents in which students are hurt on or by a school bus, regardless of the cause and any disturbance or irregularity arising out of the conduct of the passengers.
6. District Decisions Relative to Transportation: The Contractor shall comply with all reasonable rules and regulations propounded by the District pertaining to the transportation of school children. The District shall give the Contractor reasonable prior notice of its' decisions or concerns related to transportation routes, times of pick-up and drop-off of pupils, and any other regulations or requirements affecting the Contractor.

C. EQUIPMENT

1. The Contractor shall comply with all provisions of all Federal and State laws regarding school transportation motor vehicles, with all requirements issued by the Commissioner of Motor Vehicles of the State of New Hampshire, and with all requirements of the State Board of Education affecting the transportation of school children, including any enacted or coming into effect during the terms of this Agreement. All vehicles shall be subject to the customary inspections conducted by the State Motor Vehicle Department each year for school buses with copies of the inspection to be forwarded to the Superintendent of Schools. The Contractor agrees to provide motor-driven conveyances which have been approved by the Motor Vehicle Commissioner as provided by statute.

2. All vehicles shall be equipped with diesel engines, except that small capacity vans or minibuses may be gasoline powered. The Contractor shall provide all the fuel required to operate the buses at its sole expense, subject to the Fuel Clause set out in Article V hereof.

3. Number of Vehicles: The Contractor will provide nine (9) seventy-seven or eighty-three passenger buses, assigned by route capacity, plus one additional spare bus with similar capacity. If the District so chooses, and notifies the Contractor on or before August 15 of each school year during the life of this Agreement, the District may require the Contractor to add or delete one or more seventy-seven or eighty-three passenger buses from the buses stipulated for that school year. In the event buses are deleted prior to August 15, the base price for that year will be reduced by one ninth for each bus eliminated. In the event buses are added, the cost of each additional bus shall be one ninth of the annual contract amount.

All buses will be labeled "Auburn School District" on both sides in easily read block letters and used solely for transporting public and certain private school students during the regular school year and/or used for school related events, youth camps or community activities. All buses must have the route number at least five inches (5") in height on each side near the front, immediately next to the main door on the right side of each bus.

4. Spare Vehicle: The Contractor shall, at all times during the school year, provide a spare vehicle which meets the conditions of Item (C)(3) above. This vehicle must be able to reach the point of breakdown in Auburn within thirty (30) minutes of notification and within a reasonable time if pupils are outside the Town of Auburn on a field trip or at a co-curricular activity.

5. Snow tires or all-weather treads shall be required on all buses during the winter months (October to April).

6. Vehicle Storage and Dispatch: All vehicles used under this contract shall be stored and dispatched at an area within SAU #15 provided by the Contractor at his/her own expense. The Contractor shall assume full responsibility and liability for its facility costs.

7. All vehicles must be inspected daily before starting out. Daily inspection will include, but not be limited to: brakes, lights, tires, radiator, oil, gas, heaters, and all safety appliances and accessories. Records of such inspections shall be maintained, and further, odometer readings shall be recorded in the morning and afternoon of each working day and made available to the District within three (3) business days of the District's request. The Contractor shall allow the District or its designee proper access to garages and buses for the purpose of inspection of buses. The District shall possess the sole right to single out and eliminate from service any bus which, in the sole discretion of the District, is unfit for the purpose for which it is assigned.
8. A regular schedule for servicing all vehicles shall be maintained and shall include, but not be limited to: oil, grease, tires, battery, brakes, and all safety appliances and accessories. All contractual services, maintenance, management operational labor, etc., shall be the responsibility of the Contractor. The District reserves the right to review maintenance records.
9. Buses shall not be operated at a speed in excess of the posted speed limit and always in a prudent and reasonable manner, with due regard for the safety and welfare of the pupils transported and must at all times comply with Federal, State, and local laws and regulations.
10. When traveling on school grounds, buses shall follow the traffic patterns established by the School Administration.
11. The Contractor shall curb unnecessary idling of school vehicles and shall develop a policy to limit idling of buses. The Contractor shall provide to drivers an anti-idling policy, which must be consistent with State regulations and/or current research. This policy must be submitted to the District prior to the implementation of this Agreement.
12. Two-Way Communication: All vehicles in operation shall be equipped with two-way communication equipment, and such vehicles shall at all times be able to communicate with the local schools, which shall be capable of two-way communication with a base

station, provided by the Contractor. At least one base station shall be manned at all times while the buses are operating upon regularly assigned routes. Regular checks of the communications system are to be made from each of the Contractor's vehicles each school day and a log of these radio checks will be maintained by the Contractor.

13. Digital Video Cameras: All buses shall be equipped with three (3) camera video recording systems, which shall be in operation during all times when student passengers are onboard the buses. All video recordings shall be accessible to the District upon request.
14. Capacity: All buses will have a maximum seating capacity to accommodate seventy-seven and eighty-three passengers. Exceeding the seating capacity of buses in service shall not be permitted.
15. Maintenance and Repairs: All buses shall be maintained in safe mechanical repair and condition at all times, and shall be properly equipped, cleaned and painted to the reasonable satisfaction of the District by the Contractor. The Contractor shall develop and maintain a preventative maintenance schedule for all buses. All records based on such maintenance schedules shall be made available to the District at all times. The Contractor agrees that any and all maintenance, repairs, and/or general cleaning, and any and all costs related are the sole responsibility of the Contractor.
16. Safety Guidelines: The Contractor shall comply with and implement any and all school bus transportation and motor safety guidelines promulgated by the State of New Hampshire, the National Safety Council, and any other safety agencies. Further, the Contractor shall implement any and all reasonable suggestions from any safety agency or the District which pertain to school bus safety.

D. PERSONNEL EMPLOYED BY THE CONTRACTOR

1. Supervisor: The Contractor will appoint a qualified supervisor who will have general and overall supervision of the buses operating under the Contract. Said person is not to be a regularly scheduled or substitute bus driver and he/she must be available to the District's school officials at all times during school and bus transportation hours of each school day

during the school year.

2. Employees: All bus drivers and any other employees utilized by the Contractor shall be paid by the Contractor. No bus driver or any other employee utilized by the Contractor shall be considered an employee of the District and the Contractor alone shall be responsible for the acts, omissions, conduct and control of any personnel in its employ. Furthermore, the Contractor shall comply with all applicable Equal Employment Opportunity Laws and Regulations.
3. Bus Drivers: The Contractor shall at all times have available an adequate number of qualified drivers and substitute drivers to fulfill its obligations under this Agreement. All bus drivers shall be careful, courteous, of good health and reputable character, and must be capable of maintaining discipline and good public relations between the students and the public and between the District and the public.

All bus drivers shall be a minimum of twenty-one (21) years of age. A request for a waiver of this clause may be made, in writing, to the Superintendent of Schools.

The Contractor will furnish the District, prior to the opening of school in August/September, and thereafter before the employment of other drivers or substitute drivers, the following information:

- a. Name of Operator
- b. Residence Address
- c. Telephone Number
- d. Certificate of Physical Examination
- e. Record of Previous Driving Experience
- f. Date and Number of Current School Bus Certificate
- g. Bus or Route Assignment
- h. Evidence that Satisfactory References have been Received and Verified
- i. Evidence of Criminal Records Check Including Fingerprinting

The District has established guidelines, rules and regulations relating to student conduct and discipline while the pupils are being transported by the Contractor. The Contractor certifies that it is familiar with such guidelines, rules and regulations and agrees to abide by them. The Contractor will be responsible to carry out those guidelines, rules and regulations.

No driver shall allow children to leave the bus except at scheduled stops unless authorized by the District. Drivers are to remain on the bus at all times when children are aboard; unless relieved by authorization of the Contractor. Drivers shall make certain that all children on the bus are seated before moving the bus after each bus stop. Drivers do not have the authority to refuse any child, who is eligible for transportation, the right to ride the bus or to remove him/her from the bus, with the exception that a driver may do so if in the driver's reasonable opinion the safety and well-being of others are threatened.

All buses and operators must be available on one (1) hour notice for early closing of one or more schools in emergencies and upon one (1) day notice for early closing of school for all staff workshops, in-service meetings, parent conferences, or other activities scheduled in advance.

4. Approval and Dismissal: All bus drivers and the lead driver utilized shall be subject to prior District approval and the District, at its sole discretion, may require that a bus driver be relieved of duty.
5. Licenses: All bus drivers shall have a New Hampshire school bus certificate and must comply with all rules and regulations requiring the proper operation of school buses.
6. Physical Examinations: No person shall drive a bus provided by the Contractor under this Agreement unless such driver is examined by a medical doctor to determine that the driver is physically qualified to serve as a bus driver. All bus drivers shall take and pass a physical examination in accordance with applicable state and federal law. Additionally, the Contractor will provide all medical examinations, including drug testing, as required by Federal and State law. The cost of such medical examinations will be borne by the

Contractor. Copies of the driver's physical examinations will be maintained on file by the Contractor for at least seven years and copies of the most recent physical examinations shall be provided to the District by October 12 of each year during the term of this Agreement.

The Contractor will deliver to the Auburn School District a certificate indicating compliance with Federal and State statutes for medical and drug testing from the medical doctor who has performed the tests and examinations.

7. Training: At no expense to the District, the Contractor shall provide training to all drivers in conformance with Federal and State statutes and regulations; written verification of this training shall be furnished by the Contractor to the District annually. No bus driver shall transport students until the driver has completed a minimum of eight (8) hours of school bus training courses conducted by the Contractor. At least two of such courses shall include behind the wheel instruction.
8. Worker's Compensation: The Contractor agrees to provide and maintain for all employees engaged in the performance of this Agreement, worker's compensation insurance as required by the State of New Hampshire.

The worker's compensation insurance will be at the Contractor's expense and the Contractor agrees to furnish Certificates of Insurance to the District before the opening of each school year which show that the worker's compensation insurance is in force for all employees of the Contractor used in the performance of this Agreement.

E. TRIPS TO CONTRACTED HIGH SCHOOLS OF RECORD

The Contractor shall transport daily on all days when the high schools in Manchester & Pinkerton Academy, are in session, all students who attend said schools. There will be no additional cost to the District for the above transportation unless the High School buses operate more than three (3) days when the Auburn Schools are not in session, in which case the District shall pay the Contractor a per diem rate for each bus.

F. CO-CURRICULAR TRIPS

At the discretion of the District, the Contractor shall be obligated to provide up to two (2) seventy-seven or eighty-three passenger buses on any particular day or night to transport pupils to and from co- curricular activities within the SAU and other communities. These buses used for co-curricular trips will be in addition to the fleet provided in Section (C)(3). The Contractor will use good faith efforts if more than two (2) buses are required at any time to supply the additional buses. Additionally, contractor will utilize it’s driver resources from other local operating locations to further draw upon to support the District’s charter and extra-curricular transportation requirements.

The District will pay the Contractor a separate amount for this transportation as outlined under Section V - Compensation (C.) Co-Curricular Trips.

Mileage on buses used for transporting pupils on co-curricular trips will not be counted as a part of the fleet mileage for the school year for general transportation to and from school. It is to be specifically understood that the District is under no obligation to use the buses of the Contractor for co-curricular trips. The District, at its sole discretion, may contract with other bus contractors.

V.

COMPENSATION

A. PAYMENTS FOR REGULAR TRANSPORTATION

The complete operation of regular school bus transportation includes: fuel, drivers' salaries, all related taxes, physical examinations, instructional programming, substitutes, repairs, supplies, heaters, and other typically related costs. The District shall pay the Contractor the contracted cost for each school year during the school year in which the buses are contracted in ten (10) equal installments, for ten (10) consecutive months starting on September 30 of each school year.

Contracted Prices

Base Term

2018-2019	\$433,065.60 (\$54,133.20 per bus)
2019-2020	\$452,553.55 (\$56,569.19 per bus)
2020-2021	\$472,918.46 (\$59,114.81 per bus)

2021-2022	\$491,835.20 (\$61,479.40 per bus)
2022-2023	\$511,508.61 (\$63,938.58 per bus)

The Contractor shall be solely responsible for all costs and mileage related to re-fueling of the buses and transportation of the buses to and from their storage location for both regular transportation and co-curricular transportation, subject to Part D below. In the event one or more additional buses are added to the regular buses specified in this contract, the fleet mileage will be increased by 15,000 miles per bus added to the total fleet miles per year for the regular buses, before the excess mileage charge will be made.

B. MILEAGE

The base fleet mileage for any given year is the number of buses multiplied by 15,000 miles. Compensation for excess mileage shall be payable at the end of each school year in one lump within thirty (30) days of the Contractor's submission of a bill to the School District. The excess mileage charge represents all costs to the Contractor, including but not limited to, the driver, fuel, maintenance, etc. Contractor shall submit a mileage log to the School District on a monthly basis. The excess mileage rate for each of the school years is as follows:

<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
\$2.40	\$2.45	\$2.50	\$2.55	\$2.60

C. CO-CURRICULAR TRIPS

The District will pay the Contractor as follows for co-curricular trips. The cost per mile as stated below shall include the cost for the driver, fuel, and any other expense to the Contractor. The bill for the above transportation services will be submitted monthly by the Contractor to the District along with a copy of the driver's log for miles and time.

	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Cost Per Mile	\$2.40	\$2.45	\$2.50	\$2.55	\$2.60
Minimum Charge	\$138.10	\$144.32	\$150.82	\$156.86	\$163.14
Charge Per Hour	\$27.59	\$28.84	\$30.14	\$31.35	\$32.61

Field trips often are scheduled to begin during school hours. Certain trips will run beyond the normal school day and shall not interfere with regular afternoon runs, subject to Section IV (F) above. Athletic events are scheduled, for the most part, for after school hours. There may be occasions when certain trips will run into the normal school day.

D. FUEL

The District will pay to the Contractor an adjustment for the fuel used in the buses under this Agreement when the price of fuel exceeds \$1.90 per gallon, after the taxes have been rebated. Additionally, any adjustments shall be based upon the fact that the bus fleet, whether gasoline or diesel-fuel powered vehicles, will average eight (8) miles or better on a gallon of diesel fuel. At the close of each contract year, the exact mileage covered by the buses will be computed and adjustments as set forth herein will be made. The Contractor will provide a bill for any fuel adjustment to the District on a monthly basis through the school year.

VI.

DEFAULT

This contract may be terminated by the District for unsatisfactory performance of this contract, or if conditions arise making transportation of pupils unnecessary, or the contract violates any terms of this Agreement, or becomes insolvent, bankrupt or makes an assignment for the benefit of creditors. The District shall give written notice to the Contractor citing the unsatisfactory performance and giving the Contractor fourteen (14) days to improve its performance to the satisfaction of the District. If the performance of the Contractor does not improve to the satisfaction of the District, within the fourteen (14) day period, the District may terminate this contract by providing written notice to the Contractor, notifying it of final termination fourteen (14) days from the date of receipt of said notice. If conditions arise making transportation of the District's pupils unnecessary, the District shall give the Contractor fourteen (14) days' written notice of the final termination date of this contract.

Upon default, by the Contractor, the District may employ another contractor or contractors to complete the terms of this Agreement and hold the Contractor responsible for any reasonable extra or added expenses or damages suffered by the District. The performance bond may be utilized to reimburse the district for damages. The provisions outlined herein as the rights of the District after termination shall be in addition to any and all other legal or equitable remedies

permissible under the law.

VII.

OTHER

A. SAVINGS CLAUSE AND LEGAL COMPLIANCE

This Agreement is made subject to all the laws of the State of New Hampshire. Any clause which does not conform to such laws shall be void, and such laws shall be operative in lieu of such clause. However, if any clause shall become void, as aforesaid, that event shall not change the legal effect of any other clause of this Agreement. The Contractor shall keep itself fully informed of, and agrees to comply with pertinent Federal, State, and Municipal laws, ordinances, rules and regulations in any manner affecting the services embraced in this Agreement.

B. MODIFICATIONS AND CANCELLATION

This Agreement may be amended by the mutual consent of both parties. Any modification or cancellation of this Agreement must be in writing and signed by both the District and the Contractor.

C. OTHER

Notwithstanding anything contained in this Agreement to the contrary, in the event no funds or insufficient funds are appropriated and budgeted or sufficient funds are otherwise unavailable by any cause whatsoever in any fiscal period for the payments due under this contract, the District shall immediately notify the Contractor of that event and this Agreement shall terminate without penalty or expense to the School District on the last day of the fiscal period for which appropriations have been received or made.

D. FORCE MAJEURE

In the event that Contractor is unable to provide its services hereunder due to act of God, civil disturbance, riot, war, fire, picketing, strike, labor disturbance, government action, terrorism, or any other cause, condition or circumstance beyond the control of Contractor, the District shall excuse Contractor from a performance hereunder until such cause, condition, or circumstance has subsided or ceased.

E. ANNUAL PERFORMANCE REVIEW

There will be an annual evaluation/review of how contract requirements are met by the Contractor. This evaluation will be conducted by the Superintendent of Schools for SAU #15, the Business Administrator of SAU #15, the General Manager or Regional Chief Operating Officer for the Contractor, the Terminal Manager for the Contractor, with input from the Auburn School Board.

This Agreement is made and shall be interpreted pursuant to New Hampshire Law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement at Auburn, New Hampshire, _____, 2018.

AUBURN SCHOOL DISTRICT:

By: _____

Chairperson of the Auburn School Board

WITNESS:

CONTRACTOR:

AUBURN POLICIES --2ND READING/ADOPTION--

XII.A.

2nd Reading Date: January 9, 2018
1st Reading Date: December 12, 2017

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	PROPOSAL STATUS	STATUS	Changes Made after First Reading Reason for Change
Agenda Preparation and Dissemination	BEDB		Recommended		No changes by Board after first reading
Minutes	BEDG		Recommended		No changes by Board after first reading
Access to Minutes & Public Records	BEDG-R		Recommended		No changes by Board after first reading
Emergency Plans	EBCA		Recommended		No changes by Board after first reading
Background Investigation and Criminal Records Check	GBCD		Priority/Required by Law		No changes by Board after first reading
Parental Objections to Specific Course Materials	IGE		Priority/Required by Law		No changes by Board after first reading
Course Material Objection Form	IGE-R				No changes by Board after first reading
Character and Citizenship Education	IHAK		Priority/Required by Law		No changes by Board after first reading
Health Education and Exemption from Instruction	IHAM		Priority/Required by Law		No changes by Board after first reading
Health and Sex Education Exemption/Objectionable Course Material: Opt-Out Form	IHAM-R				No changes by Board after first reading
Volunteers	IJOC				No changes by Board after first reading
Promotin and Assignment of Students	IKE		Priority/Required by Law		No changes by Board after first reading

**AUBURN SCHOOL DISTRICT
AGENDA PREPARATION AND DISSEMINATION**

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson and appropriate members of the executive staff.

Items to be placed in the agenda should be in the hands of the Superintendent on or before the seventh day preceding the meeting. Every board member has the right to place items on the agenda. ~~Items not included in the agenda may be brought before the meeting provided it is agreed to by the Board.~~ However, the Board may choose not to deal with every agenda item. **After posting, the agenda may be modified by the Board.**

Items of business may be suggested by any board member, staff member, student, or citizen of the District. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Superintendent and Chairperson. The agenda, however, shall always allow suitable time for the remarks of the members of the public who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise board policies, or adopt new ones, unless action has been scheduled.

The agenda, together with supporting materials, shall be distributed to board members in a reasonable timeframe prior to the board meeting, to permit them to give items of business careful consideration. Board members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities. The agenda shall also be made available to the press and others upon request.

The agenda will be posted in the building where the meeting is held and at another public location, in accordance with RSA 91-A:2.

All actions will be preceded by a motion and a second to the motion followed by discussion.

Adopted: January 13, 1983

Adopted: October 12, 1999

Statutory Reference: RSA 91-A:2, II, **Access to Governmental Records and Meetings**

**AUBURN SCHOOL DISTRICT
MINUTES**

The Secretary will keep a record of the actions of Board meetings. The minutes of the Board will be kept in an official minute book and will include resolutions and motions. Papers not a part of a formal motion may be included if they are referred to and identified by some method.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Minutes of all public meetings will be made available for public inspection no later than five (5) business days after the meeting. Minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. Minutes shall include the names of members participating, persons appearing before the School Board, a brief description of each subject matter discussed, and a record of all final decisions. When a recorded roll call vote on a motion is required by law or called for by the Chair, the minutes will record how each board member voted on the motion.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Amendments to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Draft Minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, unless sealed by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion, will be made available for public inspection within seventy-two (72) hours after the non-public session.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justify sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely

the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public, RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions, RSA 91-A: 4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Adopted: October 12, 1999

Revised: June 9, 2009

**AUBURN SCHOOL DISTRICT
ACCESS TO MINUTES AND PUBLIC RECORDS**

1. These procedures will apply to all requests for access to public records and minutes received by the administrative offices of the school district.
2. The Board encourages members of the public to make their requests in writing and to include a specific description of the desired documents. No request will be denied if it is not in writing.
3. All requests for public records must be made through the Superintendent's office. If a board member receives a request for documents, the board member will forward the request to the Superintendent as soon as possible.
4. Public documents requested under the Right to Know Law must be made available immediately if such records are immediately available for inspection or copying. If such records are not immediately available, or if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will do so, within five (5) business days. In the event a reply will take longer than five (5) days, a letter will be sent to the individual requesting the documents acknowledging receipt of the request and either estimating when a substantive reply will be available or explaining why such documents are unavailable.
5. The school district will charge a fee of .50 per page per copy/print of records. No fee will be charged for the inspection or delivery of records if such records, either paper or electronic, do not need to be photocopied/printed.
6. Records must be reviewed in their entirety by either the Superintendent or building principal before they are released, in order to ensure that no confidential or exempted information is disclosed.
7. Records exempted from disclosure per RSA 91-A:5 will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5, the Superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.
8. Electronic records may be provided via e-mail, if the requestor so requests and if such records can be delivered electronically. A fee of .50 per page will be charged for changing the form of the document (paper to electronic/electronic to paper).
9. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

1. These procedures will apply to all requests to inspect or obtain copies of governmental records, including minutes of School Board meetings, received by the administrative offices of the school district.

2. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. The Board encourages members of the public to make their requests in writing and to include a specific description of the desired record(s). Requests for records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff member receiving the request shall put the request in writing and shall provide the person with a copy.

3. All requests for public records must be made through the SAU/Superintendent's office.

If a board member receives a Right-to-Know request, the board member will forward the request to the Superintendent as soon as possible.

If a Principal or other school administrator receives a Right-to-Know request, he or she will forward the request to the Superintendent as soon as possible.

4. Public documents requested under the Right-to-Know law will be made available immediately if such records are properly disclosed and immediately available for inspection or copying. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) 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. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or 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.

5. The School District will charge a fee of [insert fee amount] per page for copying/photocopies of records when the person requests a paper copy. No fee will be charged for the inspection of records.

6. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.

7. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.

8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.

9. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

Adopted: June 9, 2009
Revised: December 13, 2016
Revised: January 10, 2017

**AUBURN SCHOOL DISTRICT
EMERGENCY OPERATION PLANS**

The Superintendent and/or his/her designee shall ensure that building Emergency **Operations (Emergency Response Plan)** management plans have **has** been developed and are **is** understood by staff, faculty, and students. ~~Community emergency plans shall be developed in conjunction with local civic officials.~~ **The district shall participate as needed in the development of a Community Emergency Plan.**

Adopted: April 11, 2000

Legal Reference: RSA 189:64, Emergency Response Plans

AUBURN SCHOOL DISTRICT
BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

Background Investigation

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, criminal background check, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations that have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime, and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any person for whom the Board requires a Criminal Records Check shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Check, unless otherwise determined by the Board.

Criminal Records Check

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check.

"Persons regularly in contact with students" means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

Volunteers

Designated Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. "Designated Volunteers" are defined and so designated pursuant to Policy IJOC.

Conditional Employment

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check. No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process and has completed a background investigation.

Any person, who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check that is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

Final Offer of Employment

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check that is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has been convicted of the following offenses, as referenced in RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony. Such determination will be made by the Superintendent, on a case-by-case basis.

The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct that he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis. —

Additional Criminal Records Checks

The Superintendent may require a Criminal Records Check of any employee at any time.

The Superintendent, or his/her designee, will conduct a thorough investigation into the past employment history, criminal history records, and other appropriate background of any applicant as defined in this policy. This investigation shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the District.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done. For the purposes of this policy the term "applicant" shall include an applicant for employment by the District, an individual with whom the District may contract to provide services directly to students, any person identified by a contractor with the District whom the contractor proposes to assign to provide services directly to students, student teachers who are proposed to be placed in a District school, and designated volunteers. All applicants will be subject to a criminal records history check meeting the

minimum requirements of law, however, the Superintendent's protocol may specify additional background check steps for specific groups of employees, such as verifying the educational achievements and employment history of an applicant for a teaching position. The Superintendent's protocol shall include a list of felonies and misdemeanors, in addition to those specified in RSA 189:13-a, V, convictions of which shall be disqualifying. The protocol shall require that an analysis be conducted of any pending charges or convictions for crimes not on the statutory list of disqualifying offenses to determine whether the applicant should be disqualified. The protocol shall take into consideration the time which has passed since the conviction, the facts and circumstances of the charge or conviction, evidence of successful rehabilitation and an extended period of lawful behavior. For charges pending disposition for offenses not on the statutory list of disqualifying offenses, which the applicant discloses or which come to light during the background check, the Superintendent shall consider all reliable information in assessing the applicant's suitability. The Superintendent shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired. The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any applicant for employment for whom the Board requires a criminal history records check or their employer in the case of an employee of a contractor shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board. Fees or costs associated with a background check of a volunteer should be borne by the district.

Criminal History Records Check

Each applicant must submit to a background check and a criminal history records check with the State of New Hampshire, including FBI national records. Refusal to provide the required criminal history records release form and any other required releases to authorize a background check will result in immediate disqualification and no further consideration for the position.

Volunteers

Designated Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. "Designated Volunteers" are defined and so designated pursuant to Policy [IJOJ](#). Volunteers not categorized as "Designated Volunteers" per Policy [IJOJ](#) will not be subject to a background investigation or criminal records check.

Conditional Offer of Employment

Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the background check, the State and FBI criminal history records check, and a determination that there are no disqualifying pending charges or convictions.

No applicant selected for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI criminal history records check process and a background investigation.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her employment or approval to work within the District as a contractor or employee of a contractor is entirely conditioned upon the results of a criminal history records check and background check being satisfactory to the District.

Final Offer of Employment

A person who has been extended a conditional offer of employment or conditional approval to work within the District as a contractor or employee of a contractor may be extended a final offer of employment or final approval upon the completion of a criminal history records check and a background check which is satisfactory to the Superintendent.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of any crime listed in RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed as disqualifying in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the Superintendent in accordance with the established protocol and on a case-by-case basis. If the Superintendent chooses to nominate an applicant who has a history of conviction of a crime or with pending charges for a position that must be approved by the School Board, the School Board shall be informed that a criminal history exists, or that charges are pending.

The Superintendent, or designee, will transmit each applicant's Criminal Record Release Authorization Form and, where inked cards are used, the applicant's fingerprint cards to the State Police. The State Police will then conduct the criminal history records check and will provide the Superintendent with the applicant's criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III, only the Superintendent will review the criminal history record received from the State Police and shall destroy that document as required by law.

When the District receives a notification of an employee, contractor, contractor's employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the Superintendent's protocol, or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract to address the individual's ongoing relationship with the District.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

Additional Criminal Records Checks

The Board may require a criminal history records check of any employee, an individual with whom the District has contracted to provide services directly to students, any person identified by a contractor with the District who has been assigned to provide services directly to students, student teachers who are placed in a District school, and designated volunteers at any time.

Revised: January 1998

Adopted: November 10, 1998

Revised: January 13, 2009

Revised: December 13, 2016

Revised: January 10, 2017

Legal References: *RSA 189:13-a, School Employee and Volunteer Background Investigations*

AUBURN SCHOOL DISTRICT
PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIALS

The curriculum and course materials of the School District are designed to meet statutory requirements and include other areas of study deemed appropriate by the professional staff and the Board. The curriculum includes topics and materials that are age and ability appropriate to the students **and are available for review by parents.**

The Board acknowledges that from time to time individual students may be exposed to specific course materials which their parents/legal guardians find objectionable. **Parents and legal guardians shall be notified, in writing, not less than two (2) weeks in advance of use of -potentially objectionable curriculum course material .** In such cases, the parents/legal guardians may request an exception to the specific course materials in accordance with applicable law and the following procedure.

1. The parents/legal guardians must:
 - a. Notify the building principal in writing of the specific course material to which they object; and
 - b. Provide a detailed written description or actual copy of the course material which they propose as an alternative to the District's course material. That alternative material must meet applicable State requirements for education in the particular subject area.
 - c. Provide a detailed description of how and when the alternative course material will be delivered to the child at no cost to the District. The District shall have no responsibility for delivery of the alternative course material.
2. The building principal shall review the proposed alternative course material and the parent/guardian's plan for delivery of the material. He/she shall determine whether it is appropriate and meets State requirements and consult with the classroom teacher and other staff as appropriate.
3. The building principal shall notify the parents/legal guardians as soon as practicable whether or not he/she agrees with the alternative course material and the plan for delivery of the material. Both the building principal and parents/legal guardians must agree in order for particular alternative course materials to be approved as a replacement for District course material.
4. If the building principal approves the alternative course materials and the plan for delivery, the parents/legal guardians must provide appropriate documentation of the student's successful completion of the material. Absent such documentation, the student will not receive credit for the work.
5. If the building principal and parents/legal guardians cannot agree on alternative course materials and a plan for delivery, the Superintendent may be requested to assist in resolving the matter. In the event that there is no agreement, the District shall expect the child to continue to participate in the school's regular curriculum.
6. In the event that the parents/legal guardians are objecting to health and physical education, including the human reproductive system and human sexual health on religious grounds, the

student shall not be required to participate in the District's regular curriculum, but may participate in an alternative program per School District Policy IHAM Health Education and Exemption from Instruction

In accordance with State law, the names of the parents/legal guardians requesting exceptions to specific course materials and their reasons shall remain confidential.

Adopted: May 8, 2012

Legal Reference:

RSA 186:11(IX-c) and (IX-e), **State Board of Education; Duties, US Constitution 1232h, (c) (1) (C), Protection of Pupil Rights**

COURSE MATERIALS OBJECTION

I, _____ am the parent or guardian of, _____
and object to the following course material:

I have identified alternative course material and have enclosed it with this form.

My plan for delivery of alternative course material, including ensuring the District bears no additional cost for such, is as follows:

I understand that I am requesting the school to excuse my child from certain units of curriculum that are required by State law. I further understand that in lieu of receiving instruction in this unit, my child is required to receive alternative learning that is sufficient to enable my child to meet state requirements the unit. I further understand I am responsible for the delivery of the approved alternative course material and am required to submit appropriate documentation of my child's successful completion of the material. Absent such documentation, my child will not receive credit for the work. I further understand that this objection is only valid for the school year in which it is signed and for the course material noted above and subsequent waivers may be necessary.

Parent/Guardian Signature

Date

Principal Review Date: _____

Disposition:

Approved

Not Approved

**AUBURN SCHOOL DISTRICT
CHARACTER AND CITIZENSHIP EDUCATION**

The faculty and staff will have the responsibility for integrating into the curriculum, as appropriate, the following principles:

1. Democratic societies are free societies based on law, and a democratic government is established by majority vote.
2. Problems are solved through facts, reason and orderly processes.
3. We are a nation bound by the shared values of freedom, liberty, and equality.
4. A free society requires respect for persons, property, principles, and for self.
5. Individuals have dignity and worth.
6. A democratic society affords the following rights to individuals:
 - a. Individuals have the right to learn and the freedom to achieve.
 - b. Individuals have the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.
 - c. Individuals have the right to personal liberties.
 - d. Individuals, regardless of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic background, or disability, have the right to equal opportunity.
7. Individuals in a democratic society have the following responsibilities:
 - a. Individuals have a responsibility to the group as well as to the total society.
 - b. Individuals should be tolerant of another's beliefs and should have freedom to express their own.
 - c. Individuals are responsible for their own actions, and should exercise self-discipline where and when appropriate.

Teaching in the area of character and citizenship will take place throughout the K-8 program.

Adopted: December 8, 1993
Adopted: November 14, 2000
Revised: January 13, 2009

Legal References: NH Admin Rules Sec. Ed 306.04(a)(5), 306.04(i) **Character and Citizenship**

**AUBURN SCHOOL DISTRICT
HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION**

Consistent with Department of Education requirements, health and physical education including **the human reproductive system and human sexual health**, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents/guardians will have the right to inspect and review health and physical instruction materials that will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of health and physical education, that the material is available for inspection at the school. The notice will identify and provide contact information for the member of staff or faculty whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Opt-Out Procedure and Form

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health **or physical** education instruction for **religious reasons or religious objections**, are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of the curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal.

Parents/guardians who do not want their child to participate in a particular unit of health or physical education must complete a Health or Physical Education Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Adopted: June 9, 2009

Legal References:

*NH Admin Rules, Sec. Ed 306.40, **Health Education Program**, NH Admin Rules, Sec. Ed 306.41, **Physical Education Program**, RSA 186:11, IX-b, **Notice to Parents/Guardian Required, RSA 186:11, IX-b, Heath and Sex Education, US Constitution 1232h, (c) (1) (C), Protection of Pupil Rights***

Appendix IHAM-R, Health Education Exemption: Opt-Out Form

**HEALTH & PHYSICAL EDUCATION INSTRUCTION EXEMPTION
OPT-OUT FORM**

I, _____ (parent/guardian) request that my child, _____ be excused from participating in certain units of health **or physical** education instruction **due to religious reasons or religious objections.**

I request that the District waive the class attendance of my child in a class or courses on the following subjects/units:

Please identify the grade level, class, and building. _____
_____.

I understand that I am requesting the school to excuse my child from certain units of curriculum that are required by state law. I further understand that in lieu of receiving instruction in this unit of health **or physical** education, my child may be required to receive alternative learning in health **or physical** education that is sufficient to enable my child to meet state requirements for health education. I further understand that this opt-out exemption is only valid for the school year in which it is signed and subsequent waivers may be necessary.

Parent/Guardian Signature

Administrator Signature

Date Received _____

This form is exempt from disclosure under the Right –to-Know law, RSA Chapter 91-A, and RSA 186:11, IX-e (Duties of the State Board)

**AUBURN SCHOOL DISTRICT
VOLUNTEERS**

The Auburn School District welcomes and values contributions made to the school program by the volunteer efforts of parents and other citizens. The voluntary help of citizens should be requested by school staff using appropriate administrative procedures. The Superintendent/designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The assignment of volunteers will be consistent with those policies and procedures under the direction of the Principal/designee.

Volunteers assist the school in many roles, including, but not limited to, clerical assistance for teachers, field trip chaperones, presenters, assistant coaches, advisors to enrichment activities, and assisting in large group supervision. In whatever capacity, the Principal/designee will provide appropriate orientation to the volunteers. This orientation shall include a description of role expectations, information about safety, evacuation, confidentiality, and the expected relationship to staff and students. Whenever possible, volunteers should function under the supervision of a school employee.

"Designated Volunteers" – Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Has unsupervised access to the school building as a whole;
5. Any other volunteer so designated by the School Board or Superintendent.

Said Record Checks will be funded by the District and shall be required during the initial stages of volunteer service.

Registered **sex** offenders will not be allowed to be a school volunteer.

Adopted: November 10, 1998

Revised: June 10, 2008

Revised: May 12, 2011

Legal Reference: RSA 189:13-a, **School Employee and Volunteer Criminal History Records Check**

**AUBURN SCHOOL DISTRICT
PROMOTION AND ASSIGNMENT OF STUDENTS**

The Superintendent and the building principal shall develop rules for the promotion and retention of students. The rules will be approved by the Board. These rules shall be published in the ~~Parent~~-Student Handbooks.

Criteria to be considered regarding the promotion of students should include, but ~~is~~ **are** not limited to, a student's mastery of course level competencies, grades, teacher recommendations, and the student's social growth and readiness.

Adopted: January 10, 1990
Adopted: November 14, 2000
Revised: January 13, 2009

Legal References:
NH Admin Rules Sec. Ed 306.14(d)

AUBURN POLICIES

*****1st READING/REVIEW*****

XII.B.

2nd Reading Date:
 1st Reading Date: January 9, 2018
 Committee Meeting Date: December 14, 2017

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	PROPOSAL STATUS	Committee Recommendations
Fraud Prevention and Fiscal Management	*NEW*	DIH	Recommended	Adopt NHSBA with revision to language.
Payroll Procedures	DKA		Recommended	Minor language changes.
Non-Educational Surveys and Questionnaires	ILDA	ILD	Priority/Required by Law	SB 43 amended policy. Adopt NHSBA Policy ILD. Eliminate ILDA.
Non-Educational Surveys and Questionnaires - Form	*NEW*	ILD-R	Optional	To be used for Policy ILD
Patriotic Exercises	IMDA		Recommended	Adopt NHSBA with revisions to language.
Reporting Child Abuse or Neglect	JLF		Priority/Required by Law	House bill law requires signage in each school.
Public Gifts/Donations	*NEW*	KCD	Optional	Adopt. Promotes transparency.

NEW

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

Authority

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

Definitions

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

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

Delegation of Responsibility

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

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

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

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

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

Guidelines

Reporting

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

Investigation

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

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

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

Records shall be maintained for use in an investigation.

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

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

Confidentiality

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

Prevention

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

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

**AUBURN SCHOOL DISTRICT
PAYROLL PROCEDURES**

All salaries and supplements paid to regular staff members, substitutes, and part-time personnel will be paid through the SAU office.

Proper payroll procedures are dependent on staff attendance accounting **and on the signing-in and signing-out of part-time and hourly workers**. The necessary procedures for this will be established by the Superintendent or designee and carried out by the administrative personnel.

Compensation records kept by the SAU office will reflect an accurate history of the compensation and related benefits accorded each employee.

Pay Day Schedule

The Auburn School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

Salary Deductions

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:

1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions
- ~~5. Purchasing Benefits~~

All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

Adopted: March 26, 2002

Legal References:

**RSA 194:C:4,(II) (A), Superintendent Services, RSA 275:43, Payment of Wages;
Hourly School District Employees**

Eliminate

ASB File: ILDA

AUBURN SCHOOL DISTRICT

NON-EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

This policy will apply to all non-academic and non-educational surveys and questionnaires implemented, used and conducted by the District. This policy is intended to be separate and distinguishable from Policy ILD - Educational Questionnaires, Surveys and Research.

Parents/guardians will be notified at least ten (10) days prior to the District administering a non-academic or non-educational survey or survey to students. Parents/guardians will be permitted to review the survey or questionnaire prior to it being administered, if so requested. Parents/guardians may opt-out their child from the survey or questionnaire. Such an opt-out notice must be in writing, including e-mail notification. Parents who do not opt-out their child(ren) from District administered surveys or questionnaires will be deemed to have consented to the survey or questionnaire. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation.

For purposes of this policy, "non-academic survey or questionnaire" means "surveys, questionnaires, or other documents designed to elicit information about a student's social behavior, family life, religion, politics, sexual orientation, sexual activity, drug use, or any other information not related to a student's academics" or as otherwise may be defined by applicable state law or Department of Education regulation.

Adopted: December 8, 2015

Legal References:
RSA 186:11, IX-d, **Duties of the State Board of Education**

**AUBURN SCHOOL DISTRICT
EDUCATIONAL QUESTIONNAIRES, SURVEYS, AND RESEARCH**

Protection of Pupil Rights Amendment

~~Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:-~~

- ~~1. Political affiliations;~~
- ~~2. Mental and psychological problems potentially embarrassing to the student or the family;~~
- ~~3. Sexual behavior and attitudes;~~
- ~~4. Illegal, anti-social, self-incriminating, and demeaning behavior;~~
- ~~5. Critical appraisals of other individuals with whom respondents have close family relationships;~~
- ~~6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;~~
- ~~7. Religious practices, affiliations, or beliefs of the student or student's parent; or~~
- ~~8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).~~

School District Approval

~~No surveys will be administered without the prior approval of the Superintendent or his/her designee. Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students. Parents/guardians will have the right to deny permission for their child to participate in taking the survey. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.~~

Parental Notification

~~Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will~~

be able to do so in the administrative office. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the school board as to content and purpose. The results of such approved surveys must be shared with the school board.

Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the Superintendent will notify parents concerning the administration of such questionnaire or survey in writing prior to its administration. Such notice will inform parents of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents will have the right to review the questionnaire or survey and to exempt their child from participating in the survey. School personnel administering any such questionnaire or survey will not disclose personally identifiable information. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation.

Miscellaneous Provisions

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or post-secondary education recruitment, or military recruitment;
 - Book clubs, magazines, and programs providing access to low-cost literary products;
 - Curriculum and instructional materials used by schools;
 - Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
 - The sale of products or services to raise funds for school-related or education-related activities; and
- Student recognition programs.

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics.

Federal law, the Protection of Pupil Rights Amendment, imposes the prior written consent requirement only if the survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:

- 1. Political affiliations;**
- 2. Mental and psychological problems potentially embarrassing to the student or the family;**
- 3. Sexual behavior and attitudes;**
- 4. Illegal, anti-social, self-incriminating, and demeaning behavior;**
- 5. Critical appraisals of other individuals with whom respondents have close family relationships;**
- 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;**
- 7. Religious practices, affiliations, or beliefs of the student or student's parent;**
or
- 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).**

State law, RSA 186:11, IX-d, imposes the prior written consent requirement on questionnaires, or other documents designed to elicit information about:

- 1. A student's social behavior;**
- 2. family life;**
- 3. religion;**
- 4. politics;**
- 5. sexual orientation;**
- 6. sexual activity;**
- 7. drug use;**
- 8. or any other information not related to a student's academics.**

School District Approval

For the purpose of this policy, "non-academic survey" shall include a survey, analysis, or evaluation which seeks any information in the categories listed above. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved surveys must be shared with the School Board.

No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.

Parental Notification

Prior written consent from a parent or legal guardian is required to administer a non-academic survey to a student, unless the student is an adult or an emancipated minor who consents. Parents/Guardians will be notified at least ten (10) days prior to administration when a school intends to administer a non-academic survey. Included in the notice will be information regarding the purpose of the non-academic survey, how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the administrative office. Parents may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention

State law does not require prior written consent from a parent or guardian for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education. As required by both New Hampshire and federal law, the District shall provide parents and guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

Miscellaneous Provisions

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or post-secondary education recruitment, or military recruitment;**
- Book clubs, magazines, and programs providing access to low-cost literary products;**
- Curriculum and instructional materials used by schools;**

- **Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;**
- **The sale of products or services to raise funds for school-related or education-related activities; and**
- **Student recognition programs.**

Legal References:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment
RSA 186:11, IX-d, Duties of the State Board of Education
2017 CDC YRBS Guidance Manual

Appendix ILD-R

Adopted: December 8, 2015

**PERMISSION TO PARTICIPATE IN NON-EDUCATIONAL SURVEYS,
QUESTIONNAIRES, OR RESEARCH**

Dear Parent/Guardian,

On _____ at Auburn Village School,
there will be a survey, analysis, or evaluation ("survey"), and your consent is required so that your child(ren) may participate. The description and purpose of the survey, how and when it will be administered, and the intended results of the survey are as follows:

If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey an/or instructional materials before the survey is administered to a student.

STUDENT(S) NAME

GRADE

_____	_____
_____	_____
_____	_____

As the parent/guardian, I approve my child(ren)'s participation in the activity designated above.

Parent/Guardian Signature

Date

**AUBURN SCHOOL DISTRICT
PATRIOTIC EXERCISES**

~~A period of time shall be set aside to recite the Pledge of Allegiance.~~

~~In accordance with federal law, the District shall offer an education program(s) each year on Constitution Day to commemorate the September 17, 1787 signing of the United States Constitution. The Principal shall establish administrative guidelines ensuring that the District observes Constitution Day properly and in a manner befitting the importance of the event.~~

~~Further, during the weeks of Memorial Day and Veterans Day, the district will devote time for exercises of a patriotic nature, including a discussion of the words, meaning, and history of the Pledge of Allegiance and the Star Spangled Banner.~~

In accordance with federal law, the District shall offer an education program(s) each year on Constitution Day and Citizenship Day to commemorate the September 17, 1787 signing of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

During the weeks of Memorial Day and Veterans Day, the District will devote time for exercises of a patriotic nature.
The district may also observe General John Stark Day on the second Monday in April.

Adopted: November 14, 2000
Revised: February 14, 2017

Legal Reference:
RSA 194:15-c, NH Patriot Act, RSA 189:18, Patriotic Exercises, 36 U.S. C. 106, Constitution Day and Citizenship Day, **RSA 4:13-I, General John Stark Day**, Section 111 of Div. J of Public Law 108-447

**AUBURN SCHOOL DISTRICT
REPORTING CHILD ABUSE OR NEGLECT**

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal. The principal shall then immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services. The principal will then notify the Superintendent that such a report to Health and Human Services has been made.

A written report shall be made by the principal **or designee, and submitted to the Superintendent** within 24 hours. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Health and Human Services.

The Board recommends all school district employees receive routine training or information on how to identify child abuse and neglect.

The Principal or Administrator of each school shall post a sign in a public area within the school that is readily accessible to students, in the form provided by the New Hampshire Department of Health and Human Services, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website.

Adopted: March 18, 1985
Adopted: June 12, 2001
Revised: October 6, 2008

Legal References:

NH Admin Rules, Sec. Ed 306.04(a) (10), **Reporting of Suspected Abuse or Neglect**, RSA 169-C:29, **Persons Required to Report**, RSA 169-C:30, **Nature and Content of Report**, RSA 169-C:3, **Immunity from Liability**, RSA 169-C:34, II, **Duties of the Department of Health and Human Services**, and **189:72, Child Abuse or Neglect Information**

NEW

**AUBURN SCHOOL DISTRICT
PUBLIC GIFTS/DONATIONS**

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

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

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

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

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

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

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

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

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

XIII.A. (1)**School Administrative Unit #15
Auburn Pupil Accounting
Monthly Enrollment****DATE: January 2, 2018**

GRADE	SECTION	TOTAL 2017-2018	TOTAL 2016-2017	TOTAL 2015-2016	TOTAL 2014-2015
K	3	50	51	44	48
1	3	70	56	66	58
2	3	62	73	60	63
3	4	74	63	64	68
4	3	59	69	75	59
5	3	72	79	58	73
6	4	81	64	76	66
7	3	64	80	74	67
8	4	81	80	68	70
TOTAL	30	613	615	585	572

Max Enrollment			January '17 615	Sept '15 592	Dec '14 574
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XIII.A.(2)

**School Administrative Unit #15
Auburn Pupil Accounting
High School Monthly Enrollment**

DATE: January 2, 2018

School	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL
Pinkerton Academy	83	72	71	60	286
Londonderry High School	0	1	0	0	1
Trinity	0	0	1	1	2
MST	0	1	0	0	1
Pembroke Academy	0	0	1	0	1
TOTAL	83	74	73	61	291